

# MAYLANDS PENINSULA PRIMARY SCHOOL PARENTS and CITIZENS ASSOCIATION

Maylands Peninsula  
PRIMARY SCHOOL



## Minutes: General Meeting

7.00pm Wednesday, 3 June 2015

In MPPS Staff Room

		Action
<b>1</b>	<b>Opening and Welcome</b>	
	<p>1.1 Attendance and Apologies Attendance: Ann Giumelli, Tammie Deshon, Miriam Xavier, Fiona Hornung, Kiram Malik, Jayashee Sathyanasayna, Erin Gisborne, Teresa Borwick, Rosemary Lynch, Ian Kenny, Tia Bridgeman, Stephen Boland, Rebecca Maney, Brendan Abrams, Sisau Tsige, Nina Caputo, Paul Andijich, Muhammad Abdullah, Wenbo Ren, Kellie Socratous, Leanne Marchesi, Trish Horton, Anjum Toseef, Denise Mehmet, Naomi French, Jacquie Stone</p> <p>1.2 Apologies - Shauna Weeks and Nerrida Ellett</p> <p>1.3 Introductions – All members were asked to introduce themselves briefly due to the high numbers.</p>	
<b>2</b>	<b>Minutes of Previous Meeting:</b>	
	<p>2.1 Previous minutes of General Meeting 22 April 2015</p> <ul style="list-style-type: none"> <li>• Amendment – Fiona Section 3.8 - “report” back</li> <li>• School Banking listed twice reported twice 4.5 and 4.7.</li> <li>• 3.8 corrected “Tammie” and “concerned regarding support”</li> <li>• Leanne moved and Erin seconded accepting the Minutes - Accepted with amendments</li> </ul>	
<b>3</b>	<b>Business Arising</b>	
	<ul style="list-style-type: none"> <li>• Leanne to transfer Mathletics funds – Completed.</li> <li>• <b>Book Club:</b> Miriam has taken the lead on Book Club and has spoken to all learning area teachers who have provided their wish lists. In the meeting it was originally said the money would be spent on reading sets but some teachers wanted construction sets and one teacher wanted an inflatable solar system rather than books. The current wish list totaled \$3,000. At the moment we have \$1600 to spend including funds from last year. The money can be used for more than just books and the learning areas can include things other than books in the wish lists. The \$1,600 would be pro-rated across the four learning areas which would be allocated \$400 each. The learning area leaders will determine how rewards would be used. A Book Club promotion will be placed in the newsletter including encouraging buying books as presents.</li> <li>• <b>Motion:</b> “P&amp;C support the Book Club coordinator liaising with the school regarding spending of the Scholastic Reward Dollars to be distributed equally across all learning areas as funds become available.” – Moved by Erin, Seconded by Ann - Carried by the meeting.</li> <li>• <b>Busy Bee Update</b> – The Busy Bee is scheduled for 7 June 2015 weather permitting.. Paul explained the project to those who were not familiar with the project – School looking to reinvigorate the Garden Beds and provide Creative Play equipment for students to utilize during lunch break since most current play spaces are purpose built. The Busy Bee is to help prepare the area to develop this. Parents are requested to bring tools and own gloves to help with the clean up – whatever you can. The school would send another text as reminder. Food is to be provided.</li> <li>• <b>EduDance DVDs Update</b> – This item relates to last year’s EduDance</li> </ul>	Miriam to provide wording to Paul

