

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

DATE:	24 th October 2017	MEETING NO:	07:17
TIME:	6:30 pm	MEETING LOCATION:	Library

Meeting attended by: Mike Lennane (chair), Jane Hannay (minutes), Craig Jackson, Phillippa Berkhout, Dianne Harper, Graham Styles, Trish Della-Vedova, Brooke Sumastra, Deb Loxley, James Lucas, Neil King

ITEM	ITEM	LED BY	Discussion points and requests
1 - Opening and Welcome 6.30			
1.1	Welcome members and guests	Mike	<ul style="list-style-type: none"> - Mike introduced himself to P&C –Mike has 2 children at the school, and one future CVPS student. - Members introduced themselves.
1.2	Apologies	Mike	Amanda Davis, Heather Craig, Kerwyn Jonker, Lucie Arnott
1.3	Conflicts of Interest	Mike	none
2 - Confirmation of Previous minutes			
2.1	Meeting 5 th September 2017	Mike	Moved Brooke Seconded Deb, accepted
3 - Accept Agenda – New business			
3.1	Accept agenda	Mike	Agenda accepted with removal of item 4.1 – camp, this was included by error

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3.2	New business items	Mike	None
4 – Business Arising From Previous Minutes			
4.1	Cancellation of yr 5 camp	Phillippa/Mike	Item removed from agenda – secretary’s error, was not to be rolled over.
4.2	Wish List	Phillippa	<p>Request for funds:</p> <ul style="list-style-type: none"> - Choir shirts = \$240.50 - Trophies and ribbons: \$1281.60 as follows <ul style="list-style-type: none"> Girls AFL = \$188.68 Cross Country = \$173.46 Ribbons for House Carnival = \$333.64 Trophies for House Carnival = \$585.82 <p>Total = \$1522.10</p> <p><i>Mike - Motion moved for the P&C to cover costs above as detailed.</i></p> <p><i>Deb seconded, motion moved.</i></p> <p>Graham noted the quality of the trophies was poor, Mike suggested that we need to raise this with supplier - Mike to follow up with John Challwell.</p>
5 – Correspondence			
5.1	Correspondence – In Correspondence - Out	Jane	<p>Correspondence log tabled</p> <ul style="list-style-type: none"> - Review of children’s crossing result – the crossing will continue.

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6 – General Treasurers Report			
6.1	Treasurers Report	Mike on behalf of Amanda	<p>General account balance good, over \$30K - we need to move some funds. PS currently reviewing costs and requirements around new computer hardware – Philippa to present wish list request at the next meeting.</p> <p>Canteen account balance is a little down but able to cover any unexpected costs.</p> <p>Mike would like to discuss further ways of growing income at next canteen committee meeting.</p> <p>Sports carnival canteen sausage sizzle was a success.</p> <p>Request from the group for a comparison of 2017 canteen costs to those of 2016.</p> <p>Motion to accept two reports – Mike, seconded by Dianne, carried.</p>
7 – Principals Reports			
7.1	CVPS Principal's Report	Phillippa	<ul style="list-style-type: none"> - Shared a YouTube clip of children and carers having a long, perilous walk to school through ice and snow in India – group noted that we have been unsuccessful in setting up a walking school bus. - smooth and settled start to term 4 - Yr 6 cohort has commenced dancing lessons leading up to Graduation, the Yr 6 parents will be invited to final lesson to see their children dancing. - Numerous year levels have excursions this term, mostly linked to History and English topics. - Thank you Cleaners Day was well received. - This Friday is World Teacher's Day – both schools are doing Affirmation Week activities with staff.

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			<ul style="list-style-type: none"> - Interschool carnivals are Oct 31st and Nov 3rd. - Puggles night and K – PP, PP – Yr 1 transitions are commencing in November. - The yr 6 students enjoyed giving feedback to the fundraising committee about the November disco theme. - School survey will be out soon. – survey goes to staff, parents/carers and students (yr 5 and 6). - Open PS board meeting – November 23rd. - Yr 6 high school orientation days have commenced.
7.2	CV ESC Principal's Report	Dianne	<ul style="list-style-type: none"> - New building will be named the King Building, after Neil King and fitting with campus river theme. Building ready for handover this month. - Invitation extended to P&C to attend the ESC parent morning tea in the new building on Nov 24th. - Current enrolment number is 46, with some movement. - Currently recruiting. - ESC are hosting a morning tea for CVPS staff on December 1st as part of International Day of Disability celebrations with the theme integration. A guest speaker has been booked. - Term 4 will be busy with Jungle gym, swimming and ongoing Community Access /training Program activities through until week 9 - The ESC Christmas concert will be on December 11th – this year's theme is Festival of Dance.
8 – Other Reports			
8.1	Canteen Committee Report	James on behalf of Lucie	<ul style="list-style-type: none"> - Sushi day coming up, order forms have gone out., Regular menu still available - Offer of broader sushi menu available for staff. - Last week will be annual clear out week, with specials. - Discussion of sports day and learnings – biggest restraint was the limited shade, therefore area for service.

