

# Inglewood Primary School P&C Association

## Draft Minutes of General Meeting 09 May 2017

**Held: Staff Room**

**Meeting Opened: 7pm**

### ATTENDANCE

Brooke Arrowsmith  
Karen Boyle  
Heidi Lewis  
Narelle Marriott  
Julia Minvon  
Janine Bersan

Rachael Barr  
Wayne Houlton  
Katherine Licciardello  
Sharon Marshall  
Emma Owen

Ben Bartlett  
Brenden Huntley  
Tanya Maddalena  
Elyssa McLernan  
Rebecca Pougnault

### APOLOGIES

Jodie Clarkson  
Greg Hudson  
Sam Thompson

Jasmyn Crisp  
Jan Husband

Tamara Djukanovic  
Bronwynne Jones

### ITEMS

### ACTION (NAMES)

<p><b>1. Welcome, apologies, and confirmation of quorum</b></p> <p>1.1. Ben Bartlett opened the meeting and introduced the new Principal: Janine Bersan. Janine gave a brief introductory speech.</p> <p>1.2. David Garner confirmed a quorum was present.</p>	
<p><b>2. Confirmation of Minutes of Previous Meeting</b></p> <p>2.1. The draft minutes of the 14 March 2017 were approved, subject to amending 'kit' to 'uniform' in item 7.3.5.</p>	
<p><b>3. Action Items from 14 March 2017 meeting</b></p> <p>3.1. Carmen to investigate whether a different canteen menu can be provided to PP kids on Mondays and Thursdays: Carmen will investigate – parked.</p> <p>3.2. Canteen Sub-Committee to present a business proposal to the P&amp;C to refurbish the canteen kitchen: Long-term, ongoing project.</p> <p>3.3. Events Sub-Committee to discuss venue for upcoming quiz night: See 7.7</p> <p>3.4. Elyssa to report on ideas for School Fete 2018 format: Long-term, ongoing project.</p> <p>3.5. Notification to be circulated that second-hand uniforms can be donated at the canteen: Done.</p> <p>3.6. National Walk Safely to School Day: Occurring Friday 19 May.</p> <p>3.7. Brooke to send out flyers to Years 1 to 4 re: School Banking: Done. Plus Dollarmite representative attended school.</p> <p>3.8. Vanessa to report on support for digital technology: Waiting for submissions.</p> <p>3.9. Vanessa to include City of Stirling Safety Letter in next Newsletter: Done.</p>	
<p><b>4. President's Report:</b></p> <p>4.1. A children crossing and road safety audit had occurred. One crossing on Beaufort Street is proposed.</p>	

<p>4.2. A canteen audit had occurred. One minor item with a temperature probe was identified. A follow-up audit will occur in 6 months.</p> <p>4.3. The P&amp;C Committee is an affiliate of WACSO. Parents can apply to be WACSO councillors if they are interested.</p> <p>4.4. Ben, Felice, and Jan met with Lisa Baker and Tim Hammond to discuss the 3 campuses. Lisa Baker had sent a letter to Sue Ellery (Education and Training Minister). There is a proposal to combine the 3 campuses into 2 or 1 campuses.</p>	
<p><b>5. Secretary's Report</b></p> <p>5.1. No report submitted.</p>	
<p><b>6. Treasurer's Report</b></p> <p>6.1. See annexure A for Treasurer's Report.</p> <p>6.2. Approval was granted for the Treasurer to open an interest-bearing account to hold P&amp;C funds.</p>	
<p><b>7. (a) Canteen Sub-Committee Report</b></p> <p>7.1. The new winter menu won't be substantially different. A new menu will take effect from Monday 15 May. It will be posted on Facebook.</p> <p>7.2. A physical suggestions box will be added. Carmen will arrange an online version.</p> <p>7.3. There is a hand-typed menu for PP, but they can still order online.</p> <p>7.4. A vegetarian theme day is planned.</p> <p>7.5. The canteen had revenues of \$2,688 in April, which is a bit less than last year. However, revenues for the year to date are circa. \$14,000, which is average.</p> <p>7.6. Approval was granted to move the canteen payroll from an Excel spreadsheet to a cloud-based accounting package to mitigate the risk of error. Cost = \$8 a month for canteen and \$5 a month for main school.</p>	
<p><b>7. (b) Events Sub-Committee Report</b></p> <p>7.1. Elyssa has completed the year planner. Will provide with agenda for next meeting.</p> <p>7.2. The Easter Egg raffle in the previous term was very well organised and raised nearly \$1,000. Brooke enquired whether a donation of chocolate would be made to a women's shelter as in previous years. This was only a one-off. Kindy will be included in the Easter Egg raffle next year.</p> <p>7.3. A Mother's Day stall was occurring in the next few days.</p> <p>7.4. National Walk Safely to School Day occurring in next few days. Donations of mini-muffins requested. There were logistical problems with MILO in previous year, so would be mass-produced the night before this year. 3 volunteers for canteen required.</p> <p>7.5. Tea-towel fund raiser will occur shortly. Tea-towels will be delivered before Term 3. The extra Kindy class should mean more orders.</p> <p>7.6. Walkathon, date TBC. Brooke suggested a different concept this year, such as a colour run. After consideration, it was decided against a colour run (issues with allergies, and exclusion of kids whose parents didn't want them to participate due to mess). Will have a different theme TBC.</p>	

