

# MAYLANDS PENINSULA PRIMARY SCHOOL PARENTS and CITIZENS ASSOCIATION

Maylands Peninsula  
PRIMARY SCHOOL



PARENTS & CITIZENS

## MINUTES: General Meeting

6:30pm Wednesday, 2 March 2016

In MPPS Staff Room

		Action
<b>1</b>	<b>Opening and Welcome</b>	
	<p>Attendance and Apologies:</p> <p><b>Attending:</b> Stephen Boland, Janine Slater-Noresson, Trish Horton, Jacquie Stone, Brendan Abrams, Ann Giumelli, Paul Andrijich, Elizabeth Pedler, Jessica Wormuth, Teresa Borwick, Peter Byrne, Sinead Kelly, Cate Abordi, Tammie Deshon, Leanne Marchesi, Anthony McAndrew, Amber Appelbee, Fiona Hornung, Denisa Faix, Ian Kenny, Daniela Ciutina, Tia Brigeman, Erin Gisborne</p> <p><b>Apologies:</b> Erin Gisborne, Nikki Rodgers, Kristie Metcalf, Raluca Alecsa, Naomi French</p> <p>Introductions by attendees</p>	
<b>2</b>	<b>Minutes of Previous Meeting:</b>	
	<p>Consideration of previous minutes of General Meeting 25 November 2015 (See meeting papers)</p> <p>Minor amendments to dates in Fundraising report.</p> <p>Motion to approve the Minutes of the Meeting by Leanne and seconded by Jacquie - Approved</p>	
<b>3</b>	<b>Business Arising</b>	
	<p>Stephen quickly ran through the items to accommodate the full agenda</p> <ul style="list-style-type: none"> <li>• MPPS Communications Policy was circulated with meeting papers</li> <li>• Main points from the WACSSO Survey last year are listed in the November Minutes</li> <li>• Communications Committee will look into suggestion of creating a Flow Chart indicating where comments and suggestions for School and P&amp;C should be sent but has yet to do this.</li> <li>• P&amp;C Minutes for November 2015, now that they are approved, will now be placed on School Website</li> <li>• Other business will be dealt with within standing items</li> </ul>	<p>Communications Committee</p> <p>Stephen to send to Paul for posting on website</p>
<b>4</b>	<b>Correspondence In / Out</b>	
	<b>None</b>	
<b>5</b>	<b>Reports from Office Bearers and Committees</b>	
<b>5.1</b>	<b>President's Report (Teresa Borwick)</b> Welcome and looking forward to a great year	
<b>5.2</b>	<p><b>Principal's Report (Paul Andrijich)</b></p> <ul style="list-style-type: none"> <li>• Proposal to suspend standing order to allow for presentation regarding Artist-in-Residence proposal – Jessica Wormuth (see proposal in meeting papers)</li> <li>• Motion to suspend Standing orders moved by Teresa – Stephen seconded – Carried.</li> </ul> <p><b>Artist-in-Residence – Presentation by Elizabeth Peddler and Jessical Wormuth in Art Room:</b> Art Teacher Jessica Wormuth introduced artist Elizabeth Pedler who is proposing to work as an Artist-in-Resident Program with Ms Wormuth. Together they</p>	

