

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

DATE:	13 June 2017	MEETING NO:	04:17
TIME:	6:32 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, Craig Jackson, Jane Hannay, Phillipa Berkhout, Debra Loxley, Heather Craig, James Lucas-Smith, Neil King, Trish Della-Vedova, Beatriz James and Kerwyn Jonker.
1.2	Apologies	Mallory	Brooke Sumastra, Lynne Dewar, Di Harper and Amanda Davis.
1.3	Conflicts of Interest	Mallory	Nil
2 - Confirmation of Previous minutes			
2.1	Meeting May 9 th 2017	Mallory	Motion to endorse minutes of the previous meeting – Moved by Heather and Seconded by Deb. Motion passed.
3 - Accept Agenda – New business			
3.1		Mallory	<p>Agenda accepted.</p> <p>Note that new agenda items can be e-mailed to the secretary prior to meeting and will be added to the agenda at the President's discretion.</p> <p>New items will only be accepted on the night of the meeting if urgent and time allows.</p> <p>Reminder to members that financial requests must be on the agenda and out to members with a minimum of seven days notice.</p>

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3.2	Year 1-2 Playground	Phillippa	<p>Parents have raised questions regarding the plans for the playground and potential for improvement -</p> <p>Redevelopment of area is on hold while ESC build is in progress. Planned completion September 2017 and playground upgrade to commence.</p> <p>Future plans to upgrade the site include the Stepping stones, Free play areas, Dinosaur Garden and building play opportunities.</p> <p>Materials are being stockpiled for use in the playground. ESC is particularly pleased that the recently felled tree will be repurposed in playground upgrade.</p>
3.3	Lateness Policy	Phillippa	<p>Some parents have expressed concern regarding the Late Policy. Comprehensively addressed in this week's newsletter.</p> <p>Punctuality is a valuable life skill.</p> <p>The safety of students is integral to the policy.</p> <p>The policy also provides staff with the ability to recognise patterns in attendance, providing an opportunity for staff to raise any concerns with parents.</p>
4 – Business Arising From Previous Minutes			
4.1	Shed proposal update	James	<p>Request for up to \$5,000 to fitout new shed and Gascoyne storeroom.</p> <p>Investigations revealed proposal of new demountable was cost prohibitive and complicated approval process for the School Administration – abandoned.</p> <p>CVPS has donated shed for exclusive P&C use. To be revamped and custom fitout including waterproofing, hanging space, storage etc. Quotes for works being obtained. Waterproofing cost to be covered by CVPS.</p> <p>Motion to allocate up to \$5,000 to custom fitout for P&C purposes. Moved by James and seconded by Deb. Motion passed.</p>

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4.2	Wish List	Phillippa	<p>Wish List – Ribbons and Trophies for carnival - \$1,160.28 – James proposed that we approve spending of up to \$1,400.</p> <p>Ribbons for all participants in the carnival, trophies for Champion Boy/Girl – including both CVPS and ESC.</p> <p>Motion to approved spending up to \$1,400 for carnival ribbons and trophies. Moved by Heather, seconded by Jane. Motion passed.</p>
4.3	Wish List - ESC	Heather on behalf of Dianne	<p>Wish list presented:</p> <p>20 headphones at a cost of \$50 each – \$1100 total (inc GST)</p> <p>\$175 bubble tube</p> <p>2 x sensory pods – \$126 each</p> <p>1 boxing bag and gloves \$58</p> <p>Total of \$1585 requested.</p> <p>Motion to approved spending of \$1,585 for ESC equipment. Moved by Jane, seconded by Beatriz. Motion passed.</p>
5 – Correspondence			
5.1	Correspondence – In Correspondence - Out	Helen	<p>Correspondence log presented.</p> <p>Mallory to write a thank you to the outgoing P&C Executive. Suggested that it would be suitable to have some stationery for the P&C to be able issue thank you notes/cards as appropriate. Action: Phillippa will make enquiries regarding stationery.</p>
6 – General Treasurers Report			
6.1	Treasurers Report	Mallory on behalf of Amanda	<p>Report tabled. Motion to accept Treasurer’s report – moved by Deb and seconded by Heather. Motion passed.</p>

