

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



Minutes: General Meeting

6:30pm Wednesday, 25 November 2015

In MPPS Staff Room

		Action
1	Opening and Welcome	
	<p>Attendance: Ian Kenny, Jacque Stone, Erin Gisborne, Teresa Borwick, Brendan Abrams, Nikki Rodgers, Leanne Marchesi, Trish Horton, Kasorn Campbell, Ann Giumelli, Tammie Deshon, Miriam Xavier, Raluca Alecsa, Amina Muday, Stephen Boland</p> <p>Apologies: Naomi French, Tia Bridgeman, Fiona Hornung, Cate Abordi, Rosemary Lynch</p>	
2	Minutes of Previous Meeting:	
	<p>Consideration of previous minutes of General Meeting 28 October 2015 (See meeting papers) "Draft Agenda" to be Replaced with "Minutes" A motion to approve the minutes was moved by Jacque and seconded by Trish.</p>	
3	Business Arising	
	<p>P&C Morning Tea for MPPS Staff – The P&C will undertake Morning Tea for Term 4 as a thank you to staff on Tuesday, 8 December 2015. Trish and Rosemary will proceed with organising and coordinating this Morning Tea.</p> <p>Combined P&C and School Volunteer Morning Tea – The School will undertake a morning tea as a thank you to school volunteers on Wednesday, 9 December 2015. This will be a combined morning tea with School Volunteers and P&C Volunteers. P&C need to provide a list of the volunteers that have helped the P&C during the year. This list would be needed to be provided soon as invitations were about to be issued for the Morning Tea. This list would need to be sent to Rosemary Johnson by Friday, 27 November 2015 in order to send invitations. P&C offered to contribute but Paul indicated that P&C would not need to make any additional contribution given the efforts of the P&C during the year.</p> <p>Finalisation of Communications Policy – This item had been deferred from previous meetings. The Policy had already been approved by P&C but there were some minor editorial changes needed. It was agreed that Teresa would make these amendments and send to Erin and Stephen to check. Stephen would then circulate the final policy before the end of the year and organise to place on MPPS website.</p> <p>Flag Bunting Donation – As noted at the previous meeting a parent, Sophie Bolton, had offered to donate Flag Bunting to the school for possible use by the P&C and the school. Stephen had picked up the Flag Bunting from Sophie's house and it was now stored in the P&C storage shed adjoining the Middle Block. It will likely be used for the first time at the Christmas Sing-a-long. The P&C expressed its appreciation for the donation. -</p> <p>Other business will be dealt with within standing items</p>	<p>Rosemary/Trish</p> <p>Tammie – to send P&C volunteer list to Rosemary Johnson by Friday 27 November 2015.</p> <p>Therese, Erin and Stephen to finalise and Stephen to circulate and organise to have placed on MPPS website.</p>

