

**MAYLANDS PENINSULA PRIMARY SCHOOL  
PARENTS and CITIZENS ASSOCIATION**



**MINUTES: General Meeting**

**6:30pm Wednesday, 1 July 2015**

**In MPPS Staff Room**

		Action
<b>1</b>	<b>Opening and Welcome</b>	
	<p>Attendance and Apologies</p> <p>Attendees: Stephen Boland, Teresa Borwick, Trish Horton, Jacquie Stone, Erin Gisborne, Narelle Alver, Tammie Deshon, Ann Giumelli, Nina Caputo, Anthony McAndrew, Brendan Abrams, Ian Kenny</p> <p>Apologies: Fiona Hornung, Naomi French, Leanne Marchesi, Peter Byrne, Tia Bridgeman, Miriam Xavier, Nerrida Ellett</p>	
<b>2</b>	<b>Minutes of Previous Meeting:</b>	
	<p>Acceptance of previous minutes of General Meeting 3 June 2015 (See meeting papers)</p>	<p>Approved with amendments – Moved by Erin and seconded by Anne. Carried</p>
<b>3</b>	<b>Business Arising</b>	
	<p><b>Kindy Cubby</b></p> <p>Although this is included in the Principal's report Narelle spoke about it here. The Kindy staff have been looking at a particular model that would cost \$2,500. Only \$1,000 was allocated in the Fundraising Wish List for 2015. Is it possible to accommodate this additional expense?</p> <p>Main points of discussion:</p> <ul style="list-style-type: none"> <li>• A final decision might need to be deferred until the end of the year when we have a better idea of fundraising.</li> <li>• It is proposed to defer a decision on the Kindy Cubby until later in the year, possibly around October.</li> <li>• P&amp;C will need to approve a motion before any purchases are made for the items on the wish list.</li> </ul> <p><b>Volunteer Recognition in Newsletter – Update</b></p> <p>Tammie has prepared text for the Newsletter that was sent to Gayle (responsible for items in the Newsletter). The support for the disco was very good with around 35 volunteers. It would be difficult to recall all their names so a more general thank you was sent to the Newsletter for publication thanking parents for their support, explaining how important continued support is and encouraging continued support for the P&amp;C.</p> <p><b>UWA Fathering Project – Update</b></p> <p>Nerrida and Tammie have been discussing this with UWA and need to speak with Narelle to look at when to organize a meeting to gauge interest among fathers. The support has to come from the fathers and the meeting is merely to gauge interest and to see if any fathers wish to proceed with this project. The proposal is to have this meeting in the 4<sup>th</sup> week of</p>	<p>Nerrida, Tammie,</p>



