

WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC

Meeting held on **Tuesday 26th July 2016**

1. **Open - quorum present** –Caroline McNamara, Rachel Wenham, Alice Mrazek-Scriven, Doug Cook, Jacqui Williams, Jane Boyle, Brian Moar, Melanie Lloyd, Janine Egan

Welcome

2. **Apologies** -, Bronwyn Eve, Roxanne Pappas, Tracey Chapman, Sarah Hewitt, Sarah Gongsater, Gretchen Redhage, Deanne Quartermaine, Katrina Armstrong, Rachel Clegg, Megan Macguire, Claire Gray

3. **Additional Agenda Items**

Running Club sponsorship
Lego club

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: Correspondence in - WACSSO conference, Commonwealth Bank statements, Sean L'Estrange re state govt contribution of \$4,261 for laptops and other devices, Sean L'Estrange & Education Dept - nominations open for WA Education awards until August 5th, City of Stirling full bond refund (\$100) re quiz night, invoice from Nutrarich Pty Ltd \$517.00 re mulch/compost, Certificate of WACSSO membership 2016/17, WACSSO notification that our electorate for WACSSO has changed to Perth South and our councillor is Anne Fairbanks.

Rachel Wenham may attend WACCSO conference, Jane Boyle to give her the flyer regarding it. One free attendance per school.

No correspondence out.

6. **Business arising from previous meetings** -

10th August Protective Behaviours presentation \$10/ticket 7pm-9pm

7. Reports

7a. P&C Treasurer

The P&C has \$78,160.01 total in bank in two bank accounts. Payments to be withdrawn and receipts due would leave approximately \$57,000 in the bank accounts.

There are a number of items on the wish list that have not yet been motioned.

In addition to this Doug Cook raised the issue of the need for aqua bubblers – Doug Cook would like to get rid of the 2 brick troughs at the west of the quadrangle and the 3 old bubblers and acquire 4 aqua bubblers for filling up water bottles. Doug will get a quote for these and look at locations to put them but they are around \$2,000 each. The P&C is keen to pursue this.

7b. Sustainability

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7c. Principal's report

- **Moving Playground Equipment**

We are currently in the process of moving the playground equipment from outside the canteen down to the oval. This allows us to establish a seating area outside the canteen and open up the garden area. The work begins tomorrow morning.

This will be a 1 day job. The play equipment is being added to the equipment outside Mulberry Tree Daycare.

- **Trees for the Quad**

I need to inform BMW of the trees we want for the Quad. The suggestion in first term was for WA peppermint gums as they are native to the area.

Agreed at the meeting to be WA peppermint gums

- **My Hero Day**

Tomorrow the Student Council are holding a My Hero Day to help raise awareness and funds for childhood blood cancer and bone marrow failure. Students are encouraged to attend dressed as their hero, not necessarily a super-hero, and make a gold coin donation.

At the meeting it was requested if more time can be given in advance to let parents know when dress up is needed. Younger children can't always be relied on to pass the message correctly to parents.

- **Sculpture in the Downs (Design & Technology Challenge)**

The Sculpture in the Downs was a great success. The students' work was amazing and parent attendance very high. (The weather, in the following days, was less kind.)

- **Good Guys/Girl Power Workshops**

We have enough students to run Good Guys. We are just under for Girl Power but will proceed anyway. I will contact parents in the near future regarding dates, times, etc.

Likely to be a Monday

- **Quad Re-surface**

The re-surface has been signed-off. (They still need to mend the down pipes.) I have spoken to Centrecourt, the line markers, and they will come back and paint a chess board when the weather improves.

A soakwell has been dug to prevent puddling. The concrete on the verandas is being fixed in areas.

Doug Cook has been in touch with the Education Department as to the state of the toilets and is waiting on an answer.

- **ICAS Testing Dates for term 3**

Subsequently confirmed as

- English – 2 August: \$18.70 (is this money bit an error?)
- Mathematics – 16 August

- **Protective Behaviours**

I have contacted Andrea Muslin from Protective Behaviours WA to arrange a parent information session.

Venue: Science/Art Room

Date: Wednesday, 10th August

Time: 7.00pm – 9.00pm

Cost: \$10.00 per person

A communication will be sent out regarding booking details shortly

- **Library Improvement**

I'm keen to pursue an improvement program for our students' library. I'd like to see:

- Shelving that is lower and mobile
- A survey of students to ascertain what they want to read
- Furniture conducive to sitting and reading
- Mobile computing

Current shelving is on the wall where the light comes in making the area dark and the shelving divides the library into two rooms. Funky colours and fun furniture would be ideal. Have not yet priced up this. Jacqui Williams/Doug Cook will look at a potential design.

- **EDU Dance**

EDU Dance will be held in term 4. Dance is a facet of the Phys Ed Curriculum that we lack the necessary staff expertise to deliver. The program begins in week one and concludes with a whole school performance on the evening of Thursday 8 December. The cost will be about \$24 per student.

This is for pre-primary to year 6.