	<p>performances. Leanne indicated that \$320 worth of orders had been received so far. This is on track.</p> <ul style="list-style-type: none"> <li>• <b>Planning thermometer Update</b> – Thermometer in a public place to show people how much the Fundraising group had raised - to see what is being raised and how it is being used.</li> </ul>	Remove from Agenda
<b>4</b>	<b>Correspondence In / Out</b>	
	Lisa Baker (the local MLA) has written to the P&C to provide \$200 to P&C for the purchase of a prize for a school fundraiser. It is proposed that this will be put towards a bike raffle through SpeedLite Cycles. A copy of the letter was provided and placed on file.	Letter form Lisa Baker placed on file - Stephen
<b>5</b>	<b>Reports from Office Bearers and Committees</b>	
	<b>5.1 President's Report (Teresa Borwick)</b>	
	<p><b>5.2 Principal's Report (Paul Andrijich)</b></p> <p>Main points:</p> <ul style="list-style-type: none"> <li>• The school is struggling with an increase in numbers with 38 new enrollments this term placing additional pressure on the school. The main impact is in Year 1 with potentially a fourth Year 1 class being created as part of a possible mid-year restructure and a note is going to parents.</li> <li>• The plan is to have a parent meeting late next week to discuss JB2 class room being converted from a computer room to a Year 1 classroom. The current student ceiling is 24 for Year 1 and exceeding this breaches the EBA. The new class will be a straight Year 1.</li> <li>• The other area under consideration are the Years 4 and 5 to see whether there might need to be some restructuring of the classes. There are currently 32 in each of the Year 4 classes and if it goes higher then would also breach the EBA. This is being looked at and could require the creation of a split 4/5. There is a watching brief on this matter. A mid-year structure, though not ideal, will occur with Year 1 and possibly Year 4/5.</li> <li>• <b>Chaplaincy</b> – There is no school chaplain on the horizon as of yet and still looking for a suitable candidate.</li> <li>• <b>Out of School Hours Care</b> – Helping Hands have offered services at the old Maylands Primary School site for 2016 exclusively for MPPS. In the interim, Hillcrest PS site has increased its capacity for Out of School Care to help accommodate our needs.</li> <li>• <b>Creative Play Garden</b> – Reiterate the earlier discussion. Teresa will be go to person on refreshments with Teresa and Leanne to organize the reimbursement.</li> <li>• <b>Semester One reports</b> are currently finalizing these. They will have a slightly different look this semester. Physical Education, Music and LOTE specialists have opted to not put in comments due to workload and maybe the comments are not valued as much as class teachers. Under the EBA Schools are required to provide comments English, Maths and General Comments, grades in other areas and comments at their discretion.</li> <li>• <b>Kindy Cubby</b> - \$1,000 was set aside for Kindy Cubby but this will be inadequate now that we have researched prices with most in the region of \$2,000-\$2,500. The P&amp;C have \$22,000 of identified targets for the school of which one was a sea container identified as \$2,000 but is no longer needed. Is it possible to reallocate money to other targets? We need to consider whether the monies are being used fairly across the school. What is P&amp;C's view?</li> <li>• Do we need a decision now? – Leanne. Wait to see how much Lap-a-thon money comes in? So far the amounts are not as high this year as they were at the same period last year.</li> <li>• Leanne informed the meeting A P&amp;C Motion is needed every time something is purchased from the wish list.</li> <li>• Trish enquired whether we can consider Gumtree as an option for 2<sup>nd</sup> hand</li> </ul>	

