

WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC
MINUTES

Meeting held on Tuesday 22nd March 2016 7.30 pm

1. Open - quorum present

Welcome

Present Jacqui Williams, Jane Boyle, Melanie Lloyd, Alice Mrazek Scriven, Sarah Hewitt, Brian Moar, Rachel Wenham, Ali Edgington, Doug Cook, Danielle de Gruchy, Janine Egan, Tanya Hart, Tanghua Zhou, Deanne Quartermaine

2. **Apologies**

Bronwen Eve, Tracey Chapman, Gretchen Redhage, Clare Gray, Kelly Kennington, Rachel Clegg

3. **Additional Agenda Items** - protective behaviours: some parents missed out on this evening session last year and are keen to attend this year. The school is considering offering this again this year.
4. **Confirmation of previous minutes of meeting** Alice Mrazek Scriven and Rachel Wenham confirmed the minutes of the previous meeting.
5. **Correspondence in/out** –In: Canteen insurance, WACSSO letters seeking councillors, P&C Voice newsletter, WACSSO Affiliate guide and constitution, Sdera Newsletter
6. **Business arising from previous meetings** - Guest speaker for 2016. Donna Cross was suggested – social media and bullying speaker. Doug Cook will look into this.

1. **Reports**

- a) **School Principal, including wish list**

Current Enrolments 402

- **Quad Re-surface**

The re-surfacing of the Quad area has gone out to tender which closes Wednesday 23rd March. The works will be carried out during the April holiday but there may be some demolition before the start. The trees down the middle have to go as their roots are between the bitumen and the substrate. Leaving the trees will mean the new surface lasts only a short time. (They won't re-surface unless the trees go. It was a battle to keep the big tuart.)

The large tuart will be trimmed to reduce stress. The contractors may not cut any root with a diameter greater than 50cm without first consulting the arborist.

Some concern has been raised regarding the owls and what will happen. In short, the owls will fly away. They haven't actually been there this week so the tree is an occasional roost, not a nesting site.

We have been given a choice of 7 different varieties of tree to choose from for the replacements. These trees will be mature and planted within concrete cylinders to prevent further damage to the surface.

I have asked that coloured court surfaces (e.g. blue or green) be included as part of the scope of works. Our success will depend on the overall costs for the sub-surface and surface work.

Basketball and netball rings will be on both courts and tennis courts markings will be there. There will be some four square courts marked. The painted octopus will not be replaced. The school will put limestone blocks down around the old bit tuart tree once the initial works are done.

For more detailed information on this please refer to attached document.

- **Bike Shed Enclosure**

The steel work is currently being powder coated. We expect the shed to be enclosed before the end of term.

- **Swimming Carnivals**

Faction Carnival was held last Thursday, 17th March. The day seemed to have been successful and the students had a good time. The inclusion of the 25m events and novelty events meant every child who wanted to compete could do so.

Next year we will look at an afternoon event to reduce sun exposure and allow students to go straight home. Interschool Carnival, for years 4 – 6, is planned for Wednesday 6th April.

- **ICAS Dates 2016**

Science – Tuesday 21 May: \$8.80

Writing – 13 – 17 June: \$18.70

Spelling – Wednesday 15 June: \$12.10

English – Tuesday 2 August: \$8.80

Maths – Tuesday 16 August: \$8.80

As we use the Maths, English and Science assessments a part of our “Dux” determinations, students from year 6 will all participate and be funded by the school. If year 6 students wish to participate in Spelling and Writing, they will need to pay.

Nominations have closed for ICAS this year but the school is hoping that there were more nominations this year than last year.

Doug Cook will be out for the 1st five weeks of term 2 with long service leave. George Tolev out for latter part of term 2. Various long standing teachers will be taking long service leave this year due to Education Department policy.

The dead tree between kindy and the canteen has been chopped down and moved to the bottom oval for nature play.

Wish list:

Approx \$7,500 science in residence program, this was a great success in 2015.

The P&C supports a motion to support the school’s science in residence program to the value of \$7,500.

Approx \$4,640 to buy old teachers computers so that they can be used in the library by students.

