

Unconfirmed Minutes of P&C General Meeting #04

Meeting Type:	General Meeting	Recorded By:	Tamsin Ainscow
Meeting Date:	04/08/2021	Chaired by:	Melinda Williams
Meeting Number:	6 for 2021 (General Meeting #4)	Start Time:	7:00 pm
Location:	Staff Room	Finish Time:	8:35 pm

Attendees:

Melinda Williams (MW)	Tamsin Ainscow (TA)	Cecilia Benitez (CB)	Gabriela Contreras (GC)	Angela Lowden (AL)
Karen Owens (KO)	Livia Faulkner (LF)	Michelle Outram (MO)	James Shore (JS)	Kristine Panton (KP)
Sam Taylor (ST)	Laura Castineyres (LC)	Stephen Lau (SL)		

Apologies:

Ying Diao (YD)	Amanda Bell (AB)	Tom McCarthy (TM)	Carley Bishop (CBp)	Mel Mundy (MM)
Heidi Burn (HB)				

Item	Business	Vote	Action
	WELCOME – Melinda Williams		
1.	ACCEPTANCE OF PREVIOUS MINUTES Previous minutes: <ul style="list-style-type: none"> - General Meeting No. 3 – 05/05/21 - Executive Meeting No. 1 – 09/06/21 - Executive Meeting – Insurance Vote – 27/07/21 (minutes attached) 	Raised LF; Seconded AL and GC; Passed without change.	
2.	REPORTS 2.1 Principals Report – Karen presented the Principal’s Report – refer attached. <ul style="list-style-type: none"> - Discussed Fathering Project. Cost is \$1,000 per annum – discussed the value the Project can bring to school community and all agreed further information required. KO advised local rep will be at school for a meeting with parents on 17 Nov. KO asked TM and JS to attend. 2.2 Treasurers Report <ul style="list-style-type: none"> - Term deposit – funds available in term deposit for transfer into P&C bank account. - 2020 Book health check – still planned for Sept/Oct. - Uniform shop insurance – paid (as per Exec meeting on 27/07/21) - Signatories – ongoing - Debit card – CB investigating - Square device may now be available for non-profit organisations – potentially has better rates than Commbank – hold over to future meeting. 2.2.1 2021 Budget and Beyond <ul style="list-style-type: none"> - Refer attached budget snapshot which highlights typical income and expenditure. 		CB CB

<p>2.2.2</p>	<p>School Funding Request</p> <p><i>Motion 1: to approve P&C funds for the Year 6 Graduation – up to \$1,000</i></p> <p>These funds are used to subsidise the ticket costs to ensure affordability. Further discussion to be held next year.</p> <p><i>Motion 2: to approve P&C funds for the Jeanne Warner Sportsmanship Award – up to \$50</i></p> <p>Noted that 2021 is the last year of the Jeanie Warner Award.</p> <p><i>Motion 3: to approve P&C funds to support the purchase school Production – up to \$1,000</i></p> <p>.</p> <p><i>Motion 4: to approve P&C funds for 2022 Chaplain program – up to \$8,000</i></p> <p>Discussed funding for Chaplain program. Historically P&C fund ½ day, Youth Care fund ½ day and 2 days funded by government. This year, due to COVID, Youth Care has not able to provide funding, so school has made up short fall.</p>	<p>Raised KO; Seconded MO</p> <p>All in favour except MW who abstained.</p> <p>Raised MW; Seconded LF. All in favour.</p> <p>Raised AL; Seconded GC. All in favour.</p> <p>Raised LF; Seconded MW. All in favour.</p>	
<p>2.3</p>	<p>Fundraising Committee</p> <p>2.3.1 School Disco – date agreed 10th Sept 2021. <i>Motion 5: to approve P&C funds for school disco – up to \$1,000</i></p> <p>2.3.2 Dads and Kids Camp – 19th Nov 2021. Subcommittee meeting regularly. <i>Motion 6: to approve P&C funds for Dads and Kids Camp Out – up to \$1,600</i></p> <p>2.3.3 Christmas Markets - 7th December 2021. - Subcommittee formed – JS, TA, MO, MW, LF, SL, AL (TBC)</p>	<p>Raised MW; Seconded AL. All in favour.</p> <p>Raised JS; Seconded MO. All in favour.</p>	

