



WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC

Meeting held on **Tuesday 6th December 2016**

1. **Open - quorum present** –Melanie Lloyd, Sarah Hewitt, Rachel Wenham, Jacqui Williams, Jane Boyle, Claire Gray, Caroline McNamara, Deanne Quartermaine, Tracey Chapman, Rita Moar, Alice Mrazek-Scriven, Jenny Hirsch

Welcome

2. **Apologies** Ali Edgington, Roxanne Pappas, Anna Cathcart, Kelly Kennington, Bek Brown, Brian Moar
3. **Additional Agenda Items**

School Photographs

A parent has asked that the school consider using an alternative photographer for school photos. Some samples of school photographs taken by were shown and a flyer given to Jenny Hirsch for the school to consider. Jenny said that the school would consider using an alternative photographer and would contact alternatives to make a decision.

School photographs were typically taken in the first few weeks of school but it was suggested that this was relevant when the students wore white shirts for the photos and so the timing of the photos in the school year was not as important with the new uniform.

Canteen convenor position

Bek Brown and Sarah Gongsater will no longer be able to undertake this role next year and we encourage people to assist with this role if they can. All positions on the P&C committee are available at the P&C AGM early in term 1 and all parents are urged to help the P&C by volunteering where they can.

State of the toilets

This was raised on behalf of a parent in the lower primary school and the concern was acknowledged. Work has been undertaken on the toilet doors during term 4. The issue is to be addressed in the principal's report (refer below)

4. **Confirmation of previous minutes of meeting** – Caroline McNamara and Alice Mrazek-Scriven confirmed the minutes of the previous meeting

5. **Correspondence in/out** – In: Commonwealth Bank statements, WACSSO newsletter, WACSSO invitation to State Forum on Education on 23/2/17 6pm-8pm (We will review attendance in February) No correspondence out.
6. **Business arising from previous meetings**

Progress of audit of prior years accounts

2013 audited financial statements are now on hand and completed by Shirley Godfrey. There are no major issues in the audit report. The 2014 and 2015 audited reports are almost complete.

Alice Mrazek-Scriven has requested if the information needed for the 2016 reports could be provided by the end of January 2017 with a view to having the 2013, 2014, 2015 and 2016 reports complete and reviewed by the P&C AGM.

The uniform shop's accounts run financial year but need to run calendar year. Alice will let Roxanne Papps know.

Alice Mrazek-Scriven has discussed our constitution with WACCSO. We are a tier 1 school based on student numbers and so do not require an audit but require a review (a lower level of report). The P&C's old constitution will be updated with a newer revised WACSSO constitution in due course once WACCSO has a constitution prepared that we can adopt.

Alice also has organised our registration with Associations Online and, as motioned at our last P&C meeting, Alice is the nominated secondary user for the P&C.

Alice was thanked for the work she has done on the audit and the Associations Online registration. These issues have been ongoing for some years and are now resolved through her hard work and determination.

Progress of results from online parents survey and classroom winner

This was not known at the meeting and will be carried forward to the next P&C meeting.

Motion to allow the lego club to spend the proceeds for the toy stall to spend the proceeds from the toy stall at the Luita Street Fair

The P&C moves a motion for the proceeds of the Luita Street toy stall, being \$559.30, to be spent by the lego club on storage or lego or related toys. Jane Boyle moved and Caroline McNamara seconded this.

Reports

7a Principal

INTERM SWIMMING

Thank you to everyone for your support and cooperation with this year's In-Term Swimming Program. From all accounts it has been a great success and thank you for your efforts and flexibility with changes over the past fortnight. I would like to acknowledge the planning and organisation that Mr George Tolev undertook to coordinate this program. If you have any feedback please let us know.

REPORTING TO PARENTS – Semester 2

Will be sent home with students next Thursday, or posted to families that have notified school of their early departure.

2017 CLASSES

We are hoping to have these finalised by the end of the week. Working on the anticipated enrolments for 2017 the school is looking at having 18 classes K-Year 6. It's our intent to inform parents by email on Thursday 15th December of the proposed class lists. A hard copy will also be posted in the Undercover Area after 3.00pm. Reasonable requests will be considered in-line with the criteria as listed in the school's Class Placement Policy.