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			<ul style="list-style-type: none"> - Query from the group was if Subway were an option for these types of day. - Noted that no coffee van was at the sports carnival, James explained that it was a last minute cancellation by the vendor.
8.2	School Banking		<ul style="list-style-type: none"> - James noted Kylie had said it had been a little slower. - Kylie will be donating unused prizes to the end of year raffle.
8.3	CV ESC School Board	Dianne	<ul style="list-style-type: none"> - Financial overview – all kindy families paid the voluntary contributions, a great outcome. - Looked at 2018 business plan - Heather stepping down as chair re leaving school as a parent. - Some issues with parent attendance for board meetings – looking at alternatives/options. - Last meeting for year will be an open board meeting
8.4	CVPS School Board	Jane	<ul style="list-style-type: none"> - Meeting cancelled re no quorum - Email discussion has occurred on docs required being stationary lists and fees and charges for 2018. - Next PS Board meeting will be an open meeting – Thursday November 23rd - Subcommittee has approved an external provider for before and after school care in 2018. Information will go out to parents after the Nov 23rd PS board meeting.
8.5	CVPS Finance Committee	Jane	<ul style="list-style-type: none"> - 2018 fees and charges and booklists were discussed and approved.
8.6	CV ESC Finance Committee	Dianne on behalf of Heather	Teachers have worked out class booklists and will be presented to board

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9 - Fundraising			
9.1	Fundraising Committee report	James	Doing well, money to spend.
9.2	Disco	James	<ul style="list-style-type: none"> - Call for volunteers - Using two volunteers for first aid. - Theme selected from student survey – Disney disco - Students are looking forward to it. - Flyer and notice have gone out – including changes that have been made in explained in the newsletter. - Two sessions this time, not three. K – Yr 3, yr 4 – yr 6 - Junior 1 hour, starting later than previous, senior 1hr 15. - James confirmed that changes have been made based on parent feedback. - New DJ who has promised more games.
9.3	Uniform shop	Phillippa on behalf of Lucie	<ul style="list-style-type: none"> - New stock - old permapleat items, returned to school at a cost which has been written off. Suggested selling it for \$5 apiece. \$10 jackets, sports uniform \$5 a piece, - P&C to donate any tartan skorts to choir. - Volunteers needed. - Book covers – will be cleared at reduced price.

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9.4	October Bunnings Sausage Sizzle	Brooke	<ul style="list-style-type: none"> - Results - \$1400 - Brooke handed receipts to James to pass to Amanda. - Left over stock – no sausages, soft drinks – James to Assist Trish to get soft drinks from the storeroom for graduation - Debrief/Hand over for 2018 – Brooke to email sausage sizzle information file to Jane (secretary) and fundraising committee with a list of recommendations. - Need a person responsible for each role with an overall anchor person. - Request to next agenda for anchor person as request to Bunnings needs to be in for December for 2018 two dates.
9.5	End of Year raffle	James	<ul style="list-style-type: none"> - Request for \$1000 for end of year raffle <p>James moved request for \$1000 for the end of year raffle, Mike seconded, moved</p> <p>Craig enquired re the timing, discussed re success of the raffle last year, running at the same time..</p> <ul style="list-style-type: none"> - First prize announcement to be in newsletter.
10 – General Business			
10.1	TidyHQ.com	James	<ul style="list-style-type: none"> - Demonstration - Features include calendar, minutes etc, links to WACSSO, can note events, sales, (this can also be done through school newsletter for free), user friendly once set up. Seen as a time efficient option. Memberships etc, related to access settings, ie exec can have different access to broader membership. - Agenda item on next meeting. Suggest that members have a look, watch the video and come prepared with questions and feedback for

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			<p>next meeting. https://tidyhg.com/</p> <ul style="list-style-type: none"> - Queries re security - Who is responsible for management? - Free level (limited apps) available, WACSSO members can apply for fees to be taken off membership. Once paying, more apps become available. - WACSSO endorsed. - Doesn't do e-mail accounts - Mike also discussed whatsapp? Will send link to others including a code of conduct, limited access.
10.2	Workshop on increasing P&C engagement with school community	Mike	<ul style="list-style-type: none"> - Mike to arrange meetings with individuals, focusing on parents leaving the school 2017 and 2018. - Mike to organise a 2 hr workshop on ideas re parent engagement, followed by lunch. To discuss options, and other activities.
10.3	E-mails	Mike	<ul style="list-style-type: none"> - Jane to send a note to all that Mike has a new president e-mail. - Query re domain name – James and Mike to discuss and present at next meeting.
10.4	WACCSO information and requests	Jane and Mike	<ul style="list-style-type: none"> - Distribute info and ask for feedback. - Photo comp –Phillippa and Mike to check if we can pursue this considering the school photo policy
10.5	Primary School survey	Phillippa and Mike	<ul style="list-style-type: none"> - Does the P&C want any questions on the PS parent survey? - Send ideas to Mike this week.

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10.6	Cash handling procedure	Mike	<ul style="list-style-type: none"> - Is the procedure being adhered to? - Members are being asked to purchase items and then wait for up to two weeks for reimbursement, rather than use P&C cash. - Do we need to follow current procedure or review procedure to fit what we are doing? - Exec to review, recirculate the procedure and WACSSO requirements. - Craig to review procedure against WACSSO requirements, and then report to Exec.
11 – Next Meeting			
10.1 Term 4, Week 8 , Tuesday Nov 28th 2017 – End of year nibbles			
Meeting closed - 8.35.			