

## General Meeting 12.06.17

### MINUTES

**Attendance:**

**Chair/ President:** Heather Barkes

Anna Wylie  
 Ashleigh Brand  
 Lisa Richards  
 Rachael Bott  
 Philippa Ives  
 Andrea King  
 Cath Calvin  
 Sarah Gazia

Tanya Koebeerle-Troy  
 Helen Dowling  
 Emma Rushton  
 Alicia Dadleff  
 Jane Forward

**Apologies:**

Pieter Overmeire  
 Rebecca Norrie  
 Karen Lockyer

1	Apologies & Attendance.
2	Minutes of previous meeting – 8.05.17 - true and accurate reflection of meeting. <b>Heather Barkes moved and Anna Wiley seconded it.</b>
3	<p>Business &amp; Actions Arising from previous meeting:</p> <ul style="list-style-type: none"> <li>● <b>Traffic party working group/ Wayfinder Project</b> - Request that a P&amp;C Sub-Committee be set up to manage this project. This group will also incorporate any items relating to the Walking School Bus project.. Items that may be included, the new sealed parking and the signage relating to this, bike education classes, travel smart etc. There was recognition that the Committee would need to develop a parking brochure for 2017 parents and ongoing new parents to school to update on the new changes. Cath Colvin and Sarah Gazia volunteered to coordinate sub-committee and acknowledged they would approach potentially interested parents ie Peter Van Bruchem to join the Committee. Stephen at Town of Vincent (ToV) has been in contact with Heather and a letter will be sent to P&amp;C and School communicating clearly the parking changes etc. Cath and Sarah to pull together a committee.  <b>Action: Heather to fwd relevant emails from TOV to Cath and Sarah.</b>  <b>Action: Brochure to be developed.</b>  <b>Action: Cath and Sarah to approach additional people to join sub-committee.</b></li> <li>● <b>Harvest 6006 Olive Oil - Lisa Richards</b> - 2016/17 Environmental Grant received for \$2000 from ToV however this will be last year this is available. In 2017/2018 it may be more appropriate to request funding from the Mayor, Emma Cole. John Richards to</li> </ul>

	<p>write a letter to Town for Vincent requesting funding and notification on the best way to apply for funding. Also need a letter for the acquittal from the ToV. Lisa Richards to contact ToV and Ingrid to see where this letter is or if it has been received. 579 bottles to sell. Lisa is currently investigating the process to submit to Royal Show. Some discussion about the branding of event for 2017/2018, planning for this to commence in third term 2017. Lisa to speak to Rob Broadfield at the West Australian. North Perth Local representative, to also inform North Perth Local Committee re sales. It is anticipated that approx \$10,000 profit after costs.</p> <p><b>Action: John Richards to write a letter to Town for Vincent requesting funding and notification on the best way to apply for funding.</b></p> <p><b>Action: Lisa Richard to contact ToV and Ingrid to see if this letter has been received.</b></p> <p><b>Action: Alicia Dadleff, North Perth Local representative, to also inform North Perth Local Committee regarding the way to purchase the Olive Oil.</b></p> <p><b>Action: Third term begin planning for 2018 Harvest and event.</b></p> <ul style="list-style-type: none"> <li>● <b>Welcome olive trees for new students - Lisa Richards.</b> Benara Nursery will supply 12 L Olive trees, which are 1.2-1.8 m high. Two letters to be drafted one to be included in the Orientation Pack for New Students (approx intake of 60 new students per year), other for whole of school. Discount price for the tree and all funds raised will contribute to a special project. Project to occur in fourth term.</li> <li>● <b>North Perth Local Committee-</b> update on North Perth local representative. Alicia Dadleff has volunteered to be representative. <b>Action: Alicia Dadleff to approach possible person to share role.</b> <b>Action: Sarah Gazia to advise Alicia of dates.</b></li> <li>● <b>2017 NPPS Funding Submission.</b> Discussion about items and majority of items approved - <b>see Attached.</b> It has been agreed that the additional technology items that are currently not funded will be funded by either a grant or directly from the P&amp;C once further fundraising monies become available.</li> <li>● <b>Line Markings for the Netball Courts-</b> Heather updated committee on status. Karen is investigating additional quote. <b>Action: Karen Lockyer to inform Committee as soon as possible.</b></li> </ul>
4	Principal's report – NA as Principal an apology for meeting.
5	School Board report – Jane Forward updated the Committee as per the

