

North Perth Parents and Citizens Inc

General Meeting 4.09.17

Draft Minutes

Attendance:

Chair/ President: Heather Barkes

Ashleigh Brand
Rachael Bott
Philippa Ives
Sarah Gazia
Alicia Dadleff
Pieter Overmeire
Paul Hazelwood
Kati Tonkin

Apologies:

Anna Wylie
Lisa Richards
Cath Colvin
Karen Lockyer

1	Apologies & Attendance. Welcome and Round Robin. Quorum not met: No decisions made.
2	Minutes of previous meeting – 31.7.17. True and accurate record Moved: Heather Barkes Seconded: Sarah Gazia
3	Business & Actions Arising from previous meeting 31/7/17: Traffic party working group/ Wayfinder Project – <ul style="list-style-type: none">● 4/9/17 ACTION: Heather Barkes to liaise with Cath Colvin for status on all actions from 31/7. Agreed it would be great to promote the Wayfinder Project through the launch of the brochures and the development of a communication strategy – potentially by mid/end October. To promote this Project NPPS will run a raffle with the prize of Adult Bike, Child Bike and additional prizes.● 4/9/17 ACTION: Rachael Bott to approach Coles about potential of selling ticket.● 4/9/17 ACTION: Rachael Bott to approach Quantum Bikes for Gift certificate via contact.

	<ul style="list-style-type: none"> ● 4/9/17 ACTION: Paul Hazelwood to approach Beyond Skate about potential to donated additional prize. ● 4/9/17 ACTION: Alicia Dadleff to confirm details of Halloween Event with North Perth Local and investigate option of NPPS children selling tickets; or tickets to be sold at NP local stall.
	<p>Fundraising:</p> <ul style="list-style-type: none"> ● 4/9 Action: Ashleigh Brand to liaise with Melissa Horne/Julie Smit regarding using an entertainment book as a prize for a raffle at Goonderup Day. ● 4/9 Action: Ashleigh Brand to confirm with Cath Colvin she can run raffle at Goonderup Day.
	<p>Harvest 6006 Olive Oil</p> <ul style="list-style-type: none"> ● 4/9 Action: Rachel Ozolins currently designing advertisement for Paragon advertisement for “Grow Your Tree”. ● 4/9 Action: John Richards drafted letter for Heather Barkes signature requesting ongoing funding for the Harvest 6006 Project. PandC to send asap.
	<p>North Perth Local Committee-</p> <ul style="list-style-type: none"> ● 4/9 Action: Alicia to investigate details of NP Local event for Halloween and the scope of NPPS involvement. Discussed the opportunity to market the event within the School community and to hand out flyers at school. ● 4/9 Action: Alicia to confirm details of Woodville even in third week of January 2018, as will need to market event in term 4 2017.
	<p>P&C Levy</p> <ul style="list-style-type: none"> ● 4/9 Action: Ashleigh to send a paragraph to Karen Lockyer and amount of the contribution by 5/9.
	<p>Library/ Scholastic Book Fair: report and actions below:</p>
	<p>Beaufort Street Book Club: report and actions below:</p>
	<p>Canteen: report and actions below:</p>
	<p>Uniform shop: (as below)</p>
	<p>Fundraising:</p> <ul style="list-style-type: none"> ● 4/9 Action (rolled over from 31/7): Rachael to submit application for Grill’d fundraising opportunity. Need to identify specific project for fundraising. ● 4/9 Action: Earn and Learn Woolworths close Tuesday 19 September - Heather to ensure stickers from box at school are Submitted to Woolworths on 19 September. Ashleigh to remind Heather.
	<p>Grants:</p> <ul style="list-style-type: none"> ● 4/9 Action: Heather to follow up action regarding technology grants status with