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7 – Principals Reports			
7.1	CVPS Principal's Report	Phillippa	<p>Extremely busy 2nd Term</p> <ul style="list-style-type: none"> • NAPLAN – very smooth week thanks to the excellent briefing of teachers by Patricia Della-Vedova. Results expected August/September. • Network of Canning Vale area schools – 10 schools collaborating to share best practice. Vibrant and exciting network to be a part of. Phillippa is Principal of the network. All schools conference in August, Professional Development for all staff in participating campuses. Plan for Southern River Primary and High School to join in j 2019. • Audit of Practice – K-Y2 Teaching standards. Day lead by Neil King. External audit and self-assessment by staff. Awaiting feedback, but early indications are very positive. • CVPS Hosted an after school event with other local schools involved in the Carbon Project, student led activities. Lots of positive feedback from the other schools about the project at CVPS. • School Board Governance Training – Very good training, engaging and useful knowledge. Based on the “Train the Trainer” model. • Personnel Selection – underway for cleaners & EAs. • Sport – very busy period of activity across the school. • Life Education Van sessions, school incursions, Y3 Art Gallery, Y6 Parliament House, Y5 Fremantle Prison all happening this term. • Disco, drink bottle fundraising, HeartKids and Special Lunch day also running throughout the term. Extremely busy period for staff and students/families. Review of activities to try and avoid clashes in the future. • Thank you – many thanks to the P&C and volunteers for running the Disco and multiple duties throughout the year with regards to fundraising.

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7.2	CV ESC Principal's Report	Heather on behalf of Dianne	<ul style="list-style-type: none"> • Students – all a joy! • Water conservation – students contributing to water saving Low Impact project through hand washing techniques. • Staffing – Congratulations to Siobhan Sweeney who has returned to Ireland to get married and Julie Atkinson has taken her place and also finished Siobhan's reports for her too. Congratulations also go to Lionel Pang who is going to be a first time Dad. • Education Support South Network (ESSN) – 22 schools of which CV ESC is part of. Di and ECE Assistants organising conference for the network – Pupil Free Day July 17. ESSN covering the all costs. • Building progress – Sand compacted and awaiting concrete pad. Exciting times for everyone observing the progress.
8 – Other Reports			
8.1	Canteen Committee Report	Kerwyn on behalf of Lucie	<p>Canteen Treasurers Report tabled</p> <ul style="list-style-type: none"> • Special Lunch Day – final total of 209 lunches. Some system refinements saw the process run very smoothly. Thanks to the volunteers on the day. • Next Special Lunch Day is a Sausage Sizzle at the Sports Carnival – September 14. Query if permits required for the day. Canteen Committee review once the “Sausage Sizzle Man” is hired, as he may have his own permit. Heather will also enquire about a coffee vendor alternative. “Espresso to Go” being trialled at Disco event. • **Call for volunteers for the next lunch day
8.2	School Banking	Mallory on behalf of Ken Barnett, (interim banking coordinator)	<p>New banking coordinator required, Donna has left, Ken Barnett has left.</p> <p>Kylie has come forward as a volunteer organiser and handover is being coordinated. Bank unable to come out until Week 2 of school holidays – final handover deferred until then. Working With Children card needs to be finalised.</p>

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8.3	Fundraising Committee report	James/Natalie	<ul style="list-style-type: none"> • Disco – 16th June. Tickets sales 55 to date. Call for volunteers. Heather has some names and good coverage has been arranged for the night. • Volunteers are always welcome. • Chocolate Frogs as prizes raised concerns so parents will have option of refusal – child’s hand will be marked prior to entry if they are unable to accept prize. No alternative prizes available. • Photo booths on hand and reminder that no external food or drink is allowed in the disco. • Entertainment Books – still available. Approximately 60 sold to date. • Drink bottles sales – 63 to date. Run again in 6-12mths. Ties in with Simply Carbon Project by reducing waste. • Father’s Day Stall – Motion for up to \$3,000 to spend on Father’s Day stall. Motion forwarded by James, seconded by Kerwyn. Motion passed. • Term 4 Calendar – Disco around Week 7 rather than Week 3 or 4. This will be after reporting time and aims to reduce any clashes with other important school activities • Colour Run – Interest in holding a Colour Run/Fun Run early in Term 4. Already busy term calendar may see it deferred to 2018. October sees the Bunnings Sausage Sizzle and the End of Year Raffle is held during Term 4 as well.
8.3.1	Term 3 Calendar	James/Natalie	<p>Calendar for term 3 tabled</p> <p>Father’s Day Stall – Week 7</p>
8.3.2	P&C Shop	Kerwyn on behalf of Lucie	<p>Going well. Over \$753 in sales. Stock from Phillippa Berkhout – track pants Sizes 2 & 8. Lucie and volunteers spent 3 days sorting uniform stock. 4 of each item now on racks and a donation to the Art Rooms of the more worn stock.</p> <p>**Call for volunteers** - suggested that a call be put out via the Newsletter.</p> <p>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>

