

## CANNING VALE PRIMARY SCHOOL and EDUCATION SUPPORT CENTRE P&C Amended AGENDA FOR MEETING

|       |               |                   |           |
|-------|---------------|-------------------|-----------|
| DATE: | 21 March 2017 | MEETING NO:       | 02:17     |
| TIME: | 18:35         | MEETING LOCATION: | Staffroom |

| ITEM  | ITEM                                      | LED BY | Discussion points and requests  |
|---|---|--------|---|
| <b>1 - Opening and Welcome</b>                    |   |        |   |
| 1.1   | Welcome new Members, Attendees and guests | Jane   | No new members.<br>Attendees Kerwyn Jonker, Jane Hannay, Craig Jackson, Heather Craig, Di Harper, Natalie Parker, James Lucas-Smith, Brooke Sumastra, Phillippa Berkhout, Mallory Dehnel, Deb Loxley, Beatriz James and Neil King |
| 1.2   | Apologies                                 | Jane   | Kris, Donna, Amanda Davis, Lucinda Arnott   |
| 1.3   | Conflicts of Interest                     | Jane   | James has a conflict of Interest as he is an employee of Canteen as well as a P&C member  |
| <b>2 - Confirmation of Previous minutes</b>       |   |        |   |
| 2.1   |   | Jane   | <b>That the minutes of the meeting 14 February 2017 be endorsed moved by Heather seconded Debra – Motion Passed</b>   |
| <b>3 - Accept Agenda – New business</b>           |   |        |   |
| 3.1   |   | Jane   | That the agenda is accepted. Moved by Di Harper, Phillippa seconded, Motion Passed.<br>No new business  |
| <b>4 – Business Arising From Previous Minutes</b> |   |        |   |
| 4.1   | Welcome Pack                              | Jane   | Still in progress. To be handed on to the new committee. .  |
| 4.2   | Trestle Tables                            | Kerwyn | No new business.  |

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|--------------------------------------|-----------------------------|--------------------------|--|
| 4.3                                  | Family Picnic               | Jane                     | Went well, success, thanks to all who helped put it together. Have handover notes for the next time. Committee was a very good help. While there was no entertainment it was not missed. Activities on the oval were great. City of Canning did not charge us, so only cost was First Aider for the night. |
| <b>5 – Correspondence</b>            |                             |                          |  |
| 5.1                                  | Correspondence In           | Kerwyn                   | Correspondence In: That the log be endorsed moved by Jane, Di seconded, Motion passed.   |
| 5.2                                  | Correspondence Out          | Kerwyn                   | Correspondence Out: That the log be endorsed moved by Kerwyn, Di Seconded Motion Passed  |
| <b>6 – General Treasurers Report</b> |                             |                          |  |
| 6.1                                  | Treasurers Report Presented | Jane on behalf of Amanda | <b>Treasurers report presented. That the treasurers report as presented be endorsed – moved by Kerwyn, Seconded Deb. Motion Passed</b>   |
| <b>7 – Principal's Reports</b>       |                             |                          |  |
| 7.1                                  | CVPS Principal's Report     | Phillippa                | Joint thank you from both Presidents for the P&C's ongoing hard work, including Jane as President, Heather as Vice, Kerwyn as Secretary, The Executive and all the helpers who quietly soldier on behind the scenes, we could not have done it without you.  |
| 7.2                                  | CV ESC Principal's Report   | Dianne                   |  |
| <b>8 – Other Reports</b>             |                             |                          |  |

