

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

DATE:	1 August 2017	MEETING NO:	05:17
TIME:	6:30 pm	MEETING LOCATION:	Staffroom

ITEM	ITEM	LED BY	Discussion points and requests
1 - Opening and Welcome			
1.1	Welcome members and guests	Mallory	Mallory Dehnel, Helen Lound, Phillipa Berkhout, Jane Hannay, Deb Loxley, Graham Styles, Beatriz James, Kerwyn Jonker, Neil King and Lucinda Arnott. A warm welcome to our new members Kylie Shipard and Graham Styles
1.2	Apologies	Mallory	James Lucas-Smith, Heather Craig, Brooke Sumustra, Kylie Shipard, Natalie Parker and Trish Della-Vedova.
1.3	Conflicts of Interest	Mallory	Nil
2 - Confirmation of Previous minutes			
2.1	Meeting 13 June 2017	Mallory	Motion to endorse minutes of the previous meeting – Moved by Kerwyn and Seconded by Jane. Motion passed.
3 - Accept Agenda – New business			
3.1		Mallory	Agenda accepted.

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3.2	Wish List	Phillippa	<p>Fans for assembly and canteen area (quote pending)</p> <p>Disappointingly, quotations and advice highlighted that the installations of fans for the assembly and canteen area is not a feasible project</p> <ul style="list-style-type: none"> • Simple supply & install for fan outside the canteen area \$14K +/- • Complicated and financially burdensome approval process with application to the Building Management Authority, with the additional requirement of a feasibility study - pushes cost to in excess of \$20K. • Process is linked back to the requirements for adequate insurance and addressing potential safety concerns. • Suggestion that air-conditioning units or side-mounted fans may be a more viable alternative. • Matter will require continued investigation of alternatives and has been rolled over to next meeting. <p>A similarly disheartening result from Shade Sail enquiries</p> <ul style="list-style-type: none"> • Quotation for supply & installation of Shade Sails either side of Assembly Area \$12K • City of Canning requires Development Application – lengthy process with no guarantee of approval • No insurance coverage for events such as vandalism, student safety etc • Considering option of “living shade” ie: trees. P&C can purchase established trees independently and gift to the school. • 5c for shade matching to raise funds for purchase of suitable tree – to discuss at next meeting. • Suggestion that fixed awnings are investigated as a potential alternative that may overcome the problems associated with the Shade Sails.
3.3	Premier’s Primary Teacher of the Year Nomination	Jane	<p>The nomination for Annette Appleby was forwarded last Thursday. Many thanks to Phillippa and Jane for their hard work in the nomination process and a big thank you to all the parents, students and teachers who have contributed lovely quotes and comments. The quotes will be collated and presented to Annette as a memento of her valued work.</p> <p>The finalists are not announced until 4 September 2017, so everyone will be keeping their fingers crossed over the next couple of months.</p>

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4 – Business Arising From Previous Minutes			
4.1	Shed Progress Report	Kerwyn on behalf of James	<p>Shed is now in situ, fitted out and stock stored.</p> <p>There have been some leakage issues, however no damage to any contents. Once leaks are rectified, Annette will be using her talents to decorate. Will be a very functional space.</p> <p>Gascoyne storeroom shelving is to be completed.</p> <p>Both spaces will prove to be valuable assets.</p>
4.2	WACSSO Conference	Mallory	<p>WACSSO Affiliation fees cover the cost of first delegate and previous meeting carried motion to send a second delegate. Call for nominations at previous meeting, James self nominated.</p> <p>James was nominated to attend and is CVPS delegate. He will be asked to report back to the P&C on the conference. Mallory to confirm registration complete.</p>
4.3	P&C Shop	Lucie	<p>The shop is doing well, but would very much welcome more volunteers to help provide this valuable service.</p> <p>New shed fits the requirements of the shop and is proving very functional, making the running of the shop easier.</p> <p>Uniform query – For the Year 6 students, what can be worn under a shirt for extra warmth but it is not cold enough for a jacket. Uniform supplier to be presented with query by Phillippa.</p> <ul style="list-style-type: none"> • CVPS awaiting samples from supplier for some options for a long sleeve version of uniform shirts.
4.4	Globe insurance	Kerwyn on behalf of James	<p>Insurance finalised. Only slight change to insurance requirements from previous year, as discussed at previous meeting. Processed application and paid.</p>