	Cath and Karen.
	<p>Arts:</p> <ul style="list-style-type: none"> ● 4/9 Action: Rachael to investigate if Innovation Grants may be something that P&C can access via City of Vincent. ● 4/9 Action: Rachael currently considering developing a proposal where an art project can be designed as partially self-funded.
	<p>Grounds:</p> <ul style="list-style-type: none"> ● 4/9 Action: Rachael Bott to investigate the status of the grounds working party and communication with the School.
	<p>Other actions:</p> <ul style="list-style-type: none"> ● 4/9 Action: Heather to follow up with David Williss on his action to speak to John about possibility of assisting with this via the tendering process.
4	Principal's report – NIL
5	School Board report – Kati Tonkin updated Committee (see attached)
6	<p>Treasurer's report – (attached).</p> <p>4/9 Action: Heather to follow up with Close account when confirmed.</p> <p>4/9 Action: Heather to confirm no additional money is outstanding for Danielle Lustig. Then advise Pieter that dome account can close.</p>
7	<p>Committee Reports (as needed): Motion all reports adopted.</p> <p>a) Canteen – (see attached report).</p> <ul style="list-style-type: none"> ● 4/9 Action: P& C members need to continually call for new committee members. Need a Committee of 6 ongoing. Promote through flyers and start actively recruiting. ● 4/9 Action: Paul Hazelwood to ask Karen Moffit if she would like to be on Committee. ● 4/9 Action: Alicia to investigate working more closely with the Sustainability Committee on recycling option. ● 4/9 Action: Canteen Committee to investigate option of online ordering in term 4 and move towards this in 2018. <p>b) Uniform shop – (as above)</p> <p>c) Fundraising – Fundraising Report attached (Cath Colvin).</p> <p>d) Social - (see attached)</p> <p>e) Harvest 6006 Olive Oil - (see attached)</p> <p>f) Arts – (as above)</p>

	g) Grounds – (as above)
	h) Fathering project - Nil.
	g) Grants – (as above)
8	<p>P&C Working Group Reports (as needed):</p> <p>a) Beaufort St Books/Book Club (Sarah Gazia) - We had a great Children's Book Week at school with children and families participating in the Book Swap before and after school on Tuesday and a fantastic response to the dress up day on Wednesday, with students showing off their creative book-inspired costumes at the assembly. Several prizes were supplied by Beaufort Street Books in honour of the occasion.</p> <p>Sarah Gazia is in the process of organising a Wine and Cheese book night event (Tuesday night). This will be a parent only event where parents can come and buy books for Christmas etc. it will also be set up so parents who are unable to attend on a Tuesday evening can still purchase books on the Wednesday morning in school library. There was discussion on logistics of event.</p> <p>4/9 Action: Sarah to investigate liquor licence issues. Suggestion to speak to Damon and the Coordinators of the Art Auction.</p> <p>Discussion regarding Beaufort Street Books and anticipated and expected sales and fundraising and is there options to increase the percentage donated to p&c as there was concern that Scholastic provides substantial amount of books/ funding to school.</p> <p>4/9 Action: Meeting with Beaufort Street Books to investigate the financial and fundraising events.</p> <p>4/9 Action: Sarah to meet with Scholastic Committee out of session and consider/ investigate if there a model that both Beaufort St and Scholastic and contribute.</p> <p>b) Scholastic Book Fair.</p> <ul style="list-style-type: none"> ● New Coordinator, Philippa Ives, and Committee members Alicia Dadleff and Sara Winter. ● Total sales of \$4,421.00 receiving \$1,768.00 in books and resources for the school. <p>c) Newsletter schedule</p> <p>There was discussion about the appropriate timing of publication (it was considered if every 3 weeks would be better) and it was decided that every two weeks was the appropriate timing.</p> <p>4/9 Action: Heather and Ashleigh to advise Louise of schedule:</p> <ul style="list-style-type: none"> ● Tuesday 19 September 2017 -Term 3 ● Tuesday 17 October 2017 - Week 2, Term 4 ● Tuesday 31 October 2017 - Week 4, Term 4