	<p>cubbies to save. Paul would explore options other issues around this but the initial thought is that the P&amp;C could possibly do this but the School probably would not. It might not be an issue if the P&amp;C buy the equipment and it is donated to the school.</p> <ul style="list-style-type: none"> <li>• This issue of the Kindy Cubby will be revisited while Paul looks at the options and we know what is likely to come in from the Lap-a-thon since the wish list is largely based on targets for fundraising.</li> <li>• The school had considered how to recognize the contribution of the former librarian, the late Mrs Carol Abell. It was suggested to create “Carol’s Corner” as a reading area in the Library and this had been approved by Board and supported by the staff. P&amp;C support this move in principle as it sounded like a good idea and an appropriate form of recognition. The total cost would be around \$1,000 but it might also be considered as shared expense but this would be addressed at a later date. – maybe come back to the P&amp;C</li> <li>• Paul indicated he would be on Long Service Leave from 22 June to 3 August and Narelle Alver would be taking over in his absence.</li> </ul>	Paul to look at Cubby options
<b>5.3</b>	<p><b>Treasurer’s Report (Leanne Marchesi)</b>  April 2015 Financials (See Meeting papers). April financial papers were distributed to the meeting.  Main points -</p> <ul style="list-style-type: none"> <li>• Canteen still running at loss to end of April and slight loss to May.</li> <li>• Uniform Shop is showing that it is running at a loss to the end of April but it actually has a slight profit to end of May.</li> <li>• Fundraising – the \$2,200 has been transferred across for the Mathletics as part of the \$5,000 as mentioned above.</li> <li>• Canteen Sales to the end of May are down from last year since Year 6s and 7s are not eating as much and of course the Year 7s have left. Jacquie and Leanne are monitoring.</li> </ul>	
<b>5.4</b>	<p><b>Uniform Committee (Peter Byrne) – No issues to report.</b></p>	
<b>5.5</b>	<p><b>Canteen Committee (Jac Stone)</b>  <b>Main Points</b></p> <ul style="list-style-type: none"> <li>• If sales don’t pick up then we may have to reduce hours.</li> <li>• Other option is to increase costs which Jacquie is reluctant to do.</li> <li>• Jacquie suggested doing a survey to see what items people would like to see on the menu.</li> <li>• Staff costs are up and sales are down – costs up by more than sales are down. Pre-primary and Kindy don’t tend to order a lot.</li> <li>• Hot Dog Day - \$1285 banked helped put May in the positive. There will probably be another Hot Dog Day in September for the Athletics Carnival and may need a top-up at that point.</li> <li>• It was suggested that there could be more hot-dog days but this was not really feasible for a number of reasons and the hot dogs are not a canteen approved item.</li> <li>• Rosemary suggested whether it might be worthwhile to place a roster in the newsletter rather than just a request for volunteers. Jacquie will take this on board and consider it as an option to secure more volunteers.</li> <li>• Fiona suggested that it may be worth considering having a day when the canteen is closed. The position is not that critical but Jacquie will monitor.</li> </ul>	
<b>5.6</b>	<p><b>Fundraising Committee (Tammie Deshon)</b>  Fundraising Budget (see Meeting Papers)  Speedlite Bike raffle – Last year’s winners have not cashed their cheque yet. Can we rollover if last year’s prize if it is not taken up? Tammie to follow up with last year’s winner.  Fundraising Budget has been prepared for the meeting to set out the program of</p>	Tammie to follow up with last year’s winners

	<p>activities, dates, costs and approximate profit for each event. This is prepared to streamline the process rather than requiring the Fundraising Committee coming back and forth to P&amp;C for approvals. The budget is reasonable estimates are based on last year's information.</p> <p>Fundraising Committee will prepare thank you certificates for businesses contributing to fundraising efforts.</p> <p>Edudance is coming up so there will be a request going around for making cakes.</p> <p><b>Motion:</b> The P&amp;C endorse the proposed Budget for the Fundraising Committee. Any major variations from the budget will be referred back to the P&amp;C for additional endorsement.</p> <p>Moved by Naomi seconded Fiona – carried</p> <p><b>Motion:</b> The motion that the Executive endorsed regarding expenditure on prizes and consumables is supported. (N.B.: The P&amp;C Executive approved a motion to allow for \$500 in prizes and \$50 in consumables to be used from the P&amp;C Funds for prizes for the Lapathon)</p> <p>Moved by Erin and seconded by Leanne – carried.</p>	Tammie
5.6	<p><b>Other Reports: Chaplaincy</b> – Tammie informed the meeting that she is no longer the Chaplaincy Representative. A person is interested but is not a member of the P&amp;C but it was agreed that they would need to be a member of P&amp;C to be Chaplaincy Representative. Hayley is considering the position.</p> <p>Paul acknowledged Tammie's work on Chaplaincy coordinator –</p> <p>The President requested that the P&amp;C acknowledgement and acclamation for Tammie's efforts be recorded in the Minutes.</p> <p><b>Banking</b> – At the last meeting Fiona indicated that she would circulate a flyer and this flyer went out and has generated another 10-12 new kids. The Banking is now averaging 60 kids a week, has started distributing certificates to classes.</p> <p><b>WACSSO</b> – has just announced a New initiative for the President and Secretary of P&amp;C – participate in survey to win an iPad to discuss about how the P&amp;C are finding the new student-centered funding model is viewed. We will need to liaise with Paul to get some of the information and the Secretary and the President will liaise on this. Rosemary would send to send the link to follow up.</p> <p>WACSSO is having a conference in August. There is an invitation for one member from our P&amp;C to the conference which is worth \$150. E-mail Rosemary if there is any interest in attending because the topics can be interesting and relevant. The information will be circulated by e-mail. Circulate "Connecting the DOTS" Secretariat to e-mail the information ("Connect the DOTS") to P&amp;C to see who is interested to possibly representing us.</p> <p><b>Motion:</b> All reports are endorsed by the P&amp;C.</p> <p>Moved by Teresa and seconded by Leanne. Carried.</p>	Stephen to send information to P&C Members
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Communication Policy <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>Teresa indicated that the Executive had discussed and suggested to table the Communication Policy report tonight with P&amp;C members for consideration, to give members the opportunity to provide comments or suggested improvements. The paper is tabled tonight and it will be considered at the next meeting for endorsement.</p> <p>Erin recommended that in addition we need an additional Social Media Strategy to complement the Communication Policy and Erin offered to develop. Rosemary agreed and noted that the current plan requires communication with the school but given the spontaneity of Facebook and Twitter the social media strategy needs to be looked at to accommodate the need for flexibility including the assignment of a social media convener to take on this responsibility.</p>	All  Erin to follow up.