<p>7.7. Quiz Night, 23 June. It was approved to pay a \$2,000 for the venue. An application for a liquor licence is being processed. All printing costs (for flyers etc.) should be reimbursed as a cost of the event and deducted from profits. .</p>	
<p><b>7. (c) Uniform Sub-Committee Report</b></p> <p>7.1. Amanda gave a report.</p> <p>7.2. There is approximately \$14,000 in the bank account. Approval was granted to transfer \$10,000 to the main P&amp;C bank account.</p> <p>7.3. Transition to winter uniform has gone well. Old stock has been transferred to second hand rack.</p> <p>7.4. Some parents had raised concerns that the winter jackets are too thick. The jackets on sale are the approved jackets that were voted on. The weather had also been unseasonably clement, so too early to tell if too thick.</p> <p>7.5. A request was made to phase out the polyester polo shirts as they are the same price as cotton shirts. This was declined as the polyester shirts breath better.</p>	
<p><b>7. (d) PKK Sub-Committee Report</b></p> <p>7.1. See Annexure B for PKK Report.</p> <p>7.2. The Farmacyard on Wheels funding was approved.</p> <p>7.3. Wish-List application forms are available in front office. All application should be submitted to Janine throughout the year, and will be considered holistically at the beginning of each semester.</p>	
<p><b>7. (e) Walking School Bus Sub-Committee Report</b></p> <p>7.1. Sam was an apology.</p> <p>7.2. See item 7(b).4</p>	
<p><b>7. (f) Safety House Sub-Committee</b></p> <p>7.1. Sharyn will arrange some yellow balloons to put outside houses for the Walk Safely to School Day.</p> <p>7.2. Advertising has begun for a Safety House show in Term 3, for PKK and up to year 4. Cost = \$300. The previous show in 2015 was a great success.</p> <p>7.3. A commitment was made by the P&amp;C in 2016 to fund the show, but time ran out to organise it in 2016. It was agreed that this approval can be carried over to 2017.</p> <p>7.4. Janine will check with staff and propose some dates in September.</p>	
<p><b>7. (g) Fathering Project</b></p> <p>7.1. A meeting was held the previous week and a decision was made to postpone the camp out to term 4, on Friday 20 October.</p> <p>7.2. Wayne had talked to Janine, but it still needs to be confirmed how much of the oval will be available. Will probably be limited to about 40 families.</p> <p>7.3. The tunnel walk will occur on 11 June at lunch time. It is a free event, and participants should bring a picnic lunch. Approximately a 5km walk through John Forrest Park. Brendon will make enquiries with the Department of Parks and Wildlife to see if he can arrange free entry.</p>	
<p><b>8. Principal's Report</b></p>	

<p>8.1. Tenders have been received for the building works. The successful tender will be selected in the next few weeks and work will begin in Term 3. The new class rooms will have state of the art infrastructure.</p> <p>8.2. Some feedback had been received regarding nesting magpies. Nesting boxes will be installed.</p> <p>8.3. The invitation-to-tender requested limited disruption to oval space, but it is expected to lose approximately a third of the oval.</p> <p>8.4. There is a parking and management plan to ensure the contractors do not take up all the school parking bays.</p> <p>8.5. An IPS Review will take place on 27 June. A 2-day school visit will occur in July. Further details will be provided at next meeting, but some P&amp;C members will be involved.</p>	
<p><b>9. Any Other Business</b></p> <p>9.1. Beaufort Street Books Offer: not discussed due to time restraints.</p> <p>9.2. Boxes in canteen: resolved after the meeting.</p> <p>9.3. Ukuleles Funding Request: Approved.</p> <p>9.4. Tables and Chairs Funding Request: Janine will investigate some other options and report back at the next meeting.</p> <p>9.5. Digital Technologies Funding Request:</p> <p>9.5.1. iPads for PP (approx. \$6k): Approved</p> <p>9.5.2. iPads for Y1-3 (approx. \$12k): To be considered at the next meeting with an updated budget resources report from Rebecca.</p> <p>9.5.3. Spheros (Y3+): \$2,960 approved.</p> <p>9.5.4. Bee bots (K, PP, Y1, Y2): \$649 approved.</p> <p>The school can claim back any GST.</p>	
<p><b>10. Meeting close and date of next meeting</b></p> <p>10.1. Meeting closed 9pm</p> <p>10.2. Next meeting scheduled for 7:00pm Tuesday 13 June.</p>	