	<ul style="list-style-type: none"> ● Tuesday 14 November 2017 - Week 6, Term 4 ● Tuesday 28 November 2017 - Week 8, Term 4 ● Tuesday 12 December 2017 - Week 10, Term 4
9	<p>New Business –</p>
	<p>People’s Pick – Education Awards</p> <ul style="list-style-type: none"> ● Request from School to promote: ● 4/9 Action: Has been promoted in 5/9 Newsletter and Facebook page. Ashleigh to promote on social media. Application Close 13 October.
	<p>P & C Levy</p> <ul style="list-style-type: none"> ● School is finalising Student Requirements Lists (Book Lists) for 2018 and expect the drafts to go to the supplier this week. This means that P&C need to advise the School the amount of the contribution to be including on the list and supply a short paragraph by 5 September. ● 4/9 Action: Ashleigh to supply paragraph to school.
	<p>Uniform shop</p> <ul style="list-style-type: none"> ● 4/9 Action: P& C members need to advertise for 2 new coordinators for 2018. Handover and training to occur last term 2017. Ashleigh to inform Louise for newsletter and social media.
	<p>Tags for lost property</p> <p>Rag tag has approached Heather to use their products to minimise lost property and Karen endorses this approach.</p> <ul style="list-style-type: none"> ● 4/9 Action: Heather has been in contact with Rag Tag will liaise with them to investigate the project.
	<p>Advertising events/signage/P&C/School</p> <ul style="list-style-type: none"> ● 4/9 Action: Ashleigh to investigate signage options with the School and Expo Print.
	<p>Harvest 6006 Olive Oil Sub-Committee</p> <ul style="list-style-type: none"> ● Proposed Terms of Reference - for discussion – Action: deferred to next meeting.
10	<p>Other Business:</p> <p>Shade Sail across the Dome</p>

	<ul style="list-style-type: none"> ● 4/9 Action: Heather to discuss with Karen status of the project. <p>Night of Celebration School has decided it going to be a Barn Dance. Every year group will be performing a dance. P&C to run a food stall, in keeping with theme.</p> <ul style="list-style-type: none"> ● 4/9 Action: Karen to advise date to P&C. <p>Welcome to School Event first term 2018 Discussed the opportunity to make this a significant event – potential movie night after the open night. Opportunity for new families to school to get involved.</p>
11	<p>Correspondence In:</p> <ul style="list-style-type: none"> ● Letter from Imagine Vincent City of Vincent invite to participate for locals and visitors 26 August 2017, and Business and Activation 29 August. Both events were promoted on P&C facebook page. ● North Perth Town Centre Open Space - letter from City of Vincent dated 16 August 2017. Noted. ● Email from Transition Town North Perth to participate in their fair on 10 September (see Harvest 6006 report below for more information). ● WACSSO Newsletter, Vol 23, No.3. ● MOTION THAT CORRESPONDENCE IN BE RECEIVED. – No Quorum. – rolled over to next meeting. <p>Correspondence Out:</p> <ul style="list-style-type: none"> ● Email to Transition Town accepting offer of participating in Fair. ● Letter to Stephanie Smith, City of Vincent regarding parking and no through road. ● MOTION THAT CORRESPONDENCE OUT BE ENDORSED. – No Quorum. – rolled over to next meeting.
12	<p>Next Meeting:</p> <ul style="list-style-type: none"> ● Next meeting: Term 4, 23 October; 7:30pm ● Following meeting: Term 4, 27 November 7:30pm
13	<p>Close: 9:00</p>

Treasurer's Report (Pieter Overmeire)

Attached as PDF

Canteen Report Term 3 week 8 2017 – Jennifer Fagerstrom

We are really starting to see some new changes to the canteen this term with the withdrawal of the plastic straws. That is step 1 in going plastic free. The next step will be on using stainless washable spoons for jellies and yogo's and yoghourts at recess coming very soon, and we will be looking at plastic free containers for the healthy wonderful food we serve. In addition to this as we are be environmental and plastic free we want to let the school know that paper bags as of next term will be .10c a bag or 25 for \$2.00 . What we really what is for the use of our reusable lunch bags which are available at the canteen for \$10.00. We are eventually moving forward towards more green ideas.

We will be starting a suggestion box at the canteen to improve and take on new ideas please let us know your thoughts!!

Next term we will change our menu to summer and spring and have new items available for recess and lunch. As well you might notice some price changes as we do have increases from our suppliers.

