

## Canning Vale Primary School and Education Support Centre P&C Minutes of Meeting

DATE:	5 September 2017	MEETING NO:	06:17
TIME:	6:31 pm	MEETING LOCATION:	Staffroom

Attended by: Kerwyn Jonker (minutes), Beatriz James (chair), Neil King, Heather Craig, Vanessa Whitehead, Zoe Boyes, Lucinda Arnott, James Lucas-Smith, Deb Loxley, Philippa Berkhout, Brooke Sumustra

ITEM	ITEM	LED BY	Discussion points and requests
<b>1 - Opening and Welcome</b>			
1.1	Welcome new members and guests	Beatriz	Note Beatriz is chairing the meeting on behalf of Acting President Jane Hannay (VP) New Member Michael and Vanessa
1.2	Apologies	Beatriz	Amanda Davis, Jane Hannay, Craig Jackson, Michael, L Di Harper
1.3	Conflicts of Interest	Beatriz	none
<b>2 - Confirmation of Previous minutes</b>			
2.1	Meeting 1 August 2017	Beatriz	Moved by Kerwyn and Brooke Seconded. All accepted
<b>3 - Accept Agenda / New Business</b>			

ITEM	ITEM	LED BY	Discussion points and requests
3.1	<p>Call for nominations for the position of President and Secretary</p> <p>Confirmation of Signatory</p>	Beatriz	<p>Update on Executive meeting - Mallory and Helen have regrettably withdrawn from their positions of President and Secretary respectively, due to personal reasons.</p> <p>Review of action taken: signage, message home, search for new members</p> <p>Meeting formally accepted that they have resigned.</p> <p>Call for nominations to fill both positions until the next P&amp;C AGM (March 2018).</p> <p>Self-nomination for President from Michael Lenanne – seconded Lucinda, All in favour</p> <p>Jane Hannay requested to resign from the role of Vice President and self-nominated as Secretary – seconded Debra Loxley, All in favour</p> <p>Craig Jackson self-nominated as Vice President– seconded Brooke</p> <p>Signatory to both bank account – Canning Vale Primary School P&amp;C Association and Canning Vale Primary School Canteen Account</p> <p>Phillippa moved that Michael Lenanne become signatory to the Accounts along with Jane Hannay, Amanda Davis and Kerwyn Jonker and that Mallory Dehnel be removed from the accounts</p>
<b>4 – Business Arising from Previous Minutes</b>			
4.1	P&C Shop	Lucie	<p>Additional assistance requested to man the P&amp;C Shop and assist in organising storage space.</p> <p>Uniform query – For the Year 6 students, what can be worn under a shirt for extra warmth when it is not cold enough for a jacket. Philippa has spoken with uniform supplier to be presented.</p> <ul style="list-style-type: none"> <li>CVPS received samples from supplier for some options for a long sleeve version and received a plain shirt costing \$16. Decision of P&amp;C that this was not worth adding to the uniform but that a plain shirt was acceptable.</li> </ul>
4.2	Management of Volunteers at school events	Phillippa	Evacuation policy regarding P&C run events outside of school hours such as disco: Move to a safe lit area – worst case scenario is total loss of power; risk management plan is to be considered when we plan each event

ITEM	ITEM	LED BY	Discussion points and requests
4.3	Wish List	Phillippa	<p>Fans for assembly and canteen area:</p> <p>Matter is not going forward at this time.</p> <p>Shade Sail enquiries</p> <ul style="list-style-type: none"> <li>• Considering option of “living shade” i.e.: trees. P&amp;C can purchase established trees independently and gift to the school – discussion carried forward from previous meeting.</li> <li>• 5c for shade matching to raise funds for purchase of suitable tree – discussion carried forward from previous meeting – simply carbon group looking at best trees</li> </ul> <p>Suggestion that fixed awnings be investigated as a potential alternative that may overcome the problems associated with the Shade Sails – From information given to James at conference, potential of changes to Education Department policies may affect this process next year and make options more affordable.</p>
4.4	Auspicing request from Annette Appleby		Annette’s application for a SUEZ grant was not successful, so P&C will not be Auspicing the funds. She will still be making a sculpture and entering.
4.5	School Stationery supplier 2018		Anyone with more than 2 children will have the delivery fee refunded for additional children.
<b>5 – Correspondence</b>			
5.1	Correspondence – In Correspondence - Out		<p>Correspondence in – Invoice CVESC \$1050.94 sensory pod, bubble tube, headphones ... Thank you letter from CVESC, Letter re Children’s Crossing report, P&amp;C Voice and New Member Michael Lenanne.</p> <p>Correspondence Out – card for Mallory</p>
<b>6 – General Treasurers Report</b>			
6.1	Treasurers Report	Kerwyn on behalf of Amanda	Report presented and accepted by all.
<b>7 – Principals Reports</b>			

ITEM	ITEM	LED BY	Discussion points and requests
7.1	CVPS Principal's Report	Phillippa	<p>Mallory and Helen, thank you for time in service.</p> <p>Music department has been very busy – one big voice in the Perth Arena, body percussion was fabulous, Australian band association – IMSS band day on Saturday Neil went to (adjudicators from around Australia (actually from New York) kids grew from the experience – 5's and 6's are being merged now</p> <p>Interschool cross country – couple of champions but all the students did really well.</p> <p>Swimming lessons, only 8 days – but went well. We put in our preferences but cannot decide when.</p> <p>Father's Day stall – went well, thanks to James and his team</p> <p>Open school was well supported. Teachers and students did a great job making the rooms wonderful, Art auction went well</p> <p>Tuesday –400m jumps, throws and 800m, Thursday main athletics carnival, 200m then age races, tabloids and team games, lunch break then pole relay and grand relay.</p>
7.2	CV ESC Principal's Report	Heather on behalf of Di	<p>New building due to be finished by 10<sup>th</sup> October, 21<sup>st</sup> October – clothing and toy drive, flier and newsletter</p> <p>Jump Jam extravaganza – H4 students and 2 from H3 performed at the concert and loved it. School board has 2 new parent members</p>
8 – Other Reports			