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8.4	CV ESC School Board	Heather on behalf of Dianne	<ul style="list-style-type: none"> • Financing agreed. • Parent left the board – Leaving the Vice Chair vacant. Tammy Michaels nominated and voted in as new Vice Chair. Farewell to Kelly, the former VC. • Call for more parents to come on board. • Plan for start of building. • Focus Group – Jane, in her role with E-QUAL Disability Consultants, ran a quick focus group for one of her clients who was wanting feedback on an issue from parents and staff involved with PS aged children.
8.5	CVPS School Board	Jane	<ul style="list-style-type: none"> • 1st meeting attended as P&C Representative. • Thanks to Kerwyn Jonker for covering the previous meeting that Jane was unable to attend. • Good meeting. Board had attended training and share their reflections. Need to increase the Board's profile within the school community. Chairperson attending the School Picnic and the recently introduced Gmail accounts increase accessibility. • Improvements in Board accountability. • Accepted Terms of Reference and Code of Conduct at meeting after concerns raised over wording of the TOR and P&C representation. Lengthy and complicated process to alter constitution and needs clarification. Best served by Board altering TOR to include "may/invite" rather than must is relation to P&C representation. Jane to provide feedback to PS board chairperson.
8.6	CVPS Finance Committee	Jane	No meeting held.
8.7	CV ESC Finance Committee	Heather	No meeting held.

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9 – General Business			
9.1	WACSSO Conference	Mallory	<p>Call for nominations to attend. Propose that we pay for a 2nd delegate at \$150. 1st one is included in Affiliation fee.</p> <ul style="list-style-type: none"> • Mallory to follow up registration of interest. • Topics offered on the day would dictate most appropriate delegates. • Delegates must report back on their attendance. • Call for nominations to attend. Forward to Mallory and the Executive will choose the two most suitable candidates. • Motion to send a second delegate: Moved by Jane and seconded by Craig. Motion carried.
9.2	Globe insurance	James	<p>James to advise recommended levels of insurance for money / property.</p> <p>James weighed up the various “cost to benefit” of the previous year’s insurance and recommended the required level of coverage for renewal. Requirements discussed and agreed on.</p>
9.3	Emergency Plan and effect on P&C	Phillippa	<p>What the P&C members are to do if in the school grounds when alarms go off.</p> <p>Sirens will sound 5 times and PA announcement (if power available). P&C members on site should observe and follow the rest of the school to the relevant marshalling point. Query raised on what should happen if there is an alarm during a Disco. Revisit the Evacuation Plan and present at next meeting.</p> <p>Lockdown – where a danger from outside the school presents. Stay put. Each staff member has an action plan which does not necessarily involve the entire school. It may be confined to a single block. Follow staff instructions.</p>
9.4	Volunteer Policy	Phillippa	<p>Paperwork to be filled out by all volunteers for all events – especially disco’s</p> <ul style="list-style-type: none"> • To cover the School and minimise the risk to students, volunteers will be required to complete simplified paperwork at each event – ensures currency and eases burden of tracking previous forms. • Volunteer form, sign in sheet and statutory declaration. • Sarah to modify current sign in sheet. Phillippa to produce multiple copies.

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9.5	National Police Checks	Kerwyn	<p>Proposal for Executive Members to obtain – cost \$10 to be covered by Education Department.</p> <ul style="list-style-type: none"> • Mandatory Criminal History Screening of School Board/Council Members. • Helen to write to Eamon Ryan, Executive Director, Professional Standards and Conduct regarding payment of fees for screening.
9.6	Request for P&C to be an Auspicing body	Phillipa on behalf of Mallory	<p>Visual Art Specialist Teacher – Annette Appleby – has requested the P&C act as the auspicing body for a grant application – environmental art project</p> <ul style="list-style-type: none"> • Auspicing Body – receives grant funds as an agent for the project co-ordinator to increase accountability. No cost for the P&C • Executive Committee agreed by email that it would act in this capacity • Exciting art project of “Jellyfish installation” from recycled materials. It will also participate in various Art events and displays. • Annette will be putting the call out for project materials in the near future
9.7	Funding of recorders for Year 4s	Jane	<p>Request for funding – amount TBA</p> <p>Request was forwarded to the P&C by a member that the P&C purchase new recorders for the Year 4 students each year, which each student would be able to take home and keep at the end of the school year. Concern was regarding the state of some recorders due to ongoing use.</p> <p>P&C does not fund items for individuals, but can fund a purchase for the school. The Finance Committee received a request from the Music Room to move away from recorders and replace them with Ukuleles for Years 4,5 & 6.</p>
9.8	School Banking	Jane	Banking Co-ordinator required – position now filled. Refer to Point 8.2
10 – Next Meeting			
10.1	Term 3, Week 3 – 1 August 2017		6:30 pm in the Staffroom
Meeting closed: 8.15pm			