A futher \$4,000 approx to fund half the cost of new computers that are needed.

The P&C moves a motion to support the school’s computer leases and computers to the value of \$9,000.

\$900 for science kit for Science week unless this can be funded elsewhere. Measures resistance.

Smart boards – 2 are no longer functioning (rooms 15&16). Touch screen televisions to replace these at approx. cost of \$5,000 each. This will be considered in conjunction with this years fundraising.

Tiger turf or equivalent for canteen playground area for kids to sit and have lunch and near outdoor classroom to replace crushed limestone. Alternatively could pave the area and build in a chessboard. Need about \$8,000 all up.

The claw- shade for quadrangle area as detailed in last minutes.

Area outside music room near pre primary has lawn which is not growing and makes the buildings orange due to the water so it could be replaced with paving

Mathletics and ABC Reading Eggs programs for use by whole school \$8,000 approx.

The P&C moves a motion to support the school's mathletics and reading eggs programs to the value of \$8,000.

Kindy sand pit needs new sand.

Teachers P&C Grant for education/training

Teachers P&C grant – Room 12 teacher Nicole Armstrong has submitted a request for Paul Swan to come to the school at a cost of approx. \$2,000 for a number of sessions for all teachers regarding teaching maths. This will be considered by the sub committee asap.

b) President, including strategic master plan for the school

Mission statement released. Looking to develop a strategic plan and a framework of focus for the school so that projects that are taken on support the school's plan.

The P&C can develop principles and standard processes that guide us as to projects.

The P&C could communicate via a board at the canteen as to projects coming up and where current projects are at.

Jacqui will look at the boards available at the school and consider options.

An example of projects that need good management is the canteen area, planning what can be done to the area and then prioritising things to do in the area. The P&C can divide this area into a series of pop up projects.

Jacqui will put her presentation into a drop box.

People are encouraged to put forward ideas for projects. There is a need to engage the wider school population to achieve projects.

Some parents were disappointed about the lack of nature play due to the constraints put on the school by the Education Dept and we need to work around/with this.

Need a separate group to develop a project idea and then come to the P&C for expansion on the idea and funding.

Janine Egan will look at ideas similar schools have via WACSSO.

No work is to be done on the oval that requires digging at around 20cm or foundations due to the presence in the past of asbestos.

Jacqui will organise a meeting of interested people in establishing a school environment sub committee: Jacqui Williams, Sarah Hewitt, Janine Egan, Ali Edgington. Proposed first project pop up nature/fitness play area on the bottom oval or canteen area.

c) School Council

Board meeting tomorrow night 23rd March which will present the annual report. The first meeting was considering the annual report. The board is looking at communication and uniform policies.

d) Treasurer P&C

Alice: Term deposit account has been reduced by \$15,000 and this has been transferred to cheque account. Still has \$62,000 and the cheque account has \$241.27 after committed expenses.

\$17,500 received today from P&C contributions. Parent contributions at approx. 70% of students so far.

The P&C needs to decide how much should stay in the term deposit and how much to transfer to the cheque account. Resolved to leave as is for another month pending decisions as to P&C projects for the year. Debated providing the option to parents of paying a higher P&C contribution if time poor and unlikely to volunteer. Will reconsider towards the end of the year for next year.

e) Treasurer Uniform shop

The uniform shop bank balance has \$14,047.72. Sales in February were high at around \$11,600. The uniform shop may change the faction polos from next year but will take guidance from the school board on this. The shop is looking to move due a larger area but options are still being considered.

f) Treasurer Canteen

Ali: there is \$5,000 in the cheque account and a loss of \$1,849 was made for February which was slightly lower than the loss this time last year.

Freezer stock was lost 3 times in 2 weeks.

Larger quantities of stock and packaging are always bought at the start of the year.

The canteen computer needs replacing as it's not compatible with wi-fi after the school computer upgrade. Doug Cook has arranged this for the cost of \$800, which the canteen will fund.

Sarah from year 1 is interested in the convenyor role and sharing this with Rebecca Brown.

