

# MAYLANDS PENINSULA PRIMARY SCHOOL PARENTS and CITIZENS ASSOCIATION

Maylands Peninsula  
PRIMARY SCHOOL



## MINUTES: General Meeting

6:30pm Wednesday, 5 August 2015

In MPPS Staff Room

		Action
<b>1</b>	<b>Opening and Welcome</b> <b>Meeting opened 6:40pm</b>	
	<b>Attendance:</b> Naomi French, Jacquie Stone, Ann Giumelli, Tammie Deshon, Brendan Abrams, Leanne Marchesi, Paul Andrijich, Nina Caputo, Erin Gisborne, Fiona Horning, Miriam Xavier, Trish Horton, Peter Byrne, Ian Kenny, Helen Tennant, Tia Bridgeman <b>Apologies:</b> Kristy Metcalfe, Teresa Borwick, Stephen Boland, Nerrida Pickles Ellett	
<b>2</b>	<b>Minutes of Previous Meeting:</b>	
	Acceptance of previous minutes of General Meeting 1 July 2015 (See meeting papers) Accepted with Minor Amendment	
<b>3</b>	<b>Business Arising</b>	
	P&C Noticeboards – please refer to the Principal’s report. P&C Morning Tea Reminder note – Miriam to follow up UWA Fathering Project: <ul style="list-style-type: none"> <li>Tammie has discussed with the Colin from the project. An evening introduction session will need to be held to determine the interest level from fathers at MPPS. The suggested date is 9<sup>th</sup> September at 7.00pm. Paul confirmed that this date would be suitable for the school.</li> <li><b>MOTION:</b> The MPPS P&amp;C will support the introductory evening to the UWA fathering Project up to the value of \$30 for coffee/ tea /catering supplies. Moved Naomi, Seconded Ann. Declared carried.</li> </ul> Thank you note to Lisa Baker regarding the prize for the raffle: This is outstanding but will be actioned on Stephen’s return. Communications Policy - still outstanding pending Teresa’s return. Other business will be dealt with within standing items	<b>Miriam</b> <b>Tammie</b>     <b>Stephen</b>  <b>Teresa</b>
<b>4</b>	<b>Correspondence In / Out</b>	
	None	
<b>5</b>	<b>Reports from Office Bearers and Committees</b>	
<b>5.1</b>	<b>President’s Report (Erin Gisborne(A/President))</b> The WACSSO Conference will be held in two weeks time. Erin is attending the conference, with a particular aim to progressing the social media policy. Erin has submitted some questions to be raised at the conference regarding inner city school future planning, student numbers and also future funding/appropriate budgets. Jacquie Stone raised that perhaps our P&C should share our questions with other surrounds school P&C’s to see if they can also raise the questions/ issues at the conference. Erin will follow up.	<b>ACTION: Erin</b> to contact P&C’s from surrounding schools to forward MPPS questions to be raised at the WACSSO conference