	<ul style="list-style-type: none"> <li>• Volunteer recognition Peter (Byrne) prepared a paper to look at options about how to appropriately recognize contributions. Executive agreed that it was worthwhile to recognize efforts but was not sure how best to do this.</li> </ul> <p>P&amp;C supported the need to recognize volunteers. It was agreed that a morning tea would be appropriate at the end of the year linked into UN International Volunteers Day. This would be a joint effort with the school. Additionally, it was agreed that P&amp;C recognize volunteers in the Newsletter approximately once a term after events such as Lapathon and at the same time as putting out a call for help in upcoming events.</p> <p>Rosemary also agreed to coordinate a P&amp;C morning tea for the Teachers and staff as a sign of appreciation and would seek contributions from parents.</p> <ul style="list-style-type: none"> <li>• UWA Fathering Project (Tammie Deshon) Nerrida and Tammie met with Colin from UWA Fathering Project. His job to engage with primary schools. It was suggested that Colin could have a session with Dad's to gauge interest and see if anyone will run with it. P&amp;C support for the initial session to gauge interest with Tammie and Nerrida working with Stephen to an organize initial meeting.</li> <li>• Child Car Restraint checking stations (Tammie Deshon) The P&amp;C approve the activity of having a Child Care checking station subject to Leanne checking the coverage of the P&amp;C's public liability insurance.</li> <li>• Walking Bus <b>Motion:</b> The P&amp;C is supportive of the Walking Bus project however it is not an activity of the P&amp;C. Moved: Teresa and seconded by Erin. Carried.</li> <li>• Putting Our Kids First in Public Education – The Next Step Meeting – 17 May 2015. This was raised as it was circulated to P&amp;C Members but no one attended so there was no feedback.</li> <li>• New time for P&amp;C Meeting Meeting supports the change of time to 6:30 for the next meeting.</li> <li>• Book Club The Book Club will now be included under the Other Reports Agenda Item if there is anything to report.</li> <li>• Canberra Tour Kellie raised the issue of the selection process since 8 students missed out and there are consequences arising from this. There are social repercussions for students not going. This will also be a bigger issue as the school grows. Paul is aware of the problem but there are many complicating factors and no easy answers. Kellie wondered if the parents could brainstorm ideas for more children to attend but Paul thought that while he would be open to suggestions, any workable solution would be unlikely.</li> </ul> <p>Leanne mentioned that the P&amp;C Noticeboards are getting overrun by the teachers with P&amp;C notices being taken down. Paul would look into it.</p>	<p>Tammie coordinate with Paul.</p> <p>Rosemary</p> <p>Tammie, Stephen and Nerrida to follow up</p> <p>Leanne and Tammie</p> <p>Paul</p>
7	<p><b>Next Meeting – 1 July 6:30pm</b></p> <p><b>Closure</b></p> <p><b>Apologies for Fiona for 1 July</b></p>	