	Board Report attached.
6	<p>Treasurer's report – See attached.</p> <p>Some discussion about the P&amp;C voluntary contribution and that there may be confusion with the school “voluntary contribution”. Discussed that it may be more appropriate to call it a P&amp;C Levy and to include it on the 2018 Booklist. The Board can ensure that the P&amp;C Levy is on the booklist.  <b>Action: Heather to advise Karen and to liaise with Board about putting an item on the booklist for per child.</b></p>
7	<p>New Business –</p> <ul style="list-style-type: none"> <li>● Update from John Carey, Local Member - Heather confirmed \$450,000 will be donated to the school to extend the undercover area. There will be a presentation of this cheque to the School. The School to advise when this will occur. Due to significant investment it was recognised that it is unlikely the School will receive any additional significant funding in the next four years, as there are a number of other schools in the local area who all need funding. <ul style="list-style-type: none"> <li>○ Fence - John Carey to investigate status with Department of Education.</li> </ul> </li> <li>● Library Sub-Committee - Request for assistance and possible development of a new sub-Committee - Philippa Ives. Recognition that many of the parents who have been assisting with the library are actually exiting the school and there is no succession plan in process.  <b>Action: Need a call for Library Helpers for Newsletter - Pip to draft content to forward to Louise Merrillees.</b></li> <li>● P&amp;C Website/Newsletter- Recognition of the the great job Louise Merrillees has done with updating the newsletter format into mailchimp. It was decided that the newsletter would continue to be circulated every two weeks (on a Tuesday/Wednesday), ideally with the School newsletter to be published the alternative week. All digital correspondence to parents would be through the mailchimp account so the whole of school email group would no longer be maintained. This will ensure data is clean and managed.</li> </ul> <p>Ashleigh Brand updated on the new web content and format and encouraged members to share facebook updates and content.  <b>Action: Ashleigh Brand to inform Louise Merrillees and schedule dates of publication. Secretary role to be responsible for sending adhoc updates. Vice President to continue to maintain class representative list.</b></p> <ul style="list-style-type: none"> <li>● Non school fundraising events - Ashleigh Brand queried the</li> </ul>

	<p>process for proposing the school take on non P&amp;C fundraising events. It was agreed this is outside the role and scope of the P&amp;C. Jane Forward recognised this is something the Board should most likely develop and will take it to the Board for discussion.</p> <p><b>Action: Jane Forward will discuss with the Board.</b></p>
8	<p>Committee Reports (as needed):</p> <p><b>a) Canteen - attached and updated by Alicia Dadleff.</b></p> <p><b>b) Uniform - no report</b></p> <p><b>c) Fundraising – attached and updated by Cath Colvin.</b> <b>Fathering Day - plant. Year 2 to run. Grill'd.</b></p> <p><b>d) Social - Heather Barks updated Committee on Grease Social Function.</b></p> <p><b>e) Grants –</b> <b>Action: Anna Wiley and Cath Colvin to investigate the technology grants and the Olive Oil grants.</b></p> <p><b>f) Arts – Rachel Bott. Currently developing a project “artist in residence” which will happen in 2018.</b></p> <p><b>g) Grounds - landscape architecture to do a master plan.</b> <b>Action: Rachel Bott to invite landscape architect Christina to address the P&amp;C at next meeting.</b> <b>Action, Heather Barks to touch base with Clare for history relating to the project.</b></p> <p><b>h) Fathering Project - see attached.</b></p>
9	<p>P&amp;C Working Group Reports (as needed):</p> <p>a) Beaufort St Books - <b>Sarah Gazia</b> Good turn out today - decided next time to have more books on hand for people to buy and take away (as a mini book fair). Skip term three due to scholastic book fair rather will run mini fair for term four,</p> <p>b) Scholastic Book Fair - see attached report. Discussion on the need to do something for book week. <b>Action: Sarah Gazia to investigate book week activity to mark the week.</b></p> <p>c) Entertainment books - NA/ on website.</p>
10	<p>Other Business:</p> <ul style="list-style-type: none"> <li>● Bike Shelter - <b>Action: Lisa Richards to discuss concern with Heather Barks and Heather to discuss with Karen.</b></li> <li>● Small plaques for anything that P&amp;C donates - Heather raised idea of labeling anything P&amp;C donates to School. Heather moved and Ashleigh seconded this to occur. <b>Action: Ashleigh to investigate labeling option and to ensure</b></li> </ul>