4	Correspondence In / Out	
	<p>E-mail from Cancer Council WA - UV Meters are now available for purchase by schools that allow students and teachers to monitor UV Levels at any time - ~\$3,499 for one sided units and ~\$3,950 for two-sided units. Additional information was provided. - Pass for now. Costs is a little high</p> <p>Stephen indicated that he had received correspondence from the Cancer Council of WA as noted above regarding the potential to purchase UV Meters for schools in WA. The P&C indicated that the purchase of a UV meter for the school had merit but there was concern about the costs involved. P&C would defer any decision on this for now but keep it under consideration for the future.</p>	
5	Reports from Office Bearers and Committees	
5.1	President's Report (Teresa Borwick) – Nothing major to report.	
5.2	<p>Principal's Report (Paul Andrijich)</p> <p>School Board Parent Representatives – The two vacant parent/caregiver positions for the School Board have been filled by Erin Gisborne and Mimi Secco. They were elected unopposed as members of the Board. Paul and the School recognise the efforts of the outgoing parent/caregiver representatives, Ms Rosemary Lynch and Mr Peter Byrne. Rosemary will continue on the Board as a Community Representative and Chair.</p> <p>Visual Arts and Performing Arts Night- Thursday, 26 November -_Everything is in order in preparation for the Visual and Performing Arts Night tomorrow night (Thursday, 26 November 2015). The choir and the school band will be performing and have been preparing with Mr Turner.</p> <p>Kindy Orientation – The Kindergarten orientation took place this morning (Wednesday, 25 November 2015) for the 108 students enrolled for 2016. Paul expressed his thanks to Erin, Trish and Helen for speaking on behalf of the P&C and their respective areas. Approximately 100 students and parent/caregivers attended this morning. After initial introductions in the Undercover Area on general school and P&C matters the participants proceeded to classrooms to discuss the day-to-day programs and there was a positive response to this revised format.</p> <p>Year 6 Councillors - Next Thursday, 3 December 2015, Year 1-5 students will vote for the 2016 Student Councillors. The names of the successful candidates will be announced at the Book Award Assembly on 11 December 2015.</p> <p>Volunteer's Morning Tea- Wednesday, 9 December</p> <p>As discussed briefly earlier, the School Volunteers' Morning Tea will be held on Wednesday, 9 December. Mrs Johnson will send out invitations this week – names from the P&C Volunteers will be provided as mentioned above.</p> <p>Book Award Assembly</p> <p>Our Book Award Assembly will be held on Friday, 11 December starting at 9.00am. The format will be very similar to last year's. Staff will present the book prizes to acknowledge the 2015 class award winners and announce the 2016 Student Councillors. Parents will be notified if their children are to be awarded prizes or named as Councillors.</p> <p>Year 6 Graduation – Year 6 students and teachers are very busy preparing for the Year 6 Graduation scheduled for Wednesday, 16 December 2015 at 9:00am. Ms Turvey, Mr Sollis and Ms Alver are preparing the students around the Bridgetown Camp next week.</p> <p>Earthworks have commenced – Some new Earthworks have just started next to the Basketball Courts in order to develop more Nature Play space for 2016. At the same time, the old garden area at the bottom of the school site was cleaned up in preparation for some new garden beds in 2016. There is likely to be a Busy Bee in the near future.</p>	

	<p>Semester Two Reports - End of Year Reports will go home on Monday, 14 December 2015. If parents/carers need to make appointments to discuss their reports please contact the class teacher.</p> <p>2016 Staffing and School Structure – With the completion of the School Enrolment Survey it appears that the School will start next year with around 700 students although there are still a few uncertainties with the potential for new students to arrive early in the new year. Staffing and Structures are still to be determined but a note will be sent home later in the year to inform the school community of these structures once they have been finalised. The 2016 class allocations will be posted on the Art Room Windows on the last Friday before the restart of School (Friday, 29 January 2016). Paul stressed that it is important to note that these allocations and structures are always temporary until the full numbers for the year are more settled. Hence, parents need to note that these allocations are subject to change.</p> <p>Thank you to P&C – Given that it was the last P&C Paul expressed his appreciation to the P&C for their support this year with more than \$25,000 raised for the School this year, as well as all the additional support provided to the school over 2015. Teresa reciprocated expressing, on behalf of the P&C, her thanks to Paul for his support for the P&C during the year.</p> <p>The Chaplain, Kasorn Campbell, then addressed the Meeting with Paul indicating that she had been a great asset to the school. The details of this discussion are listed under Section 6.1 under Other Business below.</p>	
5.3	<p>Treasurer’s Report (Leanne Marchesi)</p> <p>October 2015 Financials (See Meeting papers)</p> <ul style="list-style-type: none"> • No major issues • The Canteen is still running at a small loss but with this was before the recent Hot Dog Day so we will see the impact of this at the end of November. Overall though things seem to be looking ok. • School Banking was showing Commission earnings of \$1,882.38 so far for the year. • There were no questions on the profit and loss statement. <p>Tip Top Bakery Credit Application - The Canteen was having problems with their Bun Supplier. P&C was seeking approval of a credit application for Tip Top bakery as a possible new supplier and needed P&C’s endorsement of the application. Although there was a preference to support a local business it was not feasible and hence the approach to Tip Top. It was recorded that P&C supported the Tip Top Bakery Credit Application.</p> <p>Auditor – Leanne indicated that the P&C will need a new Auditor as Mimi Secco was no longer able to do the work. Leanne will ask the school community in the Newsletter to see if there is anyone interested in taking up the position.</p> <p>Use of P&C Insurance for Canberra Fundraising – In June 2015 all executive members approved the use of the P&C insurance for Canberra fundraising group to use for their Sausage Sizzle in October 2015 at Bunnings but was not minuted in the minutes of the subsequent meetings. The P&Cs approval of the use of the P&C insurance is hereby minuted for the record.</p> <p>WACSSO Grant – WACSSO has a grant for \$5,000 which is available for schools but not clear what the grant is for. P&C to clarify what the grant is for. E-mail will be circulated to the Executive to get ideas what we might use the money for.</p> <p>AGM – It was proposed that at the 2016 AGM P&C will put forward the proposal to establish a position of Grant Writer for the school to look for, research and prepare grant applications for any grants that are available to the school. It is believed that there are grant funding opportunities that the P&C and school are not taking advantage of and a dedicated person to look at these opportunities is warranted. This is especially needed considering the rapid growth of the school.</p>	<p>Leanne - Newsletter</p> <p>Leanne to investigate and consult with Executive</p>