	<p><b>Canberra Tour:</b></p> <p>The school has sent out notes and forms to participating parents to ensure that it is clear that there are behavioral requirements for students to participate in the Canberra tour. There is a “three strikes and your out” policy which has now been applied to the Canberra Tour and has been in place for the Bridgetown Camp in the past. The school has not had to keep any students back or return students but it is important that parents and students are aware of this requirement. Also the Canberra Fundraising Group is working with fundraising starting with the Minions Movie Days this weekend (4-5 July).</p> <p><b>House Crests:</b></p> <p>Four shortlisted entries have been sent out for consideration and voting. Families have votes and classes also have a vote. The voting closes tomorrow on 2 July 2015. So new crests and factions and names will be in place in August/September in time for the sports carnival. A graphic artist will work on the winning logo. Flags will be made with the new logos.</p> <p><b>Staffing Changes:</b></p> <p>Nicole Sloan will take long service leave and will be replaced full time by Ms Sandy Catlin in Ms Sloan’s class. Mrs Marie Owens will teach Thursday and Friday in S7 (Year 5) taking Mrs Catlin’s place. Michelle Martyn is the new Year 1 Teacher in JB2 with her DOTT (Duties other than teaching) role in PP1 and Kindy B now being fulfilled by Mrs Hill.</p> <p><b>Carol’s Corner</b></p> <p>The School has purchased a chair for Carol’s Corner for \$490. At the previous meeting the P&amp;C agreed to support up to \$1,000. P&amp;C agreed to support in principle subject to Treasurer’s approval.</p>	
5.3	<p><b>Treasurer’s Report (Leanne Marchesi)</b></p> <p>May 2015 Financials (See Meeting papers)</p> <p>The P&amp;C noted the Treasurer’s Report for May 2015 in Leanne’s absence. The report was only to the end of May and the Treasurer had indicated to the Secretary that there was nothing of major concern to bring to the attention of the meeting. Also, since it is now July the figures are a bit old and the June report will be available soon. Some of the relevant matters will be raised during the Fundraising Committee report.</p>	
5.4	<p><b>Uniform Committee (Peter Byrne/Trish Horton)</b></p> <p>There was a Uniform Committee meeting in the afternoon of 1 July 2015. The main points were:</p> <ul style="list-style-type: none"> <li>• Stubbies Schoolwear brand is being discontinued as a brand. Skorts are available in a slightly varied design but the Shop will buy out some of the remaining stock of skorts before moving to the new design (pending report from Treasurer). Cargo pants will not be available and there is no other supplier. Willetton are looking for a new supplier since they recognize the demand.</li> <li>• The P&amp;C need to advise suppliers of bulk orders for 2016 by end of July or early August. The Committee proposes that instead of asking for pre-orders which are normally very low, it will issue a note in the first week of Term 3 to get people to indicate, without any obligation, what their demands are likely to be for 2016. This should give a better idea of the bulk order requirements and help manage stock. This note will also indicate that there will be some price increases including the hats on which the Uniform Shop has been making a loss.</li> <li>• Permapleat have not been very reliable in supplying zip jackets having us pre-order and then not being able to supply when making the final order. The Committee is considering other suppliers.</li> <li>• The Committee is proposing to reduce the hours of the Uniform Shop in 2016 to just Thursday mornings and afternoons and eliminating Tuesday afternoons. At the end and beginning of the year there might be some additional days to accommodate the bigger demand at these times.</li> </ul>	

	<ul style="list-style-type: none"> <li>Canteen Online could be used for ordering uniforms. It has that functionality but it has not been explored in detail.</li> <li>Ann mentioned that you cannot create two accounts on Canteen Online for the same student(s) and this is an issue that should be raised with Canteen Online.</li> </ul>	
5.5	<p><b>Canteen Committee (Jacquie Stone)</b> Jacquie provided a report. The main points were:</p> <ul style="list-style-type: none"> <li>There was no update on the financials since the month only closed out yesterday (30 June).</li> <li>Canteen are proposing to do an online survey to get additional information and asking questions such as, "Do you use Canteen", "If not, why not?" an covering issues such as online ordering, menu additions/deletions, value for money, volunteering etc.? There will be a note sent by text and in newsletter with reminder going out later.</li> <li>Jacquie used survey monkey to prepare the survey and indicated to the P&amp;C that this is a useful tool and the P&amp;C might want to consider subscribing or initially just paying on a one-off basis as needed.</li> </ul>	Jacquie and Canteen to undertake survey
5.6	<p><b>Fundraising Committee (Tammie Deshon)</b> The main points from the Fundraising Committee were:</p> <ul style="list-style-type: none"> <li>The Lapathon raised \$13,999.95 and about \$13,500 after allowing for costs (The Budget was \$14,000 profit). The percentage of students that returned forms ranged from 81% in JB3 to some classes as low as 16%.</li> <li>EduDance cake stall raised \$838</li> <li>Disco \$2,135 – 350 people attended and approximately half pre-ordered with about 35 people helping out, most of which were not from the P&amp;C. It was a very positive response though there were complaints from some parents. There was a suggestion that it might have been good to have something organized to allow parents to mingle and get to know each other. This is something to consider for next year. There was also some thought to reduce the length of the disco especially for the younger students.</li> <li>The total fundraising amount for this year so far is just over \$19,500 which is down \$1,850 on what we had expected to have raised so far this year. The target for the year was \$32,500 while wish list amount totals \$22,000.</li> <li>Term 3 is scheduled to have the Scitech Night, Sports Carnival, Arts Night and the Bike Raffle. There is some consideration about whether the Bike Raffle could be converted to another prize such as a Sports Voucher and when the raffle might take place (e.g. Christmas). These issues will be considered in more detail at the Fundraising Committee meeting.</li> <li>The P&amp;C acknowledged the efforts of Tammie and the fundraising team in organizing the fundraising, especially this term.</li> </ul>	
5.7	<p><b>Other Reports:</b> <b>Chaplaincy:</b> - no one to report. <b>School Banking:</b> – Trish explained to the committee that Tammie is now helping out. The School Banking is now averaging over 70 students every Tuesday. <b>WACSSO - WACSSO Survey:</b> Stephen reported that the WACSSO Survey has been completed. The purpose of the survey was to assist WACSSO to assess how best they can help P&amp;Cs based in the information gathered about funds being provided by the P&amp;C and the local community, as well as assessing the impact of the new school funding model on the school. Stephen expressed thanks to Narelle and Leanne for the provision of information to complete the survey. WACSSO Annual Meeting – 22-23 August 2015 - Developing Opportunities for Teamwork &amp; Success. The information regarding the meeting has been circulated to members of the P&amp;C seeking interested parties to attend. Erin indicated her interest in attending with our complimentary pass. It was agreed that there did not need to be any other attendees.</p> <ul style="list-style-type: none"> <li>Book Club – nothing to report. Miriam sent her apologies.</li> </ul>	Nomination Form to be completed – Stephen/Erin