<p>2.3.4</p> <p>2.3.5</p>	<p>Athletics Carnival Cake Stall – 2nd Sept</p> <ul style="list-style-type: none"> - LF volunteered to organise. <p>125 Year Celebration</p> <ul style="list-style-type: none"> - TA to send email out to P&C requesting volunteers for subcommittee. 		
<p>2.4</p> <p>2.4.1</p> <p>2.4.2</p> <p>2.4.3</p> <p>2.4.4</p> <p>2.4.5</p> <p>2.4.6</p> <p>2.4.7</p>	<p>Additional Reports</p> <p>Traffic Management – held over to next meeting.</p> <p>Parent Rep Coordinator – nil to report.</p> <p>Uniform Shop</p> <ul style="list-style-type: none"> - GC report uniform shop is running well. - Dress photo required for new poster - Laptop maintenance – uniform shop accounts are now backed up. Laptop needs maintenance / clean up so it will run faster. MW to do Connect Notice. <p>School Lunches – held over to next meeting.</p> <p>WACSSO – second ticket purchased – to be shared MW and MO to discuss. YD to report back at new exec meeting.</p> <p>School Board – nil to report.</p> <p>School Banking – LF confirmed school banking account is now closed and no further action required.</p>		<p>TA</p> <p>MW</p>
<p>3.</p>	<p>BUSINESS ARISING FROM PREVIOUS MINUTES</p>		

<p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Aboriginal and Cultural Awareness and Engagement</p> <ul style="list-style-type: none"> - Subcommittee meeting held on 28/06/21. TA provided notes to KO for review/discussion. <p>Storeroom and Canteen Tidy – MW to confirm new date.</p> <p>Ideas Register – held over to next meeting. Rev F attached.</p> <p>Communications</p> <p>Facebook page – refer attached Facebook proposal.</p> <p><i>Motion 7: To proceed with the development of the SPPS P&C Facebook Page in accordance with this proposal “SPPS P&C Facebook Page Proposal – Revision A” including the following nominations for administrators.</i></p> <ul style="list-style-type: none"> - <i>Melinda Williams</i> - <i>Mel Mundy</i> - <i>Laura Castineyras</i> - <i>Michelle Outram</i> - <i>Tamsin Ainscow (not actively posting)</i> <p>TA to prepare procedure and code of conduct.</p>	<p>Raised TA; Seconded MW. All in favour.</p>	<p>MW</p> <p>TA</p>
<p>4</p>	<p>CORRESPONDANCE – Nil to report</p>		
<p>5</p>	<p>OTHER BUSINESS – not discussed.</p>		
<p>6</p>	<p>Next meeting: Executive Meeting 2 – Wednesday 08 September 2021 at 7.00pm.</p> <p>Meeting closed at 8.35pm</p>		

South Perth Primary School Parents and Citizens' Association Incorporated

Reports and Documents Tabled and Noted

- Principal's Report
- Budget Overview
- Ideas Register Rev F
- Facebook Proposal



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**P&C Meeting
Principal's Report
Wednesday 8 August 2021**

School Review – Wednesday 13 October 2021

- School self-assessment to be lodged by Tuesday 21 September.
- P&C input sought into the Partnerships and Relationships domain self-assessment.
- Five focus areas in the domain.
- Self-assessment identifies: *How are we going? (i.e. At, Above or Below Expected) How do we know? How are we going to improve?*

Work Force Update

- Mrs Cathy McBeath on long service leave Term 3 – Mr Conrad Lubich
- Miss Kelly Macneall on long service leave each Friday – Mrs Michelle Morgan
- Mrs Lisette Stephenson on personal leave – Mrs Kelli Jones
- Mrs Heidi Johnson on personal leave – Ms Tash Hellewell

The Fathering Project

- Meeting held with Rory Murray from the Fathering Project. Project provides an excellent opportunity to encourage dads to participate in the school and an extensive bank of resources based on research.
- Finance Committee has approved funds to join Fathering Project (\$1 000), from a cost centre that was over-budgeted, with P&C support for the project.
- To be sustainable, Fathering Project would need to raise annual registration fee.

Planning for 2022

- Student enrolments for Kindergarten & Pre-primary 2022 were due on Friday 23 July.
- Forty-nine applications for Kindy enrolment sent offer letters this week.
- Kindy orientation program as per 2020 - Parent information session for Kindy to be held in November and an orientation for parents and children in early December. Surveys to be filled out at time of enrolment.