<p><b>5.2</b></p>	<p><b>Principal's Report (Paul Andrijich)</b></p> <p>P&amp;C Noticeboards -</p> <ul style="list-style-type: none"> <li>Ms Merenda has the key for the Kindy Noticeboard. She was not aware of any unauthorized access but has cleared out all out-of-date notices and will keep the key in safe keeping for P&amp;C members</li> </ul> <p>School restructure -</p> <ul style="list-style-type: none"> <li>The addition of another Year 1 class was completed with little fuss. There have been no significant increases in enrolments this term. The Student Census will take place this Friday and is still in "wait and see" mode to review Year 4 numbers. The school currently has 653 students.</li> <li>Paul noted that MPPS has received some additional funding from the Department as a result of the additional students that have joined MPPS since the initial Census.</li> </ul> <p>Loose Parts Shed -</p> <ul style="list-style-type: none"> <li>The Loose Parts Shed is now up and running and the Creative Play Committee is monitoring usage. There are no major issues at present.</li> <li>For the most part the students have done well abiding by the rules. Paul also noted he has a proposal from the Committee about the creation of bench seating around one of the trees. The teachers are planning to incorporate the garden in the lessons leading into the Spring season.</li> <li>There are three guiding rules – <ul style="list-style-type: none"> <li>Look after yourself and each other;</li> <li>Look after the equipment; and</li> <li>Look after the environment.</li> </ul> </li> </ul> <p>House Crest</p> <ul style="list-style-type: none"> <li>The new four "houses" are Hardey (Green), Ferguson (Red), Venville (Gold) and Brearley (Blue) based on historical aspects of Maylands. Flags and banners should be ready for the Athletics Carnival.</li> </ul> <p>Carol's Corner -</p> <ul style="list-style-type: none"> <li>The chair for Carol's Corner cost \$490. Refer to Treasurer's Report in Section 5.3 for further details.</li> </ul> <p>Online NAPLAN Trial</p> <ul style="list-style-type: none"> <li>Federal Government is looking to have NAPLAN delivered online by 2019. The Department who is the lead Agency has identified MPPS as a test School.</li> </ul>	
<p><b>5.3</b></p>	<p><b>Treasurer's Report (Leanne Marchesi)</b></p> <p>June 2015 Financials (See Meeting papers)</p> <p>Nothing much to report beyond the submitted financial reports.</p> <p>The canteen is running at a slight loss and the workers compensation insurance was recently paid so the loss may currently appear greater.</p> <p>The Financial report was accepted by J. Stone and seconded by Ann Giumelli.</p> <p>Retrospective Motions required authorising expenditure by P&amp;C.</p> <p>Sporting equipment:</p> <ul style="list-style-type: none"> <li>Over the July school holiday period Leanne and Tammie organised for the purchase of additional sporting equipment for the classrooms (namely balls and skipping ropes) to be purchased and then distributed. Mrs Trend was involved in the selection of the equipment very pleased with the result.</li> <li><b>MOTION:</b> The P&amp;C endorse to expenditure of \$1512.20 to purchase the sporting equipment for the classrooms. Moved Ann Giumelli, seconded Fiona Hornung, Declared carried.</li> <li>Thanks expressed to Tammie and Leanne for their efforts.</li> <li>The previous idea of calling for the donation of unwanted or unused sporting</li> </ul>	

	<p>equipment to the school was raised. Tammie noted that in the beginning of Term 1 2016 there will be a call for the donation items of sporting equipment from school families. Equipment will need to be in good condition. <b>ACTION: for 2016</b></p> <p>Carol's Corner purchase. Retrospective motion to authorise expenditure required</p> <ul style="list-style-type: none"> <li>• <b>MOTION:</b> That the P&amp;C endorses the expenditure of up to \$500 for the creation of Carole's Corner in the school Library. Moved Ann Giumelli, seconded Tammie Deshon. Declared carried.</li> </ul> <p>See Fundraising Report in Section 5.6 below for a further motion regarding expenditure processes</p>	
5.4	<p><b>Uniform Committee (Peter Byrne/Trish Horton)</b></p> <ul style="list-style-type: none"> <li>• The uniform committee will be sending out a preorder at the beginning of 4<sup>th</sup> Term.</li> <li>• Peter noted that we now have a good level of data to inform our purchase of uniforms. Trish acknowledged the hard work of Leanne in setting up this level of sales database.</li> <li>• The price of a few items will need to increase slightly</li> <li>• Polo shirt orders will be around 700 which equates to approximately \$12,000.</li> <li>• There are also resulting storage concerns regarding this number of shirts. The suppliers can hold half the order in storage however Leanne noted some concern with the insurance cover for this given our insurance will not cover storage off site. Trish and Peter to investigate.</li> <li>• Thanks to Peter and Trish for their hard work.</li> </ul>	<p><b>ACTION:</b> Investigate off site storage / insurance issues</p>
5.5	<p><b>Canteen Committee (Jacquie Stone)</b></p> <ul style="list-style-type: none"> <li>• Rose Lynch's suggestion to publish the canteen volunteer calendar has had an excellent response. The calendar will now be published fortnightly.</li> <li>• Third term has been very busy and it is hoped that this will make up for the slower first and second terms.</li> <li>• Canteen survey received 35 responses. Jacquie will report full survey results at the next meeting, however generally there were positive responses, some suggestions for food items to be considered.</li> <li>• There will be a Hot dog day held for the Athletics Carnival in Week 7.</li> <li>• MPPS Canteen has been an exemplar canteen for other schools with both East Morley and Ellenbrook P&amp;C's visiting us recently.</li> </ul>	<p><b>ACTION:</b> Canteen volunteer calendar will be published fortnightly</p> <p><b>ACTION:</b> Survey results will be presented at next meeting</p>
5.6	<p><b>Fundraising Committee (Tammie Deshon)</b></p> <p>Next event is the Scitech Evening on 21<sup>st</sup> August.</p> <ul style="list-style-type: none"> <li>• At present there are about 162 booked to attend</li> <li>• Ticket booking close on the 7th August, but some tickets will also be available on the night. Tickets will go home next Friday and will include details regarding the food timing but also to highlight that children must be supervised by a parent/career.</li> <li>• Tammie will be issuing a call for volunteers for 30 minute time slots. There are two main tasks – entry and then food service.</li> <li>• \$2,000 of Scitech fundraising will go toward the Creative/Nature Play establishment.</li> </ul> <p>Sports carnival will run a cake stall.</p> <p>Raffle</p> <ul style="list-style-type: none"> <li>• Will need to start sourcing prizes for the raffle</li> </ul>	<p><b>ACTION:</b> Call for volunteers</p>