- **New School Entrance**

Following yet another stroke of brilliance by Mel, we have begun developing a new pedestrian entrance to the school via the gate behind the Outdoor Classroom. Students from the west of the school will be able to enter the grounds without having to cross the car park. We will also begin bringing bikes through that gate to reduce the risk next to the canteen.

Bookweek

Is week 6 (22 to 26 August). The committee have many great ideas at this stage including: a design a book cover competition, for the Friday there will be dress up as your book character, for the younger years a teddy bears picnic with parents/family with storytelling, older years will select a book to read to the younger years during the week, book swap, books around the school "readable" with QR codes. The school will need parents to help with this - need volunteers to do the reading on the Friday and other helpers, information will come closer to the time.

2017 Enrolments

Doug advised 61 enrolments for kindy as of this morning, 7 from out of area which we do not have to take.

At least 1 transportable classroom will be needed next year as an additional primary school classroom. A transportable classroom is typically larger and more modern than current classrooms. The location is to be confirmed.

7d. Presidents report

Western Suburbs high School Forum

I received an invitation from Sean L'Estrange to attend a meeting regarding progress or otherwise of new high school the western suburbs and growing population of primary schools. Brian Moar, Rachael Wenham & Alice Mrazek-Scriven will be attending to represent the Board and P&C respectively. They will report back to the P&C the high level points made and "Next Steps"

School Environment Sub committee News – Community Placemaking Project

Area 1 -Garden

Planters in the garden near the canteen are ready for planting and there have been some plants planted by teachers. Mel Lloyd has put up a copy of a planting guide on the wall near the science windows facing the kitchen garden. Mel Lloyd has emailed the plans to Tracey Chapman.

Plots are labelled with a number so people can work out what is planted where.

If teachers would like to participate in the garden, use the planters, Mel has a list of planters available and type of items useful to grow from a seasonal/produce for canteen perspective. Please liaise with her.

Ideally students should do the planting so Mel/Megan/Tracey will start up the Grub Club and get the lunchtime planting session happening. Parents please ask your children who are interested to sign up at the canteen any Monday, Wednesday or Friday. A flyer will be put up for the first planting session

Sensory Garden

The next stage is the sensory garden.

Mel Lloyd has designed a plan for the sensory garden.

She has asked Bunnings for some donations, they are considering the request and Mel is hoping for a gift voucher from them.

A selection of seeds for edible flowers and herbs and will need a busy bee for help, probably in September when the planting can be done.

Plants not on reticulation are being hand watered and it is hoped some volunteers will do the reticulation before summer.

Now looking for donations for recyclable goods for the garden to make screens, sculptures, musical instruments– If have any of the following please let us know via email or alternatively smaller sized donations can be dropped to Mel Lloyd at the canteen on canteen days.

Items we are seeking:

PVC pipes, treated logs, garden rocks, items for wind chimes, bamboo, old kitchen utensils (for drumming and sounds), logs, wooden cable reels, plastic crates (to make seating to strong durable plastic), tyres, solid sticks/bamboo to make teepees, bird baths or birdhouses. Donations can be dropped to Mel Lloyd at the canteen on canteen days.

Have received a donation from Busselton limestone of pavers which can be used.

Sonja Buzzard will kindly donate a worm farm.

Claudette Nesbitt has a contact at Dickys who can organise some large logs.

On the other side of the bins to the west of the school is a dead tree which needs trimming. This is owned by the council. Doug Cook will check if it is the council responsibility.

Area 2 – Outdoor kitchen shelter :

Still waiting approval on Stronger Communities grant from Curtin for community garden and expected to hear from this soon. Once funding approved project will be design documented for comment and council approvals prior to construction. The Grants group will workshop the design and produce a plan for comment./display in due course. Rachel Wenham asked if BBQ is included in the community kitchen plans as the current BBQ is rusty and old and we need a new stainless steel BBQ that is mobile and has a large hotplate.

Area 4 – Multipurpose outdoor activity space

The current playground equipment is being removed. The next task will be to remove sand, prepare reticulation and lay down grass. This may form part of the busy bee scope depending of school resources for the garden.

The P&C moved a motion to allow up to \$5,000 for the community placemaking project. Motioned by Jacqui Williams and seconded by Brian Moar.

The P&C moved a motion to purchase a new mobile BBQ for up to \$1,000. Motioned by Rachel Wenham and seconded by Mel Lloyd.

It was also raised that the school aprons are very old. These are worn in the canteen for cooking, by year 6 students doing cooking classes, during stall days (such as election day, Luita St fair etc) and will probably be worn more with the community garden plans. The aprons need to be hard wearing, have a pocket, adjustable neck strap and have the school name on them.

The P&C moved a motion to purchase new aprons for up to \$450. Motioned by Jane Boyle and seconded by Alice Mrazek-Scriven. Jane Boyle will organise these in consultation with Mel Lloyd.

.7e. School Board

School Board meeting is next week. A survey will be coming out in the next few weeks, it will include a few general questions about the school and some specific questions as to "2 stars and a wish" student folders. The classroom that returns the most surveys will win a pizza lunch. This is an opportunity to give feedback to the school. The survey will be online. Those who would prefer can complete the survey online at the school office. The last survey was in 2014 and it will be good to compare results between the years.

