

## CANNING VALE PRIMARY SCHOOL and EDUCATION SUPPORT CENTRE P&C AGENDA FOR MEETING Version 2

DATE:	14 June 2016	MEETING NO:	4:16
TIME:	19:05	MEETING LOCATION:	Staffroom

ITEM	ITEM	LED BY	Discussion and Action
<b>1 - Opening and Welcome</b>			
1.1	Welcome new Members and Attendees	Jane	Present: Kerwyn Jonker, Heather Craig, Jan McLean, Brooke Sumastra, Tania Chapman, Jane Hannay, Lucinda Arnott, Lynne Dewar, James Lucas Smith, Neil King, Phillippa Berkhout, Di Harper  New Members: Debra Loxley and Kathryn Aitken
1.2	Apologies/ /Guests		Apologies: Craig Jackson, Kristina Vogl, Mallory Dehnel, Donna Wilson, Amanda Davis, Natalie Parker, Mel Boland  Guest – John Chalwell
1.3	Conflict of Interest		James noted as both Employee (Canteen Manager) and General committee member
<b>2 - Confirmation of Previous minutes</b>			
2.1		Jane	Motion to endorse the previous minutes moved by Lynne Dewar    Seconded Heather
<b>3 - Accept Agenda – New business</b>			

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3.1		Jane	<p>Agenda accepted by James and Phillippa</p> <p>New Business</p> <p>John Chalwell addressed the meeting and thanked them for the Rugby and Soccer shirts which we paid for last year – the quality was good – kids love them – white was bright and stood out. He put in a wish list item which was funding ribbons, trophies and stickers for sports day. Discussion held re trophies rather than medallions (for cross country will be medallions – already purchased). Champion Boy and Girl trophies for each year group. Request from the P&amp;C that all students receive a ribbon rather than a sticker. This was believed to be feasible within the budget provided. Motion was moved to accept the submission for P&amp;C Funding for \$1,800 for the House Athletics Carnival.</p>
<b>4 – Business Arising From Previous Minutes</b>			
4.1	Insurance, Money handling Procedure	Kerwyn / James	<p>Amended cash handling documentation emailed to all.</p> <p><b>Action: File to be created by Kerwyn for Front office staff for Float and Vouchers. Signatory etc – basic P&amp;C</b></p> <p><b>Remove “may” – motion to Accept cash handling documentation with this variation moved by Tania, Seconded by Heather</b></p>
4.2	Parent Information Sessions	Phillippa / Jane	Cyber safety proposed for Term 3.
4.3	Sausage Sizzle updates	Brooke S	<p>2 July 2016 – Brooke appreciated the spreadsheet created of last sausage sizzle. Brooke will followed up 100 sausages and 120 short cut rashes – if Alan does not do then James to follow up Aussie Farmers. Brooke to ask for Sausages to be brought to school</p> <p>Need 2 new frying pans and 1 plastic egg flip - James to source. Tomato Sauce and Metal trays – Brooke to source.</p> <p>Frozen Sausages to be brought to school and placed in the canteen.</p>
4.4	Fathers Day Stall	James	<p>We have placed orders to get stock in – on election day stall we will be using current stock that we have</p> <p>Dates have been set for Tuesday 30 August and Thursday 1<sup>st</sup> of September. Roster to go out. Same set up as for mothers day. Pricing to be confirmed as per mothers day – Heathers</p>