Finally to let all know on the Friday the 15/0917 the canteen will be closed as its Goonderup Day. Then on the last day of this term 22/09/17 we will be open for the Footy jumpers day. Anyone who orders will receive a surprise in their lunch and maybe surprise for recess. Look forward to seeing all back at school next term and going with less plastic.

Thank you Jennifer and the canteen committee

Fundraising Report (Cath Colvin)

Past events:

1. **Voyage to the Deep – Maritime Museum visit – 19 August 2017**
 - 47 parents and kids enjoyed a fun day at the Maritime Museum in Fremantle
 - The excursion raised almost \$170 for the P&C.

2. **Grease is the Word parent social night 26 August 2017**
 - Fundraising ran a raffle on the night raised \$380.

3. **Fathers' Day stall - 1 September 2017**
 - Estimated to have made approx \$200.

Upcoming events:

1. **Goonderup Day Cake Stalls and Sausage Sizzles - Thursday 14 September (K and PP students) and Friday 15 September (Year 1 to 6 students)**
 - The P&C traditionally runs a cake stall and sausage sizzle on each of these days.
 - Danielle Lustig is coordinating stalls 0403 002 101 or daniellelustig@bigpond.com.
 - ALL families are asked to pre-purchase their sausages in buns for both days (yes including the K/PP day) at \$3.50 each. Parents and siblings are welcome to order too!
 - The sausage sizzle pre-purchase stall will be held on Friday, 8 September in the under cover area both before and after school.
 - Need volunteers - Volunteer sign up: <http://signup.com/go/VsAmJBR> (Please make sure you choose the right day!)
 - Need cakes
 - Raffle entertainment book as suggested 31/7 P& C meeting?
 - Anticipated net \$2,000.00
2. **Colour run – October/November?**
 - Jodie McCarthy has expressed interest in holding a colour run. Cath to follow up.
3. **December 2016 (Date TBC), Open night movie on the school oval**
 - Cath to explore idea of outdoor movie on the school oval to start after the formalities on Open Night. Attendance will cost a gold coin donation per person.
 - We will also hold a sausage sizzle and sell juices and popcorn on the night to raise funds. Sausages will be sold by prior order (with a few extras for sale on the night).

Other matters:

- Christmas Market?
- Bike donated from John Carey

Harvest 6006 Olive Oil (Jon Richards /Ashleigh Brand on behalf of Lisa Richards)

Kyilla Markets Farmers Markets

- Participated in the Kyilla Markets every Saturday for August 2017.
- Stock remaining:
 - 60 bottles oil
 - 29 cookbooks
 - 3 Apron Adult Med
 - 1 Apron Child Med
 - 1 Apron Child Sm
- Approximately 500 bottles of oil sold so far. All Dukka sold.

Olive Tree Growing Program

- Final marketing drive planned
- Orders for current NPPS to be submitted by 22 September 2017.
- Orders for local community and new parents to submit by Friday, 24 November 2017.

Transition Town Fair

- North Perth P&C will also be holding a stall at the Transition Town Fair Sunday 10th 2-4pm, North Perth Hall. <https://www.facebook.com/ttvincen/>
- Transition Town Vincent are celebrating its first 1,234 days of strengthening our local community connections and empowering people to tread lightly on this earth.
- There will be plenty of activities for the whole family, hands-on workshops, stalls showcasing what Transition Town Vincent and other groups in our community are doing, and cake!
- Sun. 10 September 2017, 2:00 pm – 4:00 pm AWST, North Perth Town Hall, 26 View Street, North Perth, WA 6006
- PHOTO COMPETITION -for school newsletter - submit a picture or photo which shows what it means to you to 'strengthen our local community connections and tread lightly on this earth in Vincent.' We will display the entries on the day and attendees will have the opportunity to vote for their favourite. The winner will be announced at 3.45pm and must be present to collect the hamper prize filled with goodies. Email your photo to photo.competition@ttv.org.au with your name and contact details and 'TTV Photo Competition' as the subject heading.

