

WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC

Meeting held on **Tuesday 3rd May 2016**

1. **Open - quorum present** – Claire Gray, Gretchen Redhage, Caroline McNamara, Deanne Quartermaine, Rachel Wenham, Alice Mrazek-Scriven, George Tolev, Jacqui Williams, Brian Moar, Jane Boyle, Tracey Chapman, Kirsten Cleeve-Edwards

Welcome

2. **Apologies** - Sarah Hewitt, Claire Gray, Bronwyn Eve, Roxanne Pappas, Danielle de Gruchy, Megan McGuire, Rachel Clegg, Rebecca Brown, Janine Egan, Ali Edgington
3. **Additional Agenda Items**
4. **Confirmation of previous minutes of meeting** – Rachel Wenham and Alice Mrazek-Scriven confirmed the minutes of the previous meeting
5. **Correspondence in/out** – In: WACSSO letter requesting WACSSO councillors & bank statements. No correspondence out.
6. **Business arising from previous meetings** -
Potential speaker for term 3 or 4 – with Doug Cook
Absence of room 14 class rep - JB to check with Sue Akerstrom to forward P&C emails to her for class distribution and put in newsletter the need for class rep and year 6 graduation co-ordinator. The year 5 class reps do not need to organise the year 6 graduation, we can find volunteers for this later.

7. Reports

7a. Principal's report

- **Thank you P&C**
 - On behalf of Nicole Armstrong and the entire teaching staff we would like to thank the P&C for funding an extremely worthwhile professional development session. Dr Paul Swann led the session and he is a national and international guru of teaching mathematics in primary and secondary schools. The teachers were so excited about the sessions they are requesting that the school's curriculum leaders bring him back for another session in the near future.
- **Good guys/girl power workshops**

The school is currently sourcing dates to conduct sessions with year 4 students and parents. This is a follow on from last years' presentation. It is likely to be an after school hours workshop. More information is to follow.
- **Quad resurface**
 - The re-surfacing of the quad area has been completed. The bitumen needs to cure for 3 weeks before line marking of the surface will be done by 20th May. Trees will be planted in due course and the basketball rings can be erected once the bitumen has cured.
 - Established trees will return some time during the year. We have been given a choice of 7 different varieties of tree to choose from as replacements. These trees will be mature and planted within concrete cylinders to prevent further damage to the surface.
 - The large tuart tree will be trimmed to reduce stress. The contractors did not cut any roots.
 - Some concern has been raised regarding pools of water forming in front of the first path. Photos have been taken and we have requested that this be corrected.

- We did not get coloured court surfaces as part of the scope of works as this was due to the overall costs for the sub-surface and surface work. However we did get a quote which I submit to the P&C for their consideration.
 - The quote is for approximately \$39,000 for colouring the courts and the linework. The linework is to be paid by Education Dept (BMW) but the remainder would be a school or P&C cost. **Jacqui Williams will look further as to the cost of the colour on its own.**
 - It was asked what trees will be planted – there are 7 suggested varieties but two of these are deciduous (London plane tree and Jacaranda) and the school needs to consider this. It is assumed that as it gets closer to the time this will be looked at closely. Tracey Chapman expressed interest as part of the sustainability committee in the tree selection.
 - Doug Cook had mentioned limestone work was to be around the big Tuart tree. This will be done in due course and the school/P&C will pay for it. The area had to be made bigger to accommodate the tree roots to keep the tree healthy. It is hoped limestone blocks will go around where the concrete curbing is and play items can be placed inside this area.
 - The fill in where the sand is around the centre of the quad will be wood chip and this will be done in due course.
- **Bike shed enclosure**
 - The shed funded by the P&C is now complete and student councillors are relied upon to open and lock the gates before and after school. This has been working well and bikes are more secure.
 - **Inter school swimming carnival**
 - The interschool carnival, for years 4-6, was held at HBF Stadium on Wednesday 6th April. The results of the carnival showed an honest competitive spirit towards competition. We ended up 5th from 8 schools which was an improvement from last year.
 - **ICAS testing dates for term 2**
 - Science is Tuesday 31st May, writing Monday 13th June, spelling Wednesday 15th June and more tests in term 3. Year 6 results used for dux prizes and all year 6 students will participate and be funded by the school. 150 students signed up this year and enrolments have closed.
 - **Naplan testing**
 - Naplan testing will commence Tuesday 10th May – language conventions and writing year 3 and 5, 40 minutes each: reading year 3, 45 minutes and year 5, 50 minutes; mathematics year 3, 45 minutes and year 5, 50 minutes
 - **National walk safely to school day**
 - Last year the school was involved with this event which it is believed was organised by members of the P&C. George Tolev tabled this document to see if we are going around again.
 - National walk safely to school day is Friday 20th May. **It was agreed Deanne Quartermaine will follow up and use school councillors to co-ordinate this day. Looking at 4 meeting points for children to walk together as a walking school bus as in previous years.**
 - **Sculpture in the Downs**
 - An exhibition of sculptures at the outdoor classroom area, made from predominately plastic materials, will be held on Monday 20th June. Classes from pre-primary to year 6 will be involved and the children's works will be varied. Every class teacher has been encouraged to decide on their preferred teaching strategies, style and theme.
 - **Interschool sports this month**
 - Interschool sports start Friday 13th May and some sports on this date were to be at Wembley Downs. The school is working out the logistics of this given that the line markings are not done.