Work is needed at the canteen to comply with council regulations. Janine Wade has had the benches/stainless steel benches and taps requoted at \$5,000. \$950 for electrical work to move powerpoints etc when the benches move.

Section of flooring will need patching. Plumbing at \$500 and dishwasher at \$1,000. The P&C has previously motioned to pay \$4,000 and the canteen can fund some of this (\$2500). Unclear the additional funding required for flooring.

Decided to leave the P&C funding for the improvements to the canteen at \$4,000. If further funds are needed the executive committee can motion this.

Motion passed as to:

The Wembley Downs Primary School Parents and Citizens Association authorises the new Canteen Treasurer, Alison Edginton to be an authorised signatory for the two Canteen accounts being account 066209 10088782 and account 06 6161 1003 5971 Alison will require access to NetBank. Both accounts will remain as requiring two authorisations to approve payments and transfers and the following authorised signatories will remain on the account - Janine Wade, Rebecca Brown and Kerry Blechynden. Melanie Lloyd will remain as having access to make payments on the debit card attached to account 066209 10088782.

g) Fundraising

The movie day is sold out and expected to raise approx. \$1,000 to \$1,300. May due another movie later in the year. Mothers day 2nd week of term 2, the purchasing has been done. Would like raise approx. \$2-2,500. Would like a fundraising goal for this fundraiser, perhaps new computers for the library being funded by Mothers and Fathers day stalls.

Quiz night and dance 11 June (Saturday) at Scarborough rec centre. Capacity is 150 people and Rachel has been looking at sponsorship of tables of 10 from the school community and wider. Hoping to raise \$10-\$15,000. Looking for silent auction items from parents and contacts.

Election day stall July 2 – at this stage baking sale and books/toys

School disco – considering holding in term 3 in the undercover area for kids only

End of term 4 – night markets and Christmas theme is being considered

Rachel is seeking clarification as to funding of initial costs re fundraising as often the initial costs are being met by Rachel and reimbursed some time later by the P&C. Rachel will contact WACSSO to see standard procedure. Pre primary are separately fundraising for an outdoor toy, outdoor mats and potentially improvements to the garden in the PP area. This is being done by the selling of melamine plates and organised by PP parent representatives. Entertainment books will be sold this year and a 16th May delivery date is pencilled in.

h) **Sustainability**

Ride2School Day was a success and was largely organised by the councillors.

Will organise a busy bee on 1st or 2nd May to do work to the vegetable patch and do some work on the wall near the canteen. Keen to composting bins to be used for student's scraps. Request funds from P&C for compost etc for the plants. ***Motion passed to fund up to \$500 for compost/manure/fertiliser and related items for the garden and vegetable beds.***

Looking at auditing lunchboxes aiming for plastic free lunches.

Need for sustainability to work in with larger environment plan.

Sustainability reps to liaise with teachers and Melanie Lloyd (both of whom will use and tend the garden for their purposes).

Walk safely to school day Friday approx. 23rd May.

Bike Ed program – not available as City of Stirling and WA Police no longer run these.

New Business

- Hale Road crossing – not progressed as authorities considered there to be insufficient volume and traffic lights at Hale/Weaponness Roads was too close to the proposed crossing.
- Need for year 5 & 6 class representatives as we only have a year 6 rep in room 3 and no others in years 5&6. Debbie Childs will be the rep in room 4. No rep in room 14. Jane Boyle to arrange letter to year 5 parents looking for class rep.
- School sleepout summary
Thanks to Melanie Lloyd for her work, Janine Wade, Deanne Quartermaine and all who organised. We had approx. 160 people attend and all went well. Noise was a factor for some which is difficult to manage to everyone's satisfaction. May consider providing option to participate but not stay if it is held next year.
- School banking – would like up to \$100 from the P&C for a whiteboard to be placed in the canteen area for messages. School banking contributed approx. \$3,000 last year to fundraising. Decided that this will be addressed in conjunction with the communication board. The canteen area is getting a little small with the volume of banking and a new venue was discussed. The library is not available due to classes held there at 9am.

Date of next meeting **Tuesday 3rd May 2016**