Grease Parent Social Night- 26 August (Coordinator Fiona Robinson - Committee Rebecca Norrie, Elaine Husband, Heather Barks, Ashleigh Brand)

- 74 tickets sold

Learnings

- Need to send out hardcopy promotion in take-home folders early.
- Recommend August is not ideal time for function, check no large events (like City to Surf).
- Try booking tends not to transfer quickly. Can take up to 7 working days once money has transferred.
- Tickets pretty slow and most people didn't commit until final week. Maybe suggest discount if book early?
- Try not to overcomplicate things.
- In our case getting to 70+pax was a hard sell.
- Teachers felt they were unable to come as not a "quiz night activity"
- Was great to get people to register school year as part of ticket as it meant that we knew which years were attending. It is clearly worth getting reps from a variety of years on social committee as build momentum.
- There is no intention to make money it is primarily for building social connections between parents.
- Need to sell hard copy tickets and school premises.

Marketing

- use Canva to design social media
- promote in newsletter
- send out to class reps
- send hard copy flyers

Prizes

- All businesses (10 prizes) who donated their products were promoted on the facebook page, and where possible year group pages. Prizes were primarily gained through social committee asking local businesses. Cath Colvin sold tickets on the night and made \$380.00.

	\$	\$	
Expenses			
Trybooking charges	\$56.64		
Paddington - food and drinks	\$1,145.00		

decorations and prizes	\$108.00		
dj	\$400.00		
videos/prizes	\$40.00		
Revnuue			
Ticket sales- online - 59 pax		\$1,770.00	
ticket sales - cash prior to night x12		\$360.00	
cash sales on door x 3		\$120.00	
raffle		\$380.00	
Total	\$1,749.64	\$2,630.00	
Profit			\$880.36

School Board Report for P&C

4 September 2017

The School Board has met twice since the last P&C meeting, on 14 and 28 August. The main focus of both meetings was the development of the Business Plan.

Monday 14 August (meeting #7/2017):

- **Business Plan:** We continued work on the school's Business Plan.
- **Vision and values:** Last year we decided that the school's vision and values (as determined in a community process led by the then School Council in 2015) should be displayed in the school hall. It's been a long process but this signage will go up during the school holidays.

Monday 28 August (meeting #8/2017):

- **Business Plan:** Finalised draft => the targets will be communicated to the community in coming weeks and once the design has been finalised, the Business Plan will be posted on the school website. This plan provides targets and strategies for improving student outcomes for the period 2017-2019.
- **School Board webpage and brochure review:** With the School Board now playing a central role in developing the school's plan for continuous improvement, it's important for the parent community to have an understanding of this role and to know who the members are and how to contact them. The new School Board brochure has been prepared by Amber Doust from Bevin Creative and will be distributed with the Kindy welcome packs at the end of term. It looks fantastic and we are grateful to Amber and Bevin Creative for their pro bono work on this project. The webpage is in the process of being updated.
- **Brand Refresh:** Our new Community Rep Sally Kwintowski is leading the school's brand refresh. This project is designed to modernise and unify the school's brand in recognition of our Independent Public School status, while still retaining a strong sense of our history. Two creative agencies owned by school families have expressed interest in potentially partnering with us at a heavily discounted rate.

Items by Circular: As part of our transition to IPS, we are moving items which don't require discussion to circular – this allows us to focus most of our discussions on the Business Plan and improving outcomes for students. One of these items will be regular financial report updates from Karen. We had one of these prior to meeting 7 and there was the opportunity to ask for clarification via email or at the meeting.

Prior to the end of term, the following items will be confirmed by circular:

- Voluntary contributions and extra cost optional components of programs for 2018;
- Student items for personal use for 2018.

Next meeting: **Monday 16 October** (meeting #9/2017), Monday 5-6:30pm, staff room

- **Brand refresh:** we will have chosen a creative team with whom to partner prior to the meeting and work will have an update on how work is progressing on this target.
- **Business Plan:** design (in line with brand refresh); review of NAPLAN results.
- **Agenda mapping:** finalise schedule of regular agenda items for School Board business.