	<p>plan to teach two classes exploring the Art and the senses with special emphasis on non-visual aspects (touch, taste and smell). The plan is to teach this program over a 10-week program in Term 3 for one day a week.</p> <p>The program will be limited to two classes and the choice of classes will likely rely on timetabling issues. MPPS has applied for Artist-in-Residence funding in recent years but has just missed out and now the funding is being phased out.</p> <p>Regarding sustainability, the program will help to develop Jessica's skills to use in classes and other residual benefits (e.g. development of the curriculum, linking to school art networks, artworks around the school) so that it will have an ongoing impact at the school.</p> <p>School is seeking \$2,500 from P&amp;C with school agreeing to contribute out of its budget in addition to Jessica's time. It is likely to be about a 50/50 split of costs between the school and the P&amp;C. (See below for discussion – Elizabeth Peddler and Jessica Wormuth left the meeting)</p> <p>Teresa moved resumption of Standing Orders, seconded by Stephen.</p> <p>Resumption of Standing Orders</p> <p>Paul's report –</p> <p><b>Visual Arts and Artist-in-Residence proposal</b> – Paul does not need a decision now but would like to hear from the P&amp;C in the near future about the possibility of co-funding. As mentioned in the discussion the current thought is to have the program in Term 3. Paul and the staff are supportive.</p> <p>It was raised about whether this should be included as wish list item for P&amp;C Fundraising. Currently the wish list is \$14,500 (including ongoing items like Mathletics).</p> <p>The choice of the two classes will potentially have an impact on where the funds go on the wish list in respect to the various learning areas. P&amp;C will need to ensure equity in the use of the funds.</p> <p>Some questions were raised by P&amp;C Members (durability of artworks, number of classes, potential spillovers to other classes, possibly swapping classes in and out) and Paul would further discuss the proposal with Jessica and Elizabeth and get more detail.</p> <p>Initial impressions, on a show of hands, indicated strong support for the proposal from the P&amp;C and no dissenting voices.</p> <p><b>Commencement of School Year</b> – very stable start with no need for restructure with space in every year group. The school has 692 students as of today – started 2015 with 620 and hit 670.</p> <p><b>Meet the teacher Night</b> – Better than expected turnout – 66% turnout, staff were encouraged by the turnout. In future the school would consider having two sessions on one night and then have supervision for the kids provided so more parents/caregivers could participate.</p> <p><b>2015 Voluntary contributions</b> – \$30 per student. Paul will check on how things are going this year.</p> <p><b>Independent Public School (IPS) Review</b> – 2<sup>nd</sup> IPS Review will be undertaken on 22-23 June 2016. Paul's responsibility is directly to DG Education. In preparation an online survey will go out to parents/caregivers in a link on Friday 11 March to be returned by 25 March. There may be some requests by the Review Team to contact the P&amp;C membership and convenors. Paul will pass on any such requests to the P&amp;C.</p> <p><b>2016 P&amp;C Contribution</b> – As part of the school Budgetary process will nominate a figure expected from the P&amp;C in 2016.</p> <p><b>Extreme Heat policy</b> – There has been a lot of media attention about how to look after students in extreme heat following the recent heatwave. Forewarning based on the forecast usually involves students having lunch inside. In effect, although there is not formal policy, the informal policy is a variation of the wet weather policy. The school monitor the BOM website and if needed students eat in classes and play games, watch</p>	<p>Paul</p> <p>Paul</p>
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	<p>videos – as with the wet weather policy. 40C is the cut off point based on the School Sport WA policy where activities are cancelled. Extending recess may be something to consider on these days.</p> <p><b>Connect-Parents</b> – Connect is being looked at as another vehicle to engage with parents and get them to contribute. Year 1s have started by establishing a community and Year 2s are looking at this also. It is an “opt in” arrangement and is a “closed community” – invite only.</p> <p>The meeting heard concerns that kids are able to chat with other kids in the group. There are some concerns regarding the Chat function. Also students tended to know others log-ins which is a potential problem. The system needs to be better “locked down”. Paul will follow up on these concerns.</p>	<p>Paul</p> <p>Paul</p>
5.3	<p><b>Treasurer’s Report (Leanne Marchesi)</b></p> <ul style="list-style-type: none"> <li>November 2015 Financials (See Meeting papers)</li> </ul> <p>The 2015 Finances are now at the auditor so didn’t want to discuss details at the moment. Audit will be ready for the AGM in April..</p> <p>Canteen would have ended 2015 in a profit except for the leave liability due to the resignations.</p> <p>Canteen needed to implement an annual leave management policy to ensure it is more prepared in the future for any resignations. It was suggested that this policy would involve all unused leave being used by the end of the following year. Leave liability policy needed to be adopted by the Canteen Committee.</p> <p>Jacque to send Canteen Committee notes to be attached to Minutes</p> <p><b>Motion:</b> P&amp;C to adopt a Leave Management Policy for the Canteen – moved by Leanne, seconded by Anne - Carried</p> <p><b>2015 Fundraising Outcome</b> - There was a late sheet submitted by the Treasurer providing a summary of fundraising in 2015. The net profit was approximately \$30,000. There is also a carry over of \$3,000 which will be put forward to this year’s wish list to pay Athletics. School Banking also raised \$1,882. The Term Deposit has been rolled over for 4 months.</p> <p>A brief note on 2015 Fundraising success will go in the newsletter - Tammie</p> <p><b>Audit</b> – Leanne has gone to the community seeking an auditor – better to have from the school community so that it doesn’t cost P&amp;C.</p>	<p>Canteen Committee</p> <p>Tammie</p> <p>Leanne</p>
5.4	<p><b>Uniform Committee (Peter Byrne/Trish Horton)</b></p> <p>Written report provided (attached). Peter says he sees as two unofficial measures area “sea of blue on blue” at Assembly and not to make a loss. All seems to be working well report acknowledges who does what. Trish is the “heart and soul” of the Uniform Shop. Leanne also assists in tracking stocks and she has a good system in place and is always there to help out. Also special mention were given to Tammie (working the lines) and the help provided by Amber, Naomi and Sandra.</p> <p><b>Motion:</b> Peter moved for the report to be attached to the minutes, seconded by Teresa – Carried</p> <p><b>Note:</b> P&amp;C would like to acknowledge the great work of the Uniform Committee.</p>	
5.5	<p><b>Canteen Committee (Jacquie Stone)</b></p> <p><b>Canteen Committee</b> – 1 March 2016 – minutes to be provided to the Secretary for inclusion in the Minutes.</p> <ul style="list-style-type: none"> <li>Menu has been reviewed for winter with addition of pizza and looking to include more gluten-free options.,</li> <li>Leave policy dealt with (see also above),</li> <li>Volunteers situation looking ok with a few new volunteers and hoping that will continue. Jess and Helen will spend some time to train the new volunteers but they have a good idea of the budget so it is under control.</li> <li>Melinda Najjar resigned over the summer so Helen and Jess have agreed to job share. Did not look for a new staff because of budget issues. Jess was the second ranked candidate in the interview process so the job didn’t need to be advertised</li> </ul>	