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4.5	National Police Checks	Helen	<p>Executive Members to obtain – cost \$10 to be covered by Education Department.</p> <p>Letter to Eamon Ryan, Executive Director, Professional Standards and Conduct regarding funding – Helen</p> <ul style="list-style-type: none"> Centralised funding is only extended to Board members <p>Motion that a Mandatory Criminal History Screening is the standard for the Executive, to be covered by the P&C as an operational cost. Moved by Kerwyn and seconded by Jane. Motion passed.</p> <p>Motion that all position bearers for school events require a Mandatory Criminal History Screening, to be covered by the P&C as an operational cost to the value of \$10 on a reimbursement basis. Moved by Kerwyn, seconded by Jane. Motion passed.</p>
4.6	Management of Volunteers at school events	Phillippa	<p>Link to policy</p> <p>Evacuation policy regarding P&C run events outside of school hours such as disco – rolled over to next P&C Meeting. (At last meeting it was clarified that P&C volunteers present during school hours follow school evacuation procedure)</p>
5 – Correspondence			
5.1	Correspondence – In Correspondence - Out	Helen	Correspondence presented
6 – General Treasurers Report			
6.1	Treasurers Report	Jane on behalf of Amanda	<p>General account has a healthy balance. Funds need to be allocated to further projects so that the account does not retain an excessive balance.</p> <p>***Motion to accept Treasurer’s Report. Moved by Jane, seconded by Beatriz. Motion passed</p>

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7 – Principals Reports			
7.1	CVPS Principal's Report	Phillippa	<p>Quiet and steady start to Term. Approximately 500 students currently enrolled and a couple of new enrolments have occurred.</p> <p>2018 Kindy enrolments have now opened.</p> <p>August 14: Staff Development day, pupil free.</p> <ul style="list-style-type: none"> • Dyslexia presentation • Business Plan Review <p>August 15 – 25: Swimming programme PP – Year 5. Condensed to 8 days to avoid clash with Interschool Athletics. Programme can be successfully completed and competencies met within the new time frame.</p> <p>August 18: Interschool Cross Country and “One Big Voice” event at Perth Arena.</p> <p>August 31:</p> <ul style="list-style-type: none"> • Open School 3.45pm – 6.15pm. Opportunity for all parents to enjoy demonstrations/participate in activities and view samples of student work around the school. Students will develop their own plans to guide parents around various activities in classrooms, LOTE and music rooms to best showcase their work. Lots of opportunity for parents and children to participate in activities together. • Book Fair • Art Auction – proceeds go towards the purchase of a Silk Screen Press for more exciting artworks. • P&C will not be hosting an information table however enquiries and new members are always welcome and encouraged • Lost property will be put out on the night and any unclaimed items repurposed <p>Thank you to the Fundraising Committee for their continued hard work on the Father's Day Stall.</p>

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7.2	CV ESC Principal's Report	Dianne	<p>Enrolments:</p> <ul style="list-style-type: none"> • Currently 42 and 6 PP enrolments in the Early Intensive Intervention Program (EIIP) for students with Autism. <p>Staffing:</p> <ul style="list-style-type: none"> • Mrs Patricia Ellery in B1 Mon – Wed with Mrs Tena Ring Thursday and Friday • Mrs Julie Atkinson B8 Tuesday, Thursday and Friday and B1 Wednesday. • Congratulations to Mr Tony Celenza on becoming the group leader for Autism West's Holiday programme, previously held by Siobhan Sweeney • Mrs Rochelle Mulder nominated for the WA Premier's Primary School Teacher of the Year Award. Congratulations to Rochelle on her tireless work. Her nomination will also be put forward for the WA Education Support Principals and Associates Awards late in Term 3. <p>Humphrey's Dance lessons has commenced on Fridays</p> <p>Open Classrooms – Weeks 5 and 6. Opportunity for parents to observe their children at work. Board members and the P&C are also invited to attend.</p> <p>Education Support South Network (ESSN) Conference – July 17</p> <ul style="list-style-type: none"> • 22 schools represented • Very proud of our Early Childhood Education Assistants (EAs) who ran the EA Conference this year – “Wellness for Education Assistants”. A fun filled, successful day reflecting the wonderful staff at CVES. <p>Leap Program Open Day: 24 July</p> <p>Building Update:</p> <ul style="list-style-type: none"> • Di has had a second walk through the new building. • Progress is exciting but recent rain has delayed the schedule by 1 week. • Meetings between Di, Bec Day (Manager Corporate Services), the Builder and Architect occur fortnightly. • Request to Architect to investigate moving the path to go around Casuarinas – positive initial response. Confirmation pending.

