

CANNING VALE PRIMARY SCHOOL and EDUCATION SUPPORT CENTRE P&C MINUTES OF MEETING

DATE:	6 September 2016	MEETING NO:	6:16
TIME:	19:10	MEETING LOCATION:	Staffroom

ITEM	ITEM	LED BY	Discussion and Action
1 - Opening and Welcome			
1.1	Welcome new Members and Attendees	Jane	Neil King, Di Harper, James Lucas-Smith, Lucinda Arnott, Kerwyn Jonker, Mallory Dehnell, Jane Hannay, Beatriz James, Kristina Vogl, Tania Chapman
1.2	Apologies and Guests	Jane	Apologies: Philippa Berkhout, Amanda Davis, Debra Loxley, Donna Wilson, Craig Jackson, Brooke S, Lynne Dewer, Heather Craig, Trish Della-Vedova No Guests
1.3	Conflict of Interest	Jane	James noted as both Employee (Canteen Manager) and General committee member
2 - Confirmation of Previous minutes			
2.1		Jane	MOTION to endorse the previous minutes – Beatriz moved, Mallory seconded.
3 - Accept Agenda – New business			
3.1		Jane	Jane moved to accept agenda, Mallory seconded
4 – Business Arising From Previous Minutes			
4.1	Insurance, Money handling Procedure	Kerwyn / James	Final Cash handling procedure emailed to all. File for front office presented to meeting. Will be placed in the box for use.
4.2	Parent Information Sessions	Jane	Cyber safety proposed for early Term 4 or next year – 2 nd half of term 4 is too hectic

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4.3	P&C Stall at Book week / open night	Jane	Thanks to all that participated on the night. Clashed with Father's Day stall. Nice to have a P&C presence but questioning how we do it as set up and manning the table was very time rich, with little return. Recommendation to put information into the notice board. Next year options include: keep it simple, donate a book and signage only (P&C presence while not being there) such as "Proudly supported by your P&C." ACTION: James to look at costs of signage and draft wording including logo's of both schools.
4.4	WACSSO Conference / Networking	James	Lots of fun, worth doing, happy to go again. Lot of fundraising information, fathering project ideas and more.
4.5	Welcome Pack	Jane	To include the Puggle pack information sheet on the P&C. Working on receiving something from Storage King, Nadia's Café and Hairdresser, Proposed Voucher re second hand stall (\$10) and \$5 voucher for canteen. Aiming to complete by beginning of Term 4.
4.6	Choir Shirts / Massed Choir event	Jane	Kids looked great, new choir shirt was fabulous and looked great with the sash
4.7	Trestle Tables – sale of old tables	Kerwyn	Tables have been advertised in the newsletter at \$20. No delivery. ACTION: Kerwyn to put up in the notice board.
5 – Correspondence			
5.1	Correspondence In	Kerwyn	Correspondence In register submitted, including thank you letter from the Education Department re the nomination of the primary school for the 2016 Education awards followed by an email saying we did not make the finals. Shade competition forwarded to Neil and Di Harper
5.2	Correspondence Out	Kerwyn	Correspondence Out register submitted – ATO application and Donation requests.
6 – General Treasurers Report			
6.1	Treasurers Report Presented	Jane	\$16,721.92 available as at 3 rd September. Asked Neil to forward invoices for trophies/ribbons and choir shirts when they arrive.
7 – Principal's Reports			

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7.1	CVPS Principal's Report	Neil	<p>Phillippa on LSL and Trish is about to commence LSL.</p> <p>It has been a full program since last P&C with the Camp, Commissioner for Children and Young People in, Write a Book in a Day, Interschool Cross Country, Forensic Science Incursion, Circus incursion, Open Night/Book Fair, Book week dress up assembly and Massed Choir Festival.</p> <p>The new shirts were a huge success at the massed choir, as were the new shirts at the cross country. Thank you to the P&C</p>
7.2	CV ESC Principal's Report	Dianne	<p>New building behind Avon – have approval and funding from Education Department and waiting for approval from the City of Canning.</p> <p>ESC assembly tomorrow. Thankyou to the P&C in the Kudos Newsletter.</p>
8 – Other Reports			
8.1	Canteen Treasurers Report	Mallory	At \$14,406.44. Currently have an overpayment to Westoz which we are working through.
8.2	Canteen Committee Report	Kerwyn	<p>New Menu for Term 4 as shown at open night.</p> <p>MOTION: moved to pay \$45 for Kerwyn to attend the Canteen Fusion Professional Development on 5 October by Tania, seconded James. All in favour. Canteen committee has approved James to attend as professional development.</p> <p>Volunteer canteen open day – probably term 1 – would prefer term 4 – promoting it is the issue. Puggles night is 9th November – Jane is attending. PP to Yr1 transition is 10th Nov – proposing to finish at the canteen with arvo tea and volunteer form</p> <p>Canteen week was week 5 which also included Interschool and Year 5 camp. Sales were better than expected. Event to be improved next year as we now know where to find the information</p> <p>Great Aussie Crunch is a September event</p> <p>Excursion Pack Proposal– we need to get it out to the Teachers, James to develop proposal document and forward to Phillippa as agenda item for staff meeting. Fruit cups were trialled during the Write a book in a day competition.</p>
8.3	School Banking	Jane	Donna sent through info, 1 st quarter 13 new accounts, 2 nd quarter 5 new accounts. Happy with the way it is progressing.
8.4	Fundraising Committee report	James	