7b. Presidents report

The school environment subcommittee has had its first meeting, Jacqui Williams , Janine Egan,Paul Liveris, George Tolev,and Mel Lloyd were in attendance.

The committee identified areas of interest that may benefit from applying principles that were discussed in last P&C meeting. One area identified was the area beside the canteen. The subcommittee has applied and been accepted into the second round of the Curtin Stronger Communities program. The final proposal "Wembley Downs Primary School Community Placemaking Project" was submitted last Friday.

This is a federal submission for funding of \$20,000 which is matched by the P&C dollar for dollar.

A condition of the grant is that the planned funds have to be spent on something that will engage the wider community. The submission is to develop a community garden – more planters, better arrangement of items in the area, maximise produce grown, areas designed for sustainability, some areas designated to teachers and some to community for growing produce/plants. Mel Lloyd is happy to undertake garden workshops for the community at large.

The Placemaking project is divided into 4 areas –

- a) community garden
- b) outdoor kitchen immediately behind canteen on west side where the nursery is with the green shade cloth. This could be used for cooking lessons and social functions
- c) amphitheatre upgrade – to have the crushed stone replaced and promote outdoor learning opportunities for external groups to come out of hours
- d) Multipurpose area where play spot currently is – put grass down and remove play equipment.

One benefit is that if large numbers of children are attracted to the area it makes it easier for staff supervision at lunch and recess.

Jacqui is waiting to hear from Julie Bishop as to the outcome of the submission and expects to hear by 30th June 2016. If successful we would look at starting development in around September 2016.

Grant and Community Subcommittee has thus been formed through with subcommittee and includes Jacqui Williams and Janine Egan (Curtin Stronger Communities grant) . Annika Clohessy is also part of this subcommittee group and has organised a Rotary friendship bench for the new grassed area near the canteen. It is hoped that students willing to play with other students will sit on the bench and draw out those students who feel isolated. School councillors will need to understand the concept and get on board. This will be presented at an assembly in the near future by the Rotarians.

7c. School Board

Board meeting is next week.

At the last board meeting it was agreed that the faction shirts will be eventually changed, probably from 2017 so that they are no longer the plain coloured shirts but are similar in design to the new polos with faction colour and faction name. There is likely to be a years grace to phase the shirts in. The board will release more information in due course.

The P&C then discussed the possibility of reversible hats with faction colour on one side with various opinions on this. If anything is done on this it will not be for some time.

7d. Sustainability

Given the need to coordinate the WDPS Community Placemaking project with the work of the sustainability sub committee Tracey Chapman as head of the sustainability committee suggested collaborating for the duration of this project. Tracey will liaise with the teachers interested in the kitchen garden to coordinate the timing of these projects and ensure no abortive works occur.

(eg. Mrs Evans and Miss Edgar often use the garden beds and Mr Etheridge also from term 3 but their use is limited given the plans for the latter part of the year.)

Tracey is considering plastic free July activities.

Mindarie waste council are tentatively booked for next term presentation on waste management.

Tracey will discuss with Mrs Evans and liaise on dates with Kerry in the office.

As a committee the sustainability group are happy to support teachers as to anything they need as far as sustainability goes.

Tracey will speak with Mel Lloyd as to whether she needs anything grown for the canteen, and also speak with the kindy and PP teachers.

The school environment sub committee will include Tracey Chapman in on the development of their plans.