PLC – CO-ORDINATORS 2017 Planning

Throughout Term 4 staff have been meeting regularly in Professional Learning Communities, and in 2017 this arrangement will continue due to the positive feedback received from staff. The PLCs aim to promote greater collaboration and consistency of teaching practice across the school, and will focus on “whole school” adoption of key priorities.

BUILDING UPDATE

Recently had key personnel from Department of Education to look at the Toilet facilities; and the poor state of these facilities has been acknowledged and we are working with the DoE and architects to ensure that plans are in place for early 2017.

Transportable Building due to arrive mid-January 2017, and allocated for Year 5/6 class.

Have also flagged the **Undercover Area**, and requested that this aspect be considered for refurbishment and weatherproofing. I will continue to follow-up on these projects, and ensure that relevant planning documents are prepared in readiness for consideration by the DoE.

CLASS EXCURSIONS

These are all planned and signed off – thank parents for their prompt assistance with returning forms and organising payment etc.

EDU DANCE CONCERT – END OF YEAR CELEBRATION

Thursday December 8th, commencing at 5.30pm. A note has gone home to parents with the details for Thursday's event. Bring a chair or something to sit on. Look forward to seeing everyone there.

END OF YEAR – SPRING CLEAN

A large skip bin has been ordered to assist all classes with the end of year clean up and “*decluttering*” of classrooms and learning areas. There will be minimal class relocations for next year, but please make good use of the skip bin and have a thorough spring clean. Should be here for Friday 9th December.

Thank you to the many to parents and community members that have assisted the school and students throughout the year, and special thanks to the P&C for their on-going support and assistance with key projects and events in and around the school.

Special thanks to the P&C Office Bearers for the considerable work that they take on, and to the Committee for their ongoing support and involvement in our school.

I would like to wish everyone and happy and safe holiday, and wish everyone all the best for 2017.

7b Presidents report

WACCSO School P&C Workshop Evening

Jacqui Williams, Rachel Wenham and Deanne Quartermaine recently attended an inter-school P&C Networking event hosted by Churchlands with attendance by our WACCSO representative to share learning and get ideas from other P&C's locally. It was very insightful and interesting with the following highlights and our key recommendations.

Key takeaways points were:

- Our P&C is functioning very successfully comparatively in terms of community participation and fund raising ability.



- Our P&C uniform shop has been very generous in its time and availability particularly implementing the new school uniform
- Canteen volunteering is a continuous issue for all schools (except those with an additional kitchen hand position)
- Long term planning was a problem for most P&Cs
- WDPS P&C fees are well below all other schools current \$60 other schools averaging \$100 and above.

Our recommendations to ongoing amendments to the P&C:

- Implement a year plan on fundraising and attribute sponsorship and focus to all events in terms of raising funds
- Implement a long term plan in partnership with the School board to align strategic planning to create more efficient effective process of action.
- School uniform shop to be open twice a term only (first 2 weeks of first term then the first week of each term) Plan dates for the year in the diary. Explain the online ordering process and uniform delivery process via P&C newsletter initially and keep instructions on the website /app. Keep try on samples in school office.
- P&C use the tiqbiz app more so all people use it more (win /win)
- Canteen review volunteer days which regularly are understaffed and consider cost for having kitchen hand on . Present proposed PA costing to P&C in the new year.
- Propose raising the P&C contribution for the year 2018 (too late to implement in 2017)
- Encourage school wide use of the tiqbiz app. This app can be used for things such as notifying the school of your child's absence and more items could be place in the app.

Sub Committees Thank yous and Goodbyes!