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8.4.1	Sausage Sizzle	James	Sunday 18 September at Bunnings – need to confirm we have a P&C rep on the middle shift and last shift. ACTION: Kerwyn to confirm roster with Narelle and forward to all members.
8.4.2	Fathers Day Stall	James	Most items sold, \$3,930 plus \$300 at election stall, \$2,434 in profit. Volunteer turnout was fantastic.
8.4.3	Disco	James	October 28 th . As a results of year 6 survey, going for a Halloween dress up and the 5/6 disco to return to 1 ½ hours. Propose to put a song sheet on the ticket table, lots of requests for lollies but decision made not to have at this Disco based on last disco.. Competition prizes, games and challenges were also requested. Mel Boland was last disco anchor point. Not available this disco. ACTION: Kerwyn to email all P&C members requesting someone fill this roll
8.4.4	Term 4 Raffle	James	MOTION: to spend up to \$1,000 to conduct a raffle in term 4, Mallory moved, Tania seconded, All in favour Major prize – donated by Canning vale motor bike shop – kids quad bike and helmet worth \$700. Also to date we have received is a 2 nights' accommodation in a 2 bed apartment in Mandurah. Will need to apply to the Lotteries Commission – approx. \$50 registration fee, can go outside school community, need to make sure “winner to pick up” is on tickets. Suggested \$2 a ticket. Ensure we note: please return all unsold tickets. Printing for 5000 tix discussed, to be confirmed once costs are in. Tania to complete paperwork associated with allocating tickets to families, Kris volunteered Proofing job. ACTIONS: Kerwyn to complete lotteries registration. Ticket to be designed, and quote for printing
8.4.5	Term 4 Calendar	James	ACTION: Term 4 calendar to be emailed out next week by James. Neil has volunteered to email James the school calendar template.
8.4.6	P&C Shop	Lucy	\$1,150 sales, Lucy has a few volunteers to help out, which is helping with the workload.
8.4.7	Entertainment Books	Tania	Returned the last 7 books yesterday – sold 76 all up, 53 books and 23 digital – slightly over \$1000 profit. Tania happy to continue doing next year

Commented [J1]: Was it \$300?

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8.5	CVPS ESC School Board	Dianne	Board training opportunities and Parent info sessions by the school psychologist were discussed
8.6	CVPS School Board	Kerwyn	National School surveys results were reviewed, Building plans for the new ESC building and the Fitzroy garden project discussed along with the Volunteer policy.
8.7	CVPS Finance Committee	Jane	Resource budgets allocated for 2017, asset and replacement plan, 2019 Naplan will be on line and on line only. Planning starting now to ensure infrastructure ready. Dropping student numbers will lead to less student based funding, therefore lower reserves for future years.
8.8	CVPS ESC Finance Committee	Dianne	Meeting this week
9 – General Business			
9.1	Fathering Project	James	Have written article to go into newsletter to find 2 to 3 members to make a core group. On hold until volunteer policy finalised.
9.2	Website	Jane	Currently nothing really on the Website for the P&C. Jane has sent through the executive photo. We need to send to Erica Cook some information and photos so she can put up info on the webpage. Proposed that we need a coordinator. Mallory volunteered. ACTION: Fundraising Coordinator to forward information to Erica and Canteen Coordinator to do the same. ACTION: Kerwyn to put Facebook on the next agenda. Suggested that the next meeting be held in the library and look at Facebook examples on the interactive whiteboard.
9.3	Storage King	Jane	Held a sausage sizzle to raise money for our P&C and will be forwarding it soon. Planning further support of the P&C/Schools Godfreys also want to do something similar. ACTION: James to forward info to Jane.
9.4	World Teacher Day		Is in October. Proposal that we attach some certificates to the newsletter that kids can print out and give the teachers. Currently being designed by Lynne.
10 – Next Meeting			
10.1	Term 4, Week 3 – 25 October 2016		Meeting closed 9:30

Commented [J2]: ?