Rotary Club – Buddy Bench

- Meng received an offer of a Buddy Bench from the Rotary Club of Como.
- Bench a place for children to go to if they don't have anyone to play with at recess breaks. Others encouraged to invite those students to join their games.

Karen Owens
Principal

SPPS P&C Budget

Annual Income Estimate

Voluntary Contributions	\$14,000*
Fund Raising (incl alternating year Art Auction)	\$4,000 (net)
Uniform Shop (assume breaks even – recent returns are not typical)	\$0
TOTAL	\$18,000

* Note - \$18,000 in 2020

Funds Available at 31 July 2021

Funds Available at 31 July 2021 (includes VC for 2021)	\$28,000 (after \$55,000 school funding request)
Proposed minimum balance	To be discussed further

SPPS P&C Budget

Annual Expenditure – Typical from Previous Years

Chaplin programme	\$8,000
Artist In Residence – every other year	\$4,250 pa (\$8,500 for event)
Year 6 graduation	\$1,000
School production – every other year	\$500 pa (\$1,000 for event)
Walk to school breakfast	\$500
Insurance, WACSSO fee, domain etc	\$500
Total per annum	\$15,250

Assumes Christmas Markets, Welcome BBQ etc break even

Ideas Register – Items Potential Costs

Parent education / workshops	Interschool Shirts
Clean / new shade cloths amphitheatre	Playground sand clean / sand replenishment
Jumping pits improvements	125 year celebration

SPPS P&C 2021 IDEAS REGISTER

Rev F



No.	Description	Meeting Raised	Priority
1	Stationery Recycle – donation/recycling of unused/barely used stationery – potentially have box at uniform shop or set up buy/sell/swap for the school on Facebook	Dec-20	
2	Website Update - content and/or design	GM1	
3	WACSSO Training for P&C Members - COMPLETE	GM1	
4	Installation of new flag pole for Australian Aboriginal Flag - consult local community	GM1	
5	Marketing ourselves better - separate subcommittee - Facebook?	GM1 / WACSSO	
6	School reports - issue on Connect as well as hard copy	GM1	
7	Container Deposit Scheme	GM1	
8	Parent education sessions/workshop - online safety, protective behaviours, mental health and wellbeing	GM3	
9	Indigenous Artist in Residence 2022	GM4	
10	Interschool shirts	GM3	
11	Shade sails clean or replacement	GM3	
12	Jumping Pits	GM3	
13	Playground sand clean and replenishment	GM3	
14	125 year celebration	GM4	
15	Playground maintenance / updates	GM4	
16	P&C Stickers/stamp in library books and readers	GM3	
17	Fathering Projects	GM4	
18	Toy stall - kids bring in old toys and buy new	GM4	
19			
20			

South Perth Primary School Parents' and Citizens' Association Inc.

General Meeting No. 4

Wednesday 04 August 2021 at 7.00pm in the Staff Room

SPPS P&C Facebook Page Proposal – Revision A

Motion for General Meeting No. 4 (04/08/21): Proceed with the development of the SPPS P&C Facebook Page in accordance with this proposal "SPPS P&C Facebook Page Proposal – Revision A" including the following nominations for administrators.

- *Melinda Williams*
- *Mel Mundy*
- *Laura Castineyras*
- *Michelle Outram*
- *Tamsin Ainscow (not actively posting)*

ACTIONS:

1. Prepare Procedure including details of the following:
 - a. Specify when, on an annual basis, the P&C will vote to continue with FB page and nominate admins for that year.
 - b. Develop key message and target audience
 - c. Outline content to be posted i.e. promotion of fundraising events, posts about thing P&C has funded i.e. new iPads, how often do we post.
 - d. Rules for posting – only admins can post, no pictures of children, no picture of staff or P&C members without express permission, all posts to be reviewed by president prior too posting, being cognisant of copyright, intellectual property etc.
 - e. Monitoring
 - f. Responding to comments – both positive and negative
 - g. Removing inappropriate comments
2. Prepare Code of Conduit (based on WACSSO guideline)
3. Develop page and gain approval
 - a. Profile picture / Logo
 - b. Profile cover
 - c. About tab
 - d. Karen to review and confirm
4. Go Live
 - a. Issue connect notice
 - b. Email parent reps asking them to follow