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|-------|---|-----------------------------------|---|
| 8.1   | Canteen Committee Report<br>- Canteen Treasurers Report | Kerwyn<br><br>Mallory<br><br>Jane | <ul style="list-style-type: none"> <li>• Working on a Photo Menu to go into the display boards,</li> <li>• Volunteer Morning did not work as well as hoped</li> </ul> <p><b>That the canteen treasurers report be endorsed – moved by Kerwyn Seconded Deb, Motion Passed</b></p> <p>Documentation – Sub-committee terms of reference – WACSSO has released an updated version and propose that the new terms are best practice. Main changes are</p> <ul style="list-style-type: none"> <li>• 3.9 Appointing and paying canteen staff if given the authority by the P&amp;C Executive.</li> <li>• 3.10 Review and update employee/employer agreements including wages, duties and conditions if given the authority by the P&amp;C Executive.</li> </ul> <p>That we accept WACSSO's new standard terms of reference for canteen subcommittee as per tabled – Moved by Jane seconded Beatriz, Motion Passed</p> <p>Motion moved that the executive do not give authority to the Canteen subcommittee under 3.9 and 3.10 – moved by Jane – Seconded by Deb. Motion defeated as those present consider the wording is clear that the Power lies with the Executive</p> |
| 8.2   | School Banking  | Jane on behalf of Donna           | <p>Well worth the time to have School banking signup at the Family picnic with approx 7 new signups.</p> <p>Request for volunteer has gone out as Donna has advised that she will be unavailable from w1 term 2. Note that the time of banking can change to suit the new person's needs.</p>   |
| 8.3   | Fundraising Committee report                            | James/Natalie                     | <ul style="list-style-type: none"> <li>• Election Sausage sizzle debrief – went really well.</li> <li>• Easter raffle donations coming in, raffle tickets going out next week</li> <li>• Bunning's sausage sizzle – Craig delivering the onions, sausages and bread rolls. – rosters – Motion to increase the Float to \$220 to include 200 float and \$20 ice for this event , Brooke seconded James , all in favour</li> <li>• Mothers day stall – happening in week 2 due to Naplan</li> <li>• Drink bottle fundraiser going out in the middle of term 2</li> <li>• Disco – 16<sup>th</sup> June – winter theme</li> </ul>   |
| 8.3.1 | Term 2 Calendar   | James                             | Calendar for term 2 to be tabled. Proposal to send out to all families in hard copy.  |
| 8.3.2 | P&C Shop  | Lucie                             | <p><b>Neil has organised for help in setting up and putting it away. Assistance for running it requested.</b></p> <p><b>Phillippa has items that need to be added to the shop.</b></p>  |
| 8.3.3 | Entertainment Books                                     | James                             | <b>Order forms going out tomorrow to family reps.</b>   |

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|-------------------------------------|---|---------|--|
| 8.4                                 | CV ESC School Board   | Dianne  | No report given  |
| 8.5                                 | CVPS School Board   | Kerwyn  | <p>2016 Budget and results was discussed with surpluses being put into 2017 – these come through a number of areas including Wages (due to positions not being backfilled during annual leave of admin and principle staff), electricity (due to the switch off initiatives) and additional income (such as \$24k in P&amp;C donations)</p> <p>National Schools survey was discussed and potential questions for a school survey discussed as well.</p> <p>More information on Naplan Results, reports produced from these results and how this affects the schools teaching</p> <p>3 Parent positions are open for this year, 3 staff positions are also available and being hotly contested. P&amp;C is also open as this is an annual position. Meeting dates are 2<sup>nd</sup> and 7<sup>th</sup> Thursday 7pm with the final date in November being an open meeting.</p> |
| 8.6                                 | CVPS Finance Committee  | Jane    | Discussion about budget for this year and how it came about including depreciation and long service leave. Discussion around school fundraising (5c and charity fundraising) to ensure that there are not major clashes between school and P&C   |
| 8.7                                 | CV ESC Finance Committee  | Heather | No meeting to date   |
| <b>9 – General Business</b>         |   |         |  |
| 9.1                                 | 2017 AGM  | Jane    | <p>Thank you to the outgoing committee for all your work, to Phillippa, Di and all your staff for your support and assistance</p> <p>Follows immediately on from the close of this meeting. All positions will be open as per WASSCO constitution.</p>   |
| <b>10 – Next Meetings</b>           |   |         |  |
| 10.1                                | <p>Term 1, Week 8 – 21 March 2017 – AGM</p> <p>Week 3, Term 2 – 9<sup>th</sup> of May</p> |         | <p><b>AGM commencing at 7:30 in the staffroom tonight</b></p> <p><b>All positions will be open for nominations at the AGM</b></p> <p>Next Ordinary General Meeting will be held on Week 3 Term 2, on the 9<sup>th</sup> of May in the Staff Room</p>   |
| <b>Meeting to be closed by 7:22</b> |   |         |  |