<p>5.4</p>	<p>Uniform Committee (Peter Byrne/Trish Horton)</p> <p>Trish provided a verbal report. The main points were:</p> <ul style="list-style-type: none"> • The Kindergarten talk today went well with a number of familiar faces but also a lot of new faces and families coming to the school next year. • Disaster was averted when Permapleat indicated that their batch of pale blue material was faulty meaning that the whole batch was unusable. As a consequence the Committee undertook an impromptu emergency meeting to discuss options. Luckily Trish was aware that Spartan (another supplier) also able to provide a pale blue (slightly different colour) polo shirt. There was the possibility that there would be 100+ new Kindy students next year with no uniform but luckily Spartan could provide shirts immediately. Despite this problem, everything is expected to be ready for December with Permapleat getting the bulk order before January with Spartan being the fall back if there are any further problems <i>(N.B.: Subsequent to meeting Spartan delivered as Permapleat could not deliver in time for Term 1)</i>. The need to respond quickly to this emergency meant that that the Committee did not have time to consult the P&C but are reporting back now. The P&C noted this and supported the actions. • As of 2016 the Uniform Shop will only be open on Thursday (no longer opening on Tuesday). This was mentioned to the Kindy parents and also put in the newsletter. The Shop will be open on the Thursday before School starts and also on the first Monday of school for any last minute emergencies that families may face. Early in the year the Shop will also open at other times that will be notified in the newsletter to cater for the early year demand for new uniforms. • Trish indicated that she might need additional help towards the end of school year as it will get busy so if anyone can provide help or notices large numbers at the shop feel free to lend a helping hand. Erin, Leanne and Nikki indicated that they should be able to support Trish at various times. 	
<p>5.5</p>	<p>Canteen Committee (Jacquie Stone)</p> <ul style="list-style-type: none"> • Hot Dog Day – Last week’s Hot Dog Day on 11 November 2015 took in ~\$1400 so was considered very successful. The Canteen plans to do one Hot Dog Day each in Term 1 and 4 in 2016 combined with Hot Dog Day for the Sports Carnival and Lapathon in 2016. • The Volunteer situation is in order with the roster full for the rest of the term. • The Peter’s Fridge was taken away but replaced with a free Street’s freezer because the Canteen now stocks Streets products instead of Peters. • Towards the end of the year sales appear to be picking up possibly due to parent fatigue in making lunches. That is helping the Canteen’s revenues. 	
<p>5.6</p>	<p>Fundraising Committee (Tammie Deshon)</p> <p>Tammie provided a written report for the Fundraising Committee – see file (summary below).</p> <ul style="list-style-type: none"> • A cake stall has been organised for the Arts Night on Thursday 26 November 2015. • Christmas Sing-a-long is on Friday, 11 December 2015 at 6:30pm. Similar format with Sausage Sizzle with forms going home this week. Helpers will be needed for the night and a call will go out next week and in the newsletter. • Raffle tickets have gone out to students with the anticipation that every family will sell at least one book. The Raffle has already covered costs. Raffle tickets are due back at school on 4 December 2015 while the last day sales are allowed is 9 December 2015. • Next Year – <ul style="list-style-type: none"> ○ A Movie Night is booked for 18 March 2016 and we will soon look for sponsorship for the evening. We are also looking at a Hot Food Option for the evening and scaling back on sweets. 	