Big congratulations to the P&C subcommittees and the whole school community for creating a memorable first term as President for the school. Key areas for thanks and sad goodbyes as follows:

- The fundraising committee lead by Rachel Wenham continues to do amazing work raising funds in creative ways that engage our kids and the whole community.
- Our beloved canteen committee is the continuous heart of the P&C with the wonderful Mel Lloyd and her team working tirelessly to feed our kids nutritious fresh food 3 days a week. Mel has also managed to resurrect the school garden and start selling and cooking with our produce this year plus facilitate the kids cooking club. We are sad to see the amazing Rebecca Brown leave us after 3 years as the canteen convener. During her 3 year term she has transformed the canteen through the initiation of the canteen refurbishment which saw a new stainless steel benching, dishwasher and flooring as well as the research and implementation of the online ordering and volunteer system which has streamlined our processes and accountability.
- Our uniform shop is open regularly and has successfully transformed the level of the schools representation with a smart affordable and functional uniform that appeals to all. We are sorry to see our team of Clare Gray, Lisa Gorman and Kelly Kennington leave us this year. A big congratulations on your success and a team and thank you. Thanks to Narelle and Roxanne for continuing your supporting roles in delivery and treasurer. You are amazing.
- Our sustainability committee lead by Tracey Chapman has organised some incursions for the kids to learn about sustainable recycling practices as well as co partnered with the school environment subcommittee in the community garden activation. We thank her for her time and look forward to working on special projects next year based around plant life and gardening
- The newly formed subcommittees for the School Environment and Grant and Community have created a combined force of volunteers which has successfully implemented the first stages of a long term ongoing strategic plan. Big thanks for Janine Egan, Paul Liveris, Peter Daffen, the famous Melanie Lloyd for their ongoing work and support for this area of the school We welcome newbies Karl and Anna Cathcart next year (though Anna will be busy as a school board member also!)

- Wonderful thanks to our secretary Jane Boyle who will hand over the reins to someone else next year. Jane is so diligent and reliable to get the minutes out in a timely manner and also runs the election day and Luita St Fair book and toy stall. Seriously amazing woman.
- Our treasurer Caroline McNamara has worked in this position for over 5 years and has been a consistent P&C member keeping the financials in order. It is an amazing effort Caroline and Alice will be taking over big shoes (but I know she'll fill them well!)
- Lastly Deanne Quartermaine our Vice President has been fantastically multi tasking being a netball guru at the school and organising the School Camp out and Walk to school day. Always there to lend a hand thanks Dee.

Our P&C this year have organised some great events and spent some of our fundraising money on some great initiatives listed below - I'd like to formally thank Sarah Hewitt and her amazing team of last few years of doing this.....we must attribute the activation of the quad, canteen kitchen and grass areas to the whole team over the last few years that have creating the funds to allow the carriage of these ideas to come to fruition.

Next Year:

Next year we will continue with the Shelter (currently in planning approvals)

- Quad school doors project
- Amphitheatre update and sensory garden
- Bench seating to quad then move down to the Mulberry tree play areas
- The library is also in our sights and we will begin developing this design next year.

This year overall our P&C achievements include:

- Orientation School Camp out night
- School Quiz Night
- School Disco
- New grass area in front of the canteen
- New Wall murals and student arts engagement program
- Artist in Residence - Brenton See
- New kitchen garden program and selling of produce through the Canteen
- New student cooking program through the school canteen
- Ongoing volunteer school uniform implemented
- Rotary Buddy bench
- Outdoor kitchen and shelter - Stronger Communities project fund grant winning \$10 K
- Teachers winning program funding Paul Swan to come and inspire our teachers
- Kindy Outdoor nature play contribution
- Science Bites program
- Reading Eggs Program

Lastly.....

Have a great new year everyone and look forward to seeing new faces at our first P&C next year to fill some of these vacant positions. Its such a great way to get involved in the school community and you can be as involved as you want to be!

7c. School Board

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7d. P&C Treasurer

The P&C has \$65,343 total in bank in two bank accounts. It is not anticipated that there will be large expenses still to come for this year but Caroline will check with Kerry. Invoices from Safety House and Reading Eggs and the bike shed cost have not been received as yet for this year.

Motion the \$100 gift vouchers sports prize for year 6.

The P&C moves a motion to fund the year 6 sports prize up to \$100 (\$50 for 2 students) by the purchase of gift vouchers. Jane Boyle moved and Rita Moar seconded this.

Alice to look into obtaining a Power pass for the P&C to obtain discounts for purchases.

7e Uniform Shop

Sarah Brown has offered to assist with the uniform shop next year and she needs help from others. Without more help the uniform shop will struggle to open the hours that it has been open up until now.