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4.5	Disco	Jane	<p>Went well – Student teachers were fabulous. Suggestion was that we involve the seniors in the disco planning – we go to the classes and find out what they want – theme – decorations. Light show and smoke was fantastic. Suggestion that we pre request songs especially for the junior disco. Seniors were able to request on night.</p> <p><b>Action: Fundraising committee to liase with Phillippa re involving senior students</b></p> <p>Security was well appreciated by parents, DJ and volunteers. 3 point check. Opportunity for improvement suggestions were that we create an opportunity to brief shift starting – do a 5 min briefing at start of each shift</p>
4.6	Wish List	Phillippa	<p><b>Notice Board</b> - Cathedral office suppliers – lockable – boards are up - fitted \$1420 each x 4. Total cost \$6040 include delivery and fitting. Aim is to have noticeboard to post shared campus activities, work, community activities and P&amp;C material. Size 250mm x 1000mm</p> <p>Potential to want a Notice board for each block – suggestion that we get a price for bulk</p> <p><b>Motion that the P&amp;C reimburses the school for the value of the notice boards of \$6,040</b></p> <p><b>Moved Tania, Seconded Jan, all in favour</b></p> <p>Note: Need to ensure that P&amp;C items only are placed under the P&amp;C banner as we don't want activities to be seen as being endorsed that are not P&amp;C.</p>
4.7	Trestle Tables	Kerwyn	<p>Kerwyn advise that 10 Trestle Tables have been purchased and are in use as approved in 2015. Total cost \$1028 (\$1100 was approved) –</p> <p>We now have 7 to 10 old trestle tables (a couple are smaller than the rest and may be worth keeping). Proposed price \$20 each. Suggestions for selling are to place notice in the Notice board, at the sausage sizzle and in the First newsletter of term 3</p>
<b>5 – Correspondence</b>			
5.1	Correspondence In	Kerwyn	<p>Correspondence log presented. Main interest was we have received and paid the WACSSO and Centre West payments. ASG National Excellence in teaching Awards was received last meeting but not discussed – (Beatriz to look into), we have a second key to our PO Box – with Mallory, New Trestle tables have been received, Paid the Mathletics and sink for the school.</p>
5.2	Correspondence Out	Kerwyn	<p>Correspondence log presented – We have updated the Bank details with the new signatories and have finalized the P&amp;C Authority letter for the Principals</p>
<b>6 – General Treasurers Report</b>			

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6.1	Treasurers Report Presented	Kerwyn	<p>Report prepared by Amanda – Presented by Kerwyn</p> <p>Currently \$24,039.84 as at today. Not yet paid \$1,872.45 ESC wish list items, \$705.30 for the Disco and \$20 for ice from the Sausage Sizzle which leaves us at \$21,442.09.</p> <p>Other commitments are up to \$3,000 in Fathers Day stock and election day stock/ purchases up to \$500 and Wish List notice board at \$6040 from earlier which will bring us down to \$11,902.09.</p> <p>Disco has not been paid for yet, pay day will be later this week. Costs for this are \$550 DJ and 155.03 for water and chips. Total costs of \$705.03 – Profits of \$1,121.70.</p>
<b>7 – Principal's Report</b>			
7.1	CVPS Principal's Report	Phillippa	<p>Teachers are working on completing reports – due next Friday – all classes except yr 6 are visiting the life ed van</p> <p>Kaboon incursion coming up. Phillippa and Di trying to clear long service leave and will be on leave first week of next term.</p> <p>Week 5 – Camp – 14 to 19<sup>th</sup></p>
7.2	CV ESC Principal's Report	Dianne	<p>Disabled Children's association selling raffle tickets. Meeting offered an opportunity to sell at the election sausage sizzle – To organise a staff to run. Bowling still happening for community access. CVC leap program (22 students) went over today.</p>
<b>8 – Other Reports</b>			
8.1	<b>Canteen Treasurers Report</b>	Kerwyn	<p>Report presented by Kerwyn. Canteen account has \$11,394.96 in the account. This contains sales up to Last Friday and Bills to week 6 and includes the Canteen Insurances.</p> <p>Other income of \$346.80 is for the bread rolls for sausage sizzle and \$106.50 is P&amp;C's share of additional insurance to cover stock</p> <p>Sales are lower this term than last term at this stage</p>

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8.2	Canteen Committee Report	Lucy	<p>Call for additional committee members was made. Debra Loxley self nominated – Seconded Jane. All in favour.</p> <p>Query on level required in the Canteen account prior to moving to General account Suggestion that a min of \$10,000 was wanted in the canteen account ( to cover bills. breakage &amp; contingencies) <b>Action: Kerwyn to review minutes to confirm previous discussions.</b></p> <p>PD – James will be volunteering at another schools canteen. Bletchley Park and has joined Canteen Managers facebook account.</p> <p>Plan that in Term 3 another go at the morning tea –</p> <p>Operational cost – scanner printer - \$250 dollars for replacement toners - \$200 for a new printer with replacement toners being slightly cheaper. Proposal that purchase the new printer which has additional scanning facility. Moved by Lynne and seconded by Heather – all in favour.</p>
8.3	School Banking		Options on Timings? Query held over till Donna is available
8.4	Fundraising report		<b>Father's Day stall and Sausage sizzles are discussed in business arising.</b>
8.4.1	P&C Shop	Lucy	<p>Lots of donations – Heather to find out how washing powder levels are going</p> <p>Trial in the kindy – first day worked well and planning on advertising in Kindy area and directing them to the undercover area.</p> <p>Pamphlet / flyer home in term 4</p> <p>Pricing max \$10 for items</p> <p>Trying best to decrease amount of chatter in the area during assembly times.</p>
8.4.2	Fundraising Committee	Natalie	<p>Nomination of Additional members New Members of the committee</p> <p>Debra Loxley, Zoe Boys, Tamie Mitchel, Melanie Boland, Brooke Sumastra and Lucinda Arnott Nominated Jane – Lynne seconded – All in favour</p>
8.4.5	Term 2 and 3 activities 2016	Kerwyn	<p>Term 3 Calendar</p> <p>1<sup>st</sup> of September - Information stall and Book donation on Open night and book fair moved by Jane – seconded Lynne</p> <p>Fathers Day Stall : Proposed Date Tuesday 30<sup>th</sup> August 2016 and Thursday 1 September (Term 3 Wk 7)</p>
8.4.6	Entertainment Books	Tania	44 + 11 electronic – total of 55 books sold.