	<ul style="list-style-type: none"> ○ It was proposed to undertake a Kindy/PP picnic on a Saturday in the first Term of 2016 to engage new parents with the school and P&C but it will not have a fundraising focus. The date has yet to be set. ○ We are also considering having a Mother's Day and later a Father's Day event to thank all parents and parent figures at the school, though this has yet to be confirmed. ○ Term 2 will have the Lapathon, Edudance and Disco while events for Terms 3 and 4 are still under discussion. ○ A Budget for Terms 2,3 and 4 will be presented at the beginning of 2016 for approval. 	
5.7	<p>Communications Committee (Erin Gisborne)</p> <ul style="list-style-type: none"> • The Communications Committee has now met twice • The focus of the Committee at the moment is investigating developing a School App for MPPS • Erin has prepared a spreadsheet for the App comparing the various developers and features they can provide and costs. • The School App can provide options for better communication with the school community including two-way communication – e.g. Direct communications to see if people can help with a Cake Stall. • Currently we are looking at 5 different App developers and the Committee will decide about which App/Developer to pursue next year rather than make a hasty decision this year. • The Committee is seeking “in principle” support for the funding of the App costs from the P&C on a 50/50 basis with the School. • The App will be an addition to the “traditional” forms of communications such as Newsletter, Facebook, SMSs, etc. but should integrate with these other media. • The Committee will bring back to the P&C a detailed recommendation when a decision is ready to be made. • The Committee will take time to prepare the costing to present next year but thought that it was appropriate to flag this with P&C now so that the P&C is aware of this. The Committee will come back later with a firm costing and quote so that the P&C is aware of the costs and before approving. • The cost of the App will be between \$600 per year with a maximum being \$700 in total. (See motion below regarding P&C agreeing to share costs with school). • The goal of this App is to increase the P&C and School's ability to engage with the school community <p>Motion – The P&C agrees in principle to cover the costs of the School App on a 50/50 basis with the School.</p> <p>Moved by Leanne, Seconded by Brendan. Carried</p> <p>Erin expressed thanks to the other members of the Committee – Paul, Rosemary, Brendan, Tammie and Stephen.</p>	Erin and Communications Committee
5.8	<p>Other Reports:</p> <ul style="list-style-type: none"> • School Banking (Fiona) – School Banking going on as usual with good news on the rewards. Also the Commission earned was mentioned earlier under the Treasurer's Report. • WACSSO (Erin/Stephen) <ul style="list-style-type: none"> ○ School Community Contributions and Funding Survey – Report, November 2015 • The Report of the WACSSO survey done earlier in the year had been received. Some basic points are listed below and the Executive Summary will be sent around for the information of P&C Members. 	Stephen

- 118 P&Cs surveyed
 - 2014 – Average of \$14,245 cash donated to schools, Donated Items and resources of \$9,349 (2014) – Total \$23,594 per school.
 - Projects to be \$9.1m cash and \$5.9m in resources (\$15m total) across all 639 WACSSO affiliated P&Cs
 - Volunteers give an average of 69 hours per week in 2014
 - P&C relied on for finance and resources normally provided in the past by Government – basic literacy and numeracy resources, ICT (iPads, computers, interactive whiteboards), outdoor shade provision, playground equipment/nature play, furniture and even general maintenance.
 - P&C Membership numbers are falling
 - More being asked of smaller groups
 - 62% of P&Cs experienced volunteer fatigue
- Book Club (Miriam) – Summary below:

Miriam presented to following figures to the Meeting on what had been raised by the Book Club this year.

Scholastic Book Club 2015

		TOTAL PURCHASED	LOOP	CAPTURED MANUALY	SCHOLASTIC REWARDS	NOTES
Term 1	Issue 1	\$520.00	\$96.00	\$24.00	\$104.00	Teachers Only
	Issue 2	\$503.50	\$83.00	\$20.50	\$97.00	
Term 2	Issue 3	\$918.00	\$441.00	\$77.00	\$75.50	
	Issue 4	\$477.00	\$27.50	\$49.50	\$83.00	
Term 3	Issue 5	\$457.00	\$9.50	\$47.50	\$86.00	
	Issue 6	\$816.50	\$1,068.50	\$48.00	\$56.50	
Term 4	Issue 7	\$959.50	\$427.00	\$32.50	\$81.00	
	Issue 8	\$14.00	\$14.00		\$23.00	Issue wasn't sent out to School Community due to Book Fair
Total		\$0,765.50	\$1,166.50	\$599.00	\$1,106.00	Previously noted rewards of \$2125.00 (\$19 diff) orders done separately

Miriam indicated that the “Loop System” was preferable to use since there is no need to handle cash as handling cash is quite cumbersome. The task would be simpler if people used the “Loop” but overall the new system is working well. The Rewards from the Book Club are being divided up within each block and divided among the classes to ensure fairness. Rewards can be carried forward. The Book Club will encourage orders online as it simplifies the process and reduces the chance to lose money.