	<ul style="list-style-type: none"> <li>Hot Dog Day every term because to boost sales not just Lapathon and Sports Carnival – 5 April is the next Hot Dog Day.</li> </ul> <p>Notes from Canteen Committee Meeting attached.</p>	
<p><b>5.6</b></p>	<p><b>Fundraising Committee (Tammie Deshon)</b></p> <p>Two quick meeting so far this year.</p> <ul style="list-style-type: none"> <li><b>Movie Night</b> – Oddball – Roster being sent around but everything will shutdown during the movie so that people can sit and enjoy the movie with their family.</li> <li><b>Schedule of Events</b> - List of events is coming together. The target for the year is \$35,000. \$32,000 was raised last year. Schedule is still under discussion. Options include: <ul style="list-style-type: none"> <li>Bush Dance</li> <li>Bogan Bingo</li> <li>Family Photography.</li> <li>Harmony Day 2017 – Bollywood Night</li> </ul> </li> <li><b>Christmas Sing-a-long</b> – The “lights man’s” child has moved on. It is a lot of work for Mr Turner. This raised the question - “Do we want a Christmas sing-a-long?” Are there alternatives? Is there something else another school does that might fit the bill? This would also reduce the heavy burden placed on Mr Turner. Since lighting is no longer availbale, the P&amp;C would need to consider other lighting options for future events. Also the stage is getting a little small given the number of students so additional staging might be needed. The decision about the sing-a-long would be taken on notice by the P&amp;C. This is probably more than a just a decision for the P&amp;C.</li> <li><b>Wish list</b> – Fundraising Committee will need to have another look at this in a smaller group. The Fundraising Committee suggested to allocate \$20,000 to the wishlist including items such as the Athletics subscription. It was suggested that a smaller groups possibly including Paul, Rosemary, Teresa, Tammy and Leanne (as a smaller group) could finalise the wish list.</li> </ul> <p>The next Fundraising Committee meeting is on 2 May 3:10pm in Library.</p> <p><b>Motion:</b> P&amp;C to donate up to \$6,000 to the Athletics subscription. Moved my Leanne and seconded by Fiona. Carried.</p> <p>Paul indicated that he had received a letter from Lisa Baker regarding another \$200 for P&amp;C Fundraising.</p>	<p>Decision deferred for now</p>
<p><b>5.7</b></p>	<p><b>Communications/Social Media Committee (Erin Gisborne)</b></p> <p><b>Paul and Erin impromptu meeting – School App</b></p> <p><b>1. P&amp;C contribution to school purchasing app for joint communications with school community.</b></p> <p>It was discussed between the Principal and the Convenor of the Communications Committee (Erin) that Paul would have the final say on the choice of app. As discussed at the November meeting when the following motion was approved</p> <p><b>November Motion</b> – “The P&amp;C agrees in principle to cover the costs of the School App on a 50/50 basis with the School.”</p> <p>The new Motion to be moved is -</p> <p><b>Motion:</b> “ That the P&amp;C agree to pay half the cost, up to \$400 to the school for the initial purchase of The Smart Link School App. This App will be utilised by both the school and the P&amp;C to communicate with the school community.”</p>	



# **Canteen Committee Report**

## **Maylands Peninsula Primary School**

### **Canteen Committee Meeting**

#### **Minutes**

## **Maylands Peninsula Primary School**

**1<sup>st</sup> March 2016**

**1.30 pm**

#### 1.0 Attendance

Jacquie Stone, Leanne Marchesi, Erin Gisborne, Helen Tennant, Jessica Watts, Rosemary Johnson

The meeting was opened at 1.35 pm.