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8.5	CVPS ESC School Board	Dianne	<p>Community member Jenny Abetz is leaving, The budget was discussed. Had a demonstration of Core vocabulary boards for the kids who can't talk.</p> <p>Discussed the laminating group and reviewed the crisis management policy.</p>
8.6	CVPS School Board	Kerwyn	<p>New members were welcomed to the Board (they were Babu Avurapalli, Vanessa Hahn and Laura Taylor as Parent members, Natasha Ouma as a Community Member, Corrina Mantegna, Jackie Lang and Lauren Murgia Staff member and leaving members (James Lucas, Emma Bee and Kate Evans) were thanked. Also had our Patron Dr Collins join us.</p> <p>Volunteers Policy currently with Board for 2<sup>nd</sup> Draft. Working with Children Check recommended for P&amp;C executive and fundraising members.</p> <p>School Board Development Program discussed.</p> <p>Uniform changes – Permaplete contract up in October – going to Neil Gray – open 6 days per week – Yampie way – no commission will be received by the school. There will be a change in house shirts and the fabric is a much better quality.</p> <p>Phillippa has advised that if you have a shirt with a hole in it take it back as this is a quality issue.</p> <p>Fitzroy Garden Project was discussed.</p>
8.7	CVPS Finance Committee	Janet	<p>Meeting yesterday – Student centred funding – 96% of budget has to be spent in the year. Current tracking over 100%.</p> <p>3 days for the Chaplin – Mrs Tan working extensively in the pre-primary area</p> <p>Additional income is produced by hiring out areas of school etc –</p> <p>Presentation from art teacher who wants funds for Ipads in Art room so funds will be allocated.</p> <p>Researching software for students struggling with writing or reading.</p> <p>Write a book in a day – funds allocated to for third year (in August)</p> <p>Charity funding – Cancer council – dates requested so that P&amp;C does not do fundraising at the same time.</p> <p>Supply west doing book list allocation.</p>

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8.8	CVPS ESC Finance Committee	Heather	<p>Min 96% of funds – tracking at 93% - with extra staffing with winter expect to reach this min.</p> <p>Agreed to purchase chair savers (pocket at back of chair for school stuff) – some desks have trays under them – H4</p> <p>Bikes have arrived as well as the P&amp;C purchased bikes. – Heather to follow up getting some pictures of the bikes in use. These are loved by all and great improvement is being seen.</p> <p>Adjustable desks were discussed – Jane offered assistance finding suppliers.</p>
<b>9 – General Business</b>			
9.1	Uniforms	Kerwyn	Query from parents as to the acceptable colours for tights / leggings under school skirts and dresses – Referencing the parent handbook – winter uniform – bottle green or white socks, bottle green, red or white tights
9.2	Conference	Jane	20-21 August at The Astral, Crown – James attending. <b>Action – Kerwyn to register James</b>
9.3	Choir Uniforms	Neil	<p>Megan will be looking for approx \$2,000 for new Choir Uniforms for the Massed Choir 2016.</p> <p><b>Action: Kerwyn to follow up Megan to confirm by week 2 and put it on the Agenda</b></p>
9.4	Notice Board Usage		Query re how the space is to be used, what can be put up in it, who can put stuff up. We have access to the Notice Board Key but all material needs to be pre-approved by Phillippa.
<b>10 – Next Meeting</b>			
10.1	Term 3, Week 3 – 2 <sup>nd</sup> August 2016		Closed 8:59