One person manning the shop is difficult as there often are a number of customers/families at the same time.

Narelle Nyeholt will continue to process orders and delivery items Tuesdays and Thursdays.

Sarah is considering opening the shop fortnightly possibly monthly on Mondays after school. The P&C welcome Sarah to choose the times that suit her and that as parents are encouraged to order online the uniform shop need not be open as often as it has been.

Cash on hand just over \$9,000. The shop has paid off all of the purchases for the uniforms and has stock to sell.

7f Canteen

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7g Fundraising

2017:

- Movie afternoon in term 1 as per this year
- Election day 11 March 2017. We raised \$4,000 this year. Alice Mrazek-Scriven and Jane Boyle to lead the book stall Sarah and Evan Hewitt to oversee the sausage sizzle. We need someone to manage the cake stall. Mulberry day care may be able to lend some items. We would like to increase numbers of cakes for the cake stall. We need to advertise that bought cakes are welcome.
- Rock quiz night around May/June. Currently looking at halls and have a number of people assisting with this. Looking for a hall to seat 200, any suggestions welcome
- Colour run fun run late term 1 or early term 2
- Mothers Day, Fathers Day stalls
- Disco (as per this year) in term 3 or term 4
- School campout – Alice to organise for Friday 31st March 2017
- Entertainment books – looking for a volunteer to run with this in 2017. It is a good fundraiser

Jacqui suggested that it would be good to somehow achieve greater buy in from a wide number of parents – encourage parents to suggest fundraising goals or fundraising ideas by coming to the P&C meeting.

Suggestions are welcome and we really need people to pitch in and run with their ideas to support Rachel as she has her hands full with the currently proposed fundraisers. It would be great to have more parents help in any way they can.

7h. Sustainability

We started the year aiming to get the school gardens running. We had the busy bee and then Mrs Evans planted mystery seeds with years 1 and 2. Most mystery seeds were broad beans. She also planted potatoes in two beds. Mrs Edgar planted sunflowers in one garden bed.

There was no gardening club this year due to a lack of available volunteers.

The rest of the garden beds have been planted by the canteen and we have beetroot, kale, lettuce, pumpkin, dwarf beans, cucumber, tomatoes, capsicum, watermelon, sugar snap peas, celery, carrots, lettuce and spinach.

Children have been helping with weeding, catching cabbage moths, watering, picking and shucking beans

We have sold some produce as they are ready. We would possibly like to hold a stall with the cooking class students on the last day of school

The cooking club have been using produce from the garden and have made beetroot risotto, beetroot choc cupcakes, stuffed zucchini flowers and broad bean dip.

As produce becomes ready Mel has been cooking sample dishes for children to try at recess. So far they have had broad bean dip, stuffed zucchini flowers and sautéed broad beans – they loved them all.

It would be great to have more teachers involved in the planting and also maintaining the beds once things have been planted.

Children need to be told to respect the garden, take care of the plants and not pick produce until it is ripe.

Mel requested Bunnings donate some items to our garden and has received the following:

2 dwarf apples, 2 dwarf plums, 1 dwarf apricot, 2 passionfruit vines, 1 strawberry guava, 1 blueberry, 1 grape vine and some childrens watering cans and a \$50 voucher for reticulation to the sensory garden.

Well done Mel!

Melanie Lloyd asked for a lockable cabinet for outside the canteen for toys/games to be stored in. This was approved and will be paid out of the community money already motioned.

AGM and process of appointing P&C positions

Next meeting: AGM Tuesday 21st February 2017

All are encouraged to attend and to put your hand up to assist the P&C. All positions at the P&C become vacant at the AGM and parents are encouraged to nominate themselves for a position or come and help out however they can.

Many schools in the area have their AGM in November annually rather than at the start of the school year and it is proposed that the P&C will follow this arrangement in 2017 (ie we will have our AGM in February 2017 and appoint P&C positions and hold the next AGM in November 2017 to elect positions for the 2018 year. New parents in 2018 will be encouraged to attend.)

The annual sundowner will be held after school on Friday 17th February 2017, similar to many Fridays on the oval, this is a chance to meet others in the school community.