7f. Uniform shop treasurer

Claire Gray and Kelly Kennington are looking to leave their roles this year. For 2017 the P&C need at least 2 people to put their hand up for this important role. More information about the scope of the role can be sought from the Uniform shop volunteers or email the P&C (WembleyDownspc@gmail.com) and we can pass on enquires and interest.

7g. Canteen Treasurer

Balance of bank account \$3,196.24. Made a profit of \$416 for the month.

Ros is cleaning the canteen once a month and doing a great job.

Introducing cupcakes for birthdays in classes, parents will be able to order through the canteen online, with a weeks notice. Gluten free options available. Doug Cook pointed out that the cakes need to conform to healthy guidelines from the Education Dept.

Also bringing back take home family sized meals. More information online soon. Will start with winter food.

As the garden grows, as items are ready to harvest, looking at a food appreciation evening for parents. For example \$50/head and have a meal together in the canteen. Probably about 8-10 parents at a time.

Also looking at pasta making classes and keen for parents with the knowledge to help do a night with different cuisines.

In order to do this, Mel Lloyd needs access to the school at nights and would prefer the canteen had its own alarm system so that the whole school did not need to be opened when the canteen is opened. Doug Cook will look into this.

Mel Lloyd is keen to work with the school to plan food etc around special weeks coming in – for example science week, book week etc

Perhaps once a term parents could have lunch with their children and order through the canteen and there be a theme.

Mel Lloyd can prepare platters for Friday afternoon oval gatherings with a weeks notice.

The canteen has a savings card and would like to change to a debit card so that they can pay online/over the phone for goods such as pizzas on pizza day and stationery.

Rachel Wenham could like a debit card for the same reason and it was agreed that this would be preferable. Brian Moar outlined that its difficult to set up with two signatories on the P&C account. Rachel Wenham will check with Rachel Clegg.

Mel Lloyd has started collecting games, cards in the canteen for children to play with outside the canteen. Looking for donations at the canteen of games/activities children could do in the area at lunchtime etc

Brownes dairy is supplying free milk on Mondays. Students were asked if they wanted to take part and approximately 2/3 of the students have taken up the offer.

7h. Fundraising

Father Day

Fathers day stall in September, all purchasing has been done for this event. Mothers day 2017 has been taken care of also.

Election day

We raised \$4,000 (profit, after expenses) for 8am – 3pm. \$2,000 for sausage sizzle, \$1,000 cake stall, \$1,040 books. Atmosphere was great. Julie Bishop came. The disappointing thing was small number of cakes donated. We need to try and get more cakes next time. It was reinforced that cakes can be bought and donated. Special mention and thanks to all the volunteers on the day, particularly the organisers of the book stall Jane Boyle & Alice Mzarek Scriven and the sausage sizzle Rachel Wenham to. It was a great event that created a great atmosphere at the school. Watch this space for the March election !!!

We'd like to officially thank Damien Cestrilli from Acton North paid for the majority of sausages for the election day sausage sizzle. He is keen to get involved with the school again. There was a sign at the sausage sizzle advertising Damien. People needed to "like" his facebook page <https://www.facebook.com/damiencestrilliproperty> We encourage parents to "like" his page on Facebook as a show of thanks and support.

School Disco

School disco 16 September. **Children only** disco with some parents and teachers supervising children in the undercover area. There will be 2 separate age groups at different times, a DJ and glow products..

The Downs Pharmacy & News would like to give some ongoing support. Doug Cook indicated first aid (bandaids, puffers etc) Rachel Wenham will get back to them.

Rachel Wenham outlined that the undercover area is very cold and ask whether anything can be done to close off some of the open areas to prevent wind/rain coming in. Doug will look at this.

8. New business

Running club/sponsorship

Space Realty have approached the Wembley Downs PS running club looking to do sponsorship. They are looking to provide equipment (jump hurdles, batons etc), t shirts, singlets for interschool – interschool singlets cannot be done as they cannot have advertising on them due to Education Department requirements. T shirts for training can have Space advertising on them.

Lego club – Please donate used lego

A group of parents, Emily McGough and Stef Knell, are generously allocating their time to set up a lunchtime lego/puzzle club for years 1-4 two days per week from the library, Wednesdays and Thursday lunchtimes. Before it begins they are seeking lego donations and lego books and puzzles/rubiks cubes etc and lego storage boxes.

All these items can be dropped off in the school office. If you have any queries please email the P&C email and your queries will be forwarded.

Flyers will be up soon with participation information

Motion passed for up to \$300 for storage and lego/puzzles for the lego club. Motioned by Rachel Wenham and seconded by Mel Lloyd.

Rachel Wenham has a contact who has a supply of slightly out of date water bottles. P&C happy to have this provided to events this year.

List of class reps – Alice asked Jane Boyle to try to have school class reps on school website.

Next meeting: 6th September, 2016 7.30PM