7e. P&C Treasurer

The P&C has \$69,108.64 total in bank in two bank accounts.

A summary for April including estimated fundraising leaves around \$109,000 in available funds.

The P&C has committed to spend approx. \$32,000 (computer leases, upgrades to computers, new smartboards, staff grants etc)

Then there is a further wish list of requests that have not yet been approved which totals approximately \$46,000 and the \$20,000 for the subcommittee project per president's report.

The school executive committee has committed to fund 2 replacement smart boards rather than televisions for rooms 15 & 16

WDPS P&C moves a motion to spend up to \$3,500 on canteen renovations – Caroline McNamara moved and Rachel Wenham seconded this.

Motion passed as to:

The Wembley Downs Primary School Parents and Citizens Association authorises the new P&C treasurer, Alice Mrazek-Scriven to be an authorised signatory for the two bank accounts being account 066161 1003 5947 and term deposit account 066 209 5002 0977. Both accounts will remain as requiring two authorisations to approve payments and transfers and the following authorised signatories will remain on the account – Caroline Macnamara, Rita Moar, and Kerry Blechynden so that there will be 4 authorised signatories in total.

Decided to circulate a summary of the P&C bank account, canteen and uniform shop accounts with the agenda for the next P&C meeting. ***JB to email treasurers re this.***

7f. Uniform shop treasurer

The P&C still owe the new uniform supplier \$18,000 for the new uniforms which is being paid in small instalments.

Approximately \$9,900 in the bank at the end of April 2016.

Working on new premises as the current premises are small and the school would like 2 beds in the sick bay area shared with the uniform shop. More room would assist the uniform shop with storage. The uniform shop are looking at underneath the school but there are items stored there at present. It was suggested by Rachel Wenham to move the P&C cupboard to the same area as the uniform shop once the uniform shop moves.

7g. Canteen Treasurer

Balance of bank account \$77.

All that is left for the renovations is the purchase of a dishwasher which the canteen are hoping to fundraise for.

The canteen has a working cash register now which will assist with monitoring cash.

The canteen has requested teachers to monitor lunch orders.

The canteen have tightened protocol for children who have forgotten their lunch – parents will now be contacted when the student says their lunch is missing and they will need to bring money in the next day to pay for it.

Considering selling coffee in the mornings to parents and holding cooking classes in the evenings for parents.

7h. Fundraising

Proposed pirate day charity fundraiser this term being organised by school councillors on Friday June 10th. Suggested 5c fundraiser as a P&C fundraiser, Rachel Wenham is considering this.

Mothers day stall this is Thursday, Narelle Nyeholt facilitating with Rachel Wenham and 6-7 volunteers on board. Deanne Quartermaine will help. Average cost of gift is about \$3.85 (due to bulk purchasing and good sourcing of items) and sold for \$10 so hoping for \$2,000 to \$2,500 in fundraising. Kindy A and C have already run their stalls.

Quiz night will be held on Saturday 11th June 2016, starting to look at ticket sales. Have around 30 silent auction items.

Tables of 10 and maximum 15 tables. Tables will later be pushed back for dancing. Considering \$25 per head and a free glass of champagne.

Businesses can sponsor a table for \$100.

Election stall 2nd July Sausage sizzle, cake stall, canned drinks, looking for a book stall manager – Alice Mrazek-Scriven and Jane Boyle will oversee the book stall unless there are any other volunteers.

No fashion swap to be held this year.

8. New business

Safety house

Kirsten Cleeve-Edwards has volunteered to oversee safety houses this year. She has found that there are 7 safety houses in the area that are safety houses. Safety house head office are contacting these 7 houses to see if they are still able to act as such.

The annual puppet show will be in September and Kirsten is to liaise with the school as to appropriate dates for the 2 sessions.

Particularly in light of recent events Kirsten is keen for there to be some promotion of safety house before September through posters etc. Parents can buy a safety house card for \$1.50 which has child's contact details for the inside of their school bag in case the child gets lost. She is looking at offering this to parents through the school and coordinating it.

It was suggested that parents could point out safety houses on route on walk to school day.

We need to request in newsletter for houses that could be safety houses as we need more in the area.

In order to become a safety house you need to have a police clearance which costs \$11 and complete the form at Australia Post.

The school P&C are considering funding this \$11 if needs be.

Pupil free day

Friday 3rd June 2016

Next meeting: Tuesday 14th June 2016