6

Other Business

Chaplain: Ms Kasorn Campbell –The new Chaplain for the MPPS, Ms Kasorn Campbell, was introduced to the P&C by Tammie Deshon. Tammie had discussed with Kasorn that it would good to meet the P&C to introduce herself, explain how she would approach the position and to answer any questions. The meeting of the P&C was a good opportunity to do this.

Kasorn thanked the P&C for allowing her to speak and for making her feel so welcome at the School. She was interested to know more about the P&C and its work and believed that it would be important to build a trusting relationship with the P&C because of its importance to the school. She intends to share her skills and experience with the range of parents at the school.

So far she had received a very positive response from the children during her work mainly during recess and lunch but lacked enough time to meet all the demands for her services. There was definitely a great demand for her services from the children. From her experience it was apparent that there was a wonderful group of students at the school who showed a lot of care and concern for each other, which was a very positive thing. She indicated how much she enjoyed spending time with the children but also wanted to stress that she was available to help parents/carers as well.

	<p>Her services are provided to the school community so if Kasorn can help parents, then she would be available to help. If any parents wished to make appointments then they should contact the office to arrange a time on Tuesday or Thursdays, preferably in the morning.</p> <p>Kasorn indicated that she wished to learn more about the needs of the school and was working to involve more of the community – for example by approaching Coles to provide bread for the Breakfast Club and keeping them informed of the progress of the Club.</p> <p>Kasorn indicated that the Chaplaincy service is not about religion but about caring and the need to provide support, information and help to students and parents/carers. She could also be a conduit to areas like Shopfront and other types of support for parents if they are having difficulty. She is knowledgeable about agency support for parents who are struggling and will discuss these openly with parents and how they can access support. Teachers can refer students to Kasorn if they believe they are having problems and need assistance. The process is largely about building relationships with the individuals and being non-judgmental about people and situations.</p> <p>Kasorn asked if the P&C had any questions about her work.</p> <p>Teresa asked how do we get the information out about the services that Kasorn provided. Kasorn indicated that she would put her information in the Newsletters including this week’s newsletter.</p> <p>Trish wondered whether there might be other ways of getting information to parents since some parents will not read the newsletter but might be interested in taking advantage of Kasorn’s services. How will we get the message out to those parents? It was suggested that some posters could be placed around the school on Notice Boards asking “Do you need help?” and explain how to contact Kasorn and what services she could provide. Given the diversity of the school there could be some consideration of how to communicate with non-English speakers so that they were also aware of Kasorn’s services. Paul will investigate putting up posters around the school.</p> <p>Nikki (Rodgers) had raised some questions for the P&C to consider.</p> <ol style="list-style-type: none"> 1. Is it possible to send out email requests for sellers and bakers at cake stalls a month earlier? Maybe a request in the school newsletter? Some parents need more than 3 days’ notice to bake and I know some parents who would bake and freeze items in advance. 2. Before purchasing new items for the school, is it not possible to request donations from the school community? Earlier in the year I believe funds were being used to purchase digital cameras. Most people now use their mobile phones to take photos and I know quite a few families who would have been happy to donate their digital cameras to the school. 3. Is it possible to put some information on the school website about where to direct these suggestions? Maybe a flowchart showing who handles what... i.e. School or P&C <p>Nikki indicated that the discussion regarding the Communications Committee had answered some of her questions. However, it would still be useful if a flow chart could be prepared to indicate where comments and suggestions should be sent for the P&C and the School. This would be looked into but the Committee will check to see if something already exists that might address these concerns.</p> <p>It would also be useful to give people greater warning of events like Bake stalls so that people have adequate time to organise around times, events and assess ability to contribute. It would be good if events like bake stall could be notified a month in advance to organise time.</p> <p>Also the issue of engaging the school community more to see if there are things that families might be able to donate to the school rather than relying on purchasing new items. This relates to the Facebook comment listed in the agenda. The example of the School buying digital cameras was raised when there could be the possibility for putting out a call to the school community to see if there might be suitable items that could be donated to the</p>	<p>Paul to investigate placing posters around school advertising Chaplaincy service</p> <p>Communications Committee</p>
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