ITEM	ITEM	LED BY	Discussion points and requests
8.1	Canteen Committee Report	Lucie	<p>12600 in bank James leave – <i>James had 29<sup>th</sup> July to 4<sup>th</sup> August (week 3 term 3). Debrief – Deb, Lucie and Justine made it work.</i></p> <p>Special lunch day will be the sports carnival on Thursday 14<sup>th</sup> of September</p> <ul style="list-style-type: none"> <li>• <i>Sausage Man: cost is \$240 plus food. He comes out with BBQ's and cooks for 4 hours – James to follow up requirements</i></li> <li>• <i>Chipolatas on stick – (in napkin) or Birdseye hash browns \$1 each</i></li> <li>• <i>Hotdogs - \$3.50, BBQ chicken burger – chicken burger buns and salad - \$5</i></li> <li>• <i>Sushi –pr-eorder –sushi – need min order of 50 items – sushi masters</i></li> <li>• <i>Will bring out the canteen to him. Drinks and Ice-creams as per normal.</i></li> <li>• <i>Expect that we may need two volunteers at recess and lunch breaks</i></li> <li>• <i>Presale vouchers – so less money on the oval – depending on canteen situation</i></li> </ul> <p>Staffing – Recommendation: Training up Lucie, Zoe would anyone else want to Join. Working with Children's check – through P&amp;C. Manual – James to find information on USB and review file - by next meeting</p> <p>New Uniform: (black hats, aprons and black and red shirts) – happy Upkeep on Canteen – signs, aluminium and edge primer, repaint counter (front bench) not food prep areas – Progress report – 3 coats of clear and one more of</p> <p>Term 4 – no special-order day – clearance again for the last few weeks of term</p> <p>Menu Changes next term – burrito – chicken, pineapple and mayo, chicken and salsa.</p> <ul style="list-style-type: none"> <li>• changes to the Traffic light ratings i.e. Yogo tubs now red, small 6 pack tubs now Amber, leave off the menu unless requested, addition of Tru Blue drinks – carbonated Juice for carnival, sample being brought in to meeting, addition of Brownes new pouch yoghurts and hint of milks (green) (awaiting pricing on these)</li> <li>• Quickclick – charging only 1.5% credit card fee - 19c per order – need to let parents know- James to look at what other options available</li> </ul>

ITEM	ITEM	LED BY	Discussion points and requests
8.2	School Banking	Kylie	No report
8.3	Fundraising Committee report - Father's Day stall	James	Father's Day \$1,600 on expenditure – \$2,900 profit Disco 27 <sup>th</sup> October – Week 3? – 2 discos' 2 DJ's, games and prizes Big raffle for end of next term
8.4	CV ESC School Board	Dianne	Meeting was cancelled due to no quorum. Now have 2 New parent Board members
8.5	CVPS School Board	Phillippa on behalf of Jane	<p>Board members</p> <ul style="list-style-type: none"> <li>- New community member joining soon, one of the City of Canning councillors Margaret Hall, which will strengthen ties between the City and the school – great result!</li> <li>- One parent has resigned, leaving a vacancy – actively seeking new parent representative, if anyone is interested or can suggest a candidate please let Phillippa know.</li> </ul> <p>Board effectiveness survey</p> <ul style="list-style-type: none"> <li>- Survey has been completed and analysed by the chairperson – showed that two areas of weaknesses were need for board training and connecting to the broader CVPS community. These are both areas the board is actively working on.</li> </ul> <p>NQS report</p> <ul style="list-style-type: none"> <li>- Early childhood board members went through the NQS report</li> <li>- They had done an internal review and then had external reviewers in.</li> <li>- Overall great result with majority of areas met, and others working towards. Really useful positive feedback from the reviewers.</li> </ul> <p>Naplan results</p> <ul style="list-style-type: none"> <li>- Overall CVPS did very well, improvements across the areas.</li> <li>- Phillippa will be presenting further information and analysis at next board meeting of what the results mean.</li> </ul>
8.6	CVPS Finance Committee	Phillippa on behalf of Jane	No meeting held
8.7	CV ESC Finance Committee	Heather	No meeting held

ITEM	ITEM	LED BY	Discussion points and requests
<b>9 – General (new) Business</b>			
9.1	Update on Conference	James	<p>WACCSO – updating new look coming up to 100's year,            One of the changes being made is an opt in for school by building works – as of Jan 1<sup>st</sup> for schools under \$20,000 (currently need to use a common use agreement – only use approved suppliers) Yet to be advised to school</p> <p>New constitution, procedures</p> <p>Art work CVPS at the Conference stood out and looked great.</p> <p>Workshops had a lot of new canteen info</p> <p>Tidy HQ – helps monitor and maintain small groups, approved and endorsed by WACCSO – we can put through a grant request to WACCSO and take off the charges from WACCSO fees</p>
9.2	Funds request.	Brooke S	<p>Motion moved to Request up to \$1,500 to cover costs of Term 4 Bunnings Sausage Sizzle, by Brooke, seconded Heather – all in favour.</p> <p>Roster – put at canteen, - Brooke to set up and email out</p>
9.3	School camp	Vanessa	<p>Query re the school camp not being run this year. Phillippa responded that the School camp is not being run because of strong criticism from parents of staff for the last 2 years, so will not be running again.</p>
<b>10 – Next Meeting</b>			
<b>10.1 Term 4, Week 3 – 24 October 2017</b>			
<b>Meeting closed 7:51</b>			