	<p><b>year included.</b></p> <ul style="list-style-type: none"> <li>• Discussion on the proposal for a P&amp;C Meeting to occur directly after school rather than at 7:30.</li> </ul> <p><b>Action: Heather to discuss with Karen.</b></p>
11	<p>Correspondence:</p> <ul style="list-style-type: none"> <li>• Heather sent a letter to ToV regarding Parking.</li> </ul>
12	<p>Next Meeting: Term 3, Week 3, Monday, 31 July 2017, 7.30pm Following meeting: Term 3, Week 8, 4 September, 7:30pm</p>
13	<p>Close: 9:10pm</p>

## **Reports:**

### **Treasurer: Pieter Overmeire, Treasurer**

See attached report and reconciliation document.

Also note: uniform shop supplier is in credit by \$3k, this is because an invoice was paid twice by mistake. It is expected the credit will be used up within a few months

Note Pieter is an apology for 12 June 2017.

### **Bookfair: Helen Plange, Bookfair Coordinator**

The first Bookfair of the year was held on the 18th and 19th May in the school hall. We sold over \$5550 worth of books and merchandise over the two days. Due to the high level of sales we achieved, we received a commission of \$2054 worth of books and resources for the school library!

Thanks to everyone for their support. The **next Bookfair will be held in August** during book week.

### **Fathering Project: Domenic Catania**

The Fathering Project for NNPS run a successful event on Saturday 10 June at Rosemount Bowl. Over 40 dads and kids enjoyed an afternoon of 10-pin bowling

The next event (term 3) is being considered. Current ideas:

- - Planting of the Secret playground. Just awaiting confirmation of when reticulation will be installed?
- - Laying the brick pavers for the climbing dome
- - Trees Adventure day and camping

The Dad of NNPS Facebook page is at: <https://www.facebook.com/DadsOfNNPS/>

### **School Board Report: Jane Forward on behalf of Katie Tonkin**

The School Board has met once since the last P&C meeting, on 29 May as meeting 12 June was cancelled. The main focus of the meeting was the development of the Business Plan.

New Community Representative: Sally Kwintowski joined the Board for her first meeting.

IPS transition: from Term 2, 2017 all new School Board members are required by the Department of Education to have police clearance. For current members this is optional. The Board voted that current members will apply for police clearance.

Business Plan: we continued work on the school's Business Plan. The targets have been set and we are in the process of fleshing out the strategies and milestones. The document will be available on the website later in the year.

Next meeting: date TBA (meeting #6/2017), Monday 5-6:30pm, room 4

Details will be available on the website.

<https://www.northperthprimary.edu.au/about/school-council/>

### **CANTEEN REPORT TERM 2 WEEK 8 2017: Jennifer Fagerstrom**

Firstly I would like to address the success of our Foundation Day Kristyn Johnson, Emma Kinder, Nicole Campbell, Fiona Robinson, Sarah Winter, Sarah Munday, Shiang Lie and Phillipa Ives. We had 288 lunch orders and feedback was great and they loved the surprises.

The canteen this term has been donating to the school with free fruit day, donating oranges for the lightning carnivals and icy poles. In addition to this we have been giving ice-creams to the math's challenge winners.

Finally we are deleting the vanilla buckets and strawberry frozen yoghurt off the menu to make way for new Froyo2Go frozen yoghurt all flavours are gluten free except cookies n cream. Mango sunrise and watermelon are lactose free as well. Other flavours as they change each term can include cake batter, salted caramel, mountain berries and cotton candy for example they will sell for \$2.00.

Thank you Jennifer and the canteen committee

### **Social Sub Committee: Fiona Robinson**

Plans for the event on 26 August continuing. It will be held at the Paddo in Mount Hawthorn.

### **Attachments:**

1. [P&C Funding Requests 2017 Document](#)
2. [Treasurer's Report](#)
3. [Fundraising Report](#)