6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Reconsideration of Communications Policy (Shauna Weeks, Teresa Borwick) <ul style="list-style-type: none"> <li>○ Draft Communication Policy (see Meeting Papers)</li> <li>○ WACSSO Guideline: Facebook Use for P&amp;Cs (see Meeting Papers)</li> <li>○ P&amp;C Social Media Guide - Queensland (see Meeting Papers)</li> </ul> </li> </ul> <p>The policy will be amended to assign responsibilities to positions as opposed to having names.</p> <p><b>Motion:</b> The P&amp;C endorsed the Communications Policy with the amendments mentioned above.</p> <p>Motion moved by Erin and seconded by Ian. Carried unanimously.</p> <p>The meeting expressed its appreciation to Shauna Weeks for her efforts in preparing the Policy.</p> <p>Social media policy will be discussed at the next meeting.</p> <p><b>Canberra Fundraising</b></p> <p>Erin raised the issue that there was some confusion about the Canberra Fundraising efforts, and that the efforts are only for some of the children going on the tour, not all students on the tour.</p> <p>Jacquie responded that the group has made it as clear as possible that the fundraising is just for the Canberra Tour. The tickets for the movie night and the cake stall at the disco tried to make it clear but there might always be some confusion.</p> <p>At the Canberra Fundraising Meeting Naomi French was designated as the P&amp;C liaison. Jacquie explained that the Canberra Fundraising Group have taken note of the P&amp;C events to ensure that the events do not clash ,and where they do clash that they complement each other, e.g. raffles.</p> <p>Next term the Canberra Fundraising Group will have a schedule of events and will notify the P&amp;C.</p> <p><b>Walking Bus</b></p> <p>Nina updated the meeting. The main points were:</p> <ul style="list-style-type: none"> <li>• Since the last discussion the interested parents have met twice to discuss the Walking Bus. There are approximately 10 parents interested in the program. There has been a trial run using the children of parents of the group.</li> <li>• The Group now has a profile on Department of Transport website (website address to be provided). This allows the group to earn points which allow us to purchase items. There are also a number of free educational resources and Nina has approached Rosemary Johnson about incorporating some of the subject matter into the curriculum.</li> <li>• Rosemary has included to offer of free educational resources in the daily notices to gauge interest and determine whether to order free resources.</li> <li>• There is also an transport audit guide that can be followed that could be used to identify school access and transport problems. This could then be used to improve the facilities of the school and potentially approach the Council to address issues.</li> <li>• The group is planning another trial (still using own children) two weeks into next term and then a school wide run a month after that.</li> <li>• There is also a registration process for the parents of the children.</li> <li>• The website is also promoting a “spot” survey about “How we get to school?” which helps to earn points.</li> <li>• Ideally fluoro vests would be needed for the parents both in front of and</li> </ul>	<p>Teresa would finalise the policy.</p> <p>Erin to talk to it at next meeting</p>
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7		<p><b>Closure</b></p>	