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8 – Other Reports			
8.1	Canteen Committee Report	Kerwyn on behalf of Lucie	<ul style="list-style-type: none"> • Canteen to have a facelift via the talents of Mrs Appleby. Repainting of the service bench in the school colours and new signage some of the additions to look out for. • New Uniforms for Staff: Black polo shirts with red trim, Megabites logo and staff name. Looks professional and readily identifies canteen staff when outside of the canteen. Covered under operational costs. • BBQ trailer for House Carnival: Canteen to purchase food and private operator will cook. Query as to whether permit needs to be obtained or Operator has own as part of his business. Kerwyn to follow up. Look at pre-sale vouchers to avoid students having to handle cash on the day. <p>Staff</p> <ul style="list-style-type: none"> • Unforeseen issues for Annual Leave coverage arose. Interim measures put in place but long term management plan to be formulated asap to ensure coverage available as required. • Committee recommends further discussion and there will be a call for an extraordinary meeting and reporting back to the General Committee. Lucie to liaise with Mallory and James to convene date – to be advised.
8.2	School Banking	Mallory on behalf of Kylie	Kylie has commenced as the new School Banking Coordinator. There has been some feedback from parents regarding confusion with the token system and how it is managed. Kylie will meet with Martina (CBA) to recap the programme and address any concerns and queries about School Banking.

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8.3	Fundraising Committee report	Kerwyn on behalf of James/Natalie	<p>No meeting held.</p> <p>Minimal activity Term 3.</p> <p>Father's Day Stall:</p> <ul style="list-style-type: none"> • Stock has been ordered and there will be 1000 items available for purchase ranging from \$1 - \$10. • Tuesday 22 August – sorting of items in preparation for sale. Call for volunteers • Tuesday 28 August – Stall Day <p>Comment from parent regarding lack of choice for students who purchase at the end of the day. Discussion that a number of different systems in place including purchasing a range of product, early purchasing by committee to get better choice of stock and liaising with teachers to manage when each class visits the stall considering classroom priorities.</p> <p>Term 4 Disco 27 October:</p> <ul style="list-style-type: none"> • Looking to change DJ to someone who has a second person to help run games etc <ul style="list-style-type: none"> - Change to two sessions: 5-6pm for K-Y3, 6.15-7.30pm for Y4-Y6 - Reduction to 2 sessions offsets cost of having new DJ with assistant - Later start time give families sufficient time after school for preparation and returning to school - James to book new DJ -
8.4	CV ESC School Board	Dianne	Meeting cancelled – next meeting is August 8.

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8.5	CVPS School Board	Jane	Meeting last week. <ul style="list-style-type: none"> • New co-opted member Professor David Leech. • Mandatory Criminal History Screening – process completed • Additional co-opted member from the City of Canning being sought • Gmail accounts have been established for the Chairs – improving community access • Terms of Reference changes processed • Introduction of a Board Induction Committee • Board Effectiveness Survey • Conference report by Phillippa: Literacy data tracking • Anti-Bullying Policy & Practice discussed • Composite Classes: rationale explained to the Board • Homework policy discussed • Next meeting: end of August 2017 •
8.6	CVPS Finance Committee	Jane	Pupil's School Stationery Supplier 2018 <ul style="list-style-type: none"> • West Books approved. Some initial teething problems but they appear to have been resolved. Company encourages parent feedback and responds to needs • Further discussion regarding feedback from parents – online option only, ease of ordering online and concern over multiple delivery fees for multiple students at the same address • P&C will write to West Books to address the concerns expressed by parents to see if issues can be resolved. •
8.7	CV ESC Finance Committee	Heather	No meeting.
9 – General Business			

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10 – Next Meeting			
10.1 Term 3, Week 8 – 5 September 2017			
Meeting close: 8.30pm			