		<p>X-mas market</p> <ul style="list-style-type: none"> <li>• There has been an offer of holding a X-mas market at the school, however on investigation it appeared the school would be a venue rather than it providing a school fundraising opportunity. The fundraising committee has declined on this occasion, however the organisers have expressed willingness to provide information about food vendors etc. for future MPPS events.</li> </ul> <p>Wish list discussion</p> <ul style="list-style-type: none"> <li>• The current wish list is estimated to contain approximately \$22,000 worth of items.</li> <li>• This Wishlist is a good way to ensure that appropriate and considered items are purchased by the P&amp;C for the school with a portion of the monies raised through fundraising events. Process for the implementation of the Wishlist needs clarification, so as to ensure all items are formally endorsed prior to purchase, enable flexibility, and to allow for unforeseen requirements of the P&amp;C or school.</li> <li>• To date, the Athletics license and sports equipment have been purchased to a combined value of just over \$6500. Purchase has already taken place by the school of cameras and laptops, it was agreed that these would be reimbursed and Paul would arrange for the invoice to be submitted to the P&amp;C.</li> <li>• It was suggested that a process was required to avoid confusion about the purchase of Wishlist items going forward.</li> </ul> <p><b>MOTION:</b> That the P&amp;C endorses a three step process in the expenditure of fundraising monies that includes:</p> <ol style="list-style-type: none"> <li>1. A Wishlist is created annually by the school in consultation with school staff.</li> <li>2. The Wishlist and suggested costings are presented to the P&amp;C for consideration and endorsement in principle;</li> <li>3. Prior to purchase of any Wishlist item, the school's representative approaches the P&amp;C for formal approval of the expenditure.</li> </ol> <p>NB The wish list may be revised as required by the school and P&amp;C  Moved Fiona Hornung, seconded Leanne Marchesi declared carried  Next fundraising meeting will be held 15<sup>th</sup> September</p>	<p><b>ACTION: Paul</b> to follow up on receipt for cameras and to be submitted to the P&amp;C</p>
5.7		<p><b>Other Reports:</b></p> <ul style="list-style-type: none"> <li>• Chaplaincy no update</li> <li>• School Banking (Fiona) – over 70 children regularly depositing each week. Bronze, Silver and Gold certificates being distributed. All going very well.</li> <li>• WACSSO (Rosemary, Erin) – already noted</li> <li>• Book Club (Miriam) – catalogue going out - orders close a week after. Books for classrooms were purchased and there is still a little remaining credit.</li> </ul>	
6		<p><b>Other Business</b></p> <p>Walking Bus Update (Nina - moved up in order as Nina had to leave)</p> <ul style="list-style-type: none"> <li>• Walking School bus project is making progress. The Walking Bus Group has met and has been trialing paths and have developed maps of the paths. A supporting 'Parent/Group Leaders Kit is also being developed.</li> <li>• Nina showed an example of the passport that can be used as part of the project.</li> <li>• Nina raised that there is a travel survey that can be completed as part of school curriculum time. Paul noted that this would be up to individual classroom teachers to determine, however he is happy to discuss further with Nina.</li> <li>• Nina asked about permission to copy the children's registrations with the</li> </ul>	