#### 2.0 Canteen Menu

##### 2.1 Review and setting of Winter Menu

It was agreed that the menu was a good balance, working well and there has been no substantial price rises for supplies, but for the winter menu an additional special should be added for Wednesday. Pizza is a good seller and will be offered on Wednesdays.

In reviewing items offered by other supplies, Helen identified some other gluten free options that could be offered, including chicken tenders, potato bake and pies. These will be trialled and if they ok (in terms of taste) they will be added to the menu.

#### 3.0 Canteen Policies

##### 3.1 Leave Policy

Following the resignation of Melinda, and the need to pay the outstanding leave owing, it was agreed there was a need to manage the leave of staff, to ensure leave liability is minimised, to avoid large payouts in the future. Leanne tabled the policy (copy attached), which had previously been discussed with Helen and Jessica.

The Committee endorsed the policy.

#### 4.0 Other Business

##### 4.1 Budget

Leanne presented the budget, which identifies that sales of approximately \$2000 per week will be required to break even.

In 2015, the canteen made a loss, as a result of the leave payout to Melinda. Without the payout, it would have broken even.

Jacquie noted that it was the intention to have a hot dog day each term, as they do generate significant sales and will help with achieving the budget. It was also noted that since publishing the volunteer roster in the newsletter, there has been a good increase in

volunteers, with most days have at least one and some days two volunteers. It was agreed that the back of house hours should be kept to a minimum, acknowledging that there will be training of new volunteers.

#### 4.2 Staffing Review

With the resignation of Melinda, the staffing needs to be reviewed. Helen and Jessica are happy and willing to job share the canteen organisers position. Jessica will be changed from casual to part time. At this stage, the second position will not be filled, but any back of house hours required when volunteers are not available will be shared between Helen and Jessica. Paul Clark is still on the books as a casual employee if additional assistance is needed. Jacquie and Leanne will continue to monitor staffing requirements, and if there are any changes, will report back to the committee.

#### 4.3 Review of Suppliers

Helen advised that WestOz had provided her with a full catalogue of their range, and asked she review it to see if they could supply the canteen with any additional items. It was a good opportunity to review if the canteen should change suppliers. From a review, there was minimal difference in pricing between WestOz and our current major supplier PFD. It was agreed to continue to use PFD.

It was noted, that we do have an account with WestOz and they do offer some items that PFD don't have available, including the additional gluten free items. WestOz will be used to supply these items.

#### 5.0 Close and Next Meeting

The meeting was closed at 2.05pm. The next meeting will be held in July 2016 to review the summer menu, on a date to be advised.

## **Maylands Peninsula Primary School P&C Canteen**

### **Annual Leave Management Policy**

Annual Leave Accumulates year to year

All unused Annual Leave that has been accrued in one calendar year must be taken by the end of the next calendar year.

Example:

Year 2015 Annual Leave Accrual 150 hours must be used by the December 2016

## **Uniform Committee Report**

### **Maylands Peninsula Primary School P&C Uniform Shop Committee**

#### **Report to March 2016 P&C Meeting**

The aim of this report is to summarise what we have been up to since the end of 2015; and to acknowledge those who have contributed to getting the school into its uniforms.

#### **Summary**

- Business has proceeded as expected, all the preparations for 2016 having been undertaken in 2015;
- Pre-order predictions, based in previous sales and school population estimates, proved reliable.
- Transition from the now-discontinued 'Stubbies' stock has been trouble-free; and the use of another manufacturer to cover late delivery of our preferred shirt stock has passed without adverse comment.
- The shop now opens only on Thursdays - morning and afternoon

#### **Acknowledgements**

Trish Horton is the heart of the operation, not only taking on the day-to-day opening and trading but also maintaining communications with our suppliers. Leanne Marchesi, as treasurer, has established reliable sales and stock records, a significant improvement on the situation only a couple of years ago.

Leanne has also helped out in the critical busy start-of-year sales period, along with Tammie and Amber as well as Naomi and Sandra who ran the second hand sale.

#### **Our Measure of Success**

Our measure of success is a sea of blue-on-blue at assemblies and a trading result not in the red.

Peter Byrne  
Convenor