

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

Maylands Peninsula  
PRIMARY SCHOOL



PARENTS & CITIZENS

**MINUTES: General Meeting**

**6:30pm Wednesday, 28 October 2015**

**In MPPS Staff Room**

		Action
<b>1</b>	<b>Opening and Welcome</b>	
	<p>Attendance and Apologies</p> <p><b>Attendance:</b> Anne Giumelli, Jacquie Stone, Teresa Borwick, Ian Kenny, Stephen Boland, Cate Abordi, Tammie Deshon, Rosemary Lynch, Paul Andrijich, Naomi French, Leanne Marchesi, Brendan Abrams, Fiona Hornung</p> <p><b>Apologies</b> – Miriam Xavier, Trish Horton, Peter Byrne, Erin Gisborne, Melinda Najjar,</p>	
<b>2</b>	<b>Minutes of Previous Meeting:</b>	
	<p>Acceptance of previous minutes of General Meeting 2 September 2015 (See meeting papers)</p> <p>Minutes of the meeting of 2 September 2015 were considered. Leanne moved that the Minutes be approved. This was seconded by Tammie and carried by the meeting.</p>	
<b>3</b>	<b>Business Arising</b>	
	<p><b>September - P&amp;C Morning Tea – Feedback</b> - The P&amp;C conducted a P&amp;C Morning Tea for the school staff held on 15 September 2015. This morning tea was greatly appreciated by the staff and was supported by a good response from the parents, especially new parents. There was very positive feedback and greatly appreciated by the staff.</p> <p>9 December 2015 is the Volunteers Morning Tea. Rosemary and other volunteers will liaise with Rosemary Johnson for the next staff morning tea. There is likely to be another P&amp;C Meeting at the end of November when details can be discussed. Rosemary expressed her thanks to Tammie and Trish and Fiona and others to set up.</p> <p><b>Thank You Note to Lisa Baker</b> - This has been completed and a copy provided to Tammie for information.</p> <p>Finalization of Communications Policy - still outstanding pending Teresa's return – This was to be left as an item for the next meeting of the P&amp;C.</p> <p>Other business will be dealt with within standing items</p>	Rosemary
<b>4</b>	<b>Correspondence In / Out</b>	
	<p><b>Flag Bunting</b> - Sophie Bolton who has a daughter at Kindergarten e-mailed the P&amp;C and has offered some bright coloured flag bunting (that she came across during a clean out) to the P&amp;C that she thought might be useful for future fundraising events. Is the P&amp;C interested?</p> <p>The meeting was very supportive of this offer and it was agreed that the P&amp;C would contact Sophie to take her up on her offer. Storage would need to be identified for the bunting.</p> <p>The P&amp;C Secretary had received an e-mail from Grouptoegether.com which provided a way of collaborating for end of year appreciation gifts through a website. It was agreed that this should be dealt with out of session and the Secretary would circulate this to the P&amp;C members for their information.</p>	Stephen  Stephen
<b>5</b>	<b>Reports from Office Bearers and Committees</b>	

5.1	<p><b>President's Report (Teresa Borwick)</b> – Teresa expressed her appreciation to everyone for their efforts in continuing the work of the P&amp;C in her absence, since it is critical to ensure an active P&amp;C. This continuation of P&amp;C work is a positive reflection on the enthusiasm of the committee.</p>	
5.2	<p><b>Principal's Report (Paul Andrijich)</b></p> <p><b>Defibrillator Update</b> – The school has already made the purchase of the defibrillator and it will be in the school by the end of the year. The P&amp;C have agreed (at the last meeting) to share the cost of the unit on a 50/50 basis with the school. Because of the value of the unit (over \$2,000) the unit is likely to be located in the Registrars Office for security since it is more secure than the medical. St John's Ambulance will do some training and undertake a refresher course with staff to ensure that they are familiar with the unit.</p> <p><b>Enrollment Survey</b> - This was sent home in Week 5 to indicate which students will be returning next year and at what level. The survey ensures that the school has the most up-to-date numbers for the school's planning purposes. The survey was also flagged in the newsletter and will be sent home with family representatives. Normally, we would only seek to know if students were <b>not</b> returning, but given the transient nature of the school community, it is more useful if parents and carers can provide more detailed information. At this point it looks like we will have 700+ students in 2016. There is possibility that we will have a second ECE transportable next year and possibly five pre-primary classes.</p> <p><b>Visual and Performing Arts Night</b> – This will take place on Thursday, 26 November 2015. We will get a program of events out to families a few days beforehand. The program may involve items from the school band and choir and I have discussed this with Mr Turner. It might also be a possibility to have a P&amp;C Fundraising event or, if not, it could be opened up for the Canberra Fundraising Group to have a fundraising event.</p> <p><b>Strategic Plan</b> – At the beginning of the term we looked at school data and prepared the Strategic Plan for 2016-2017. We currently have a draft that we will revise with staff in Week 4 and present to the School Board in Week 5. Essentially, it is a very similar plan to the one we have had in place for the last few years - with a few minor tweaks. Paul was happy with performance and was keen to see how the results compare with other schools around the country, as our performance comparison across the state was very good.</p> <p><b>Kindy Orientation Morning</b> – This will take place on Wednesday, 25 November 2015. During this morning we would normally have the involvement of P&amp;C, Uniform, Canteen etc. This time we intend to have more parent involvement and less talking from Paul. Instead Paul will provide an overview of policy and administration of the school as well as input from the P&amp;C. In contrast to previous years, parents will be invited to go down to the classrooms to discuss the Kindergarten program with their respective teachers, since children will have been allocated to classes by then. At this point we have 113 starters for next year's Kindergarten Program. There is no requirement to take students at Kindergarten level but if the numbers get much greater we may have to turn some children away. Teresa agreed to present on behalf of the P&amp;C. Paul would check with Trish to see if she can speak on behalf of the Uniform Shop. Jacquie will not be able to attend but will arrange for someone to speak about the Canteen. Of the new Kindergarten students 75% of the families will be new to the school.</p> <p><b>School Photos</b> – With the Kindy and Pre-primary photos taking place this week it was noted that this year there was a significant increase in the price of the basic school photo package from \$30 to \$45. Paul asked Narelle to do some follow up with Kapture (the photographic company) to see why this occurred. Paul circulated to the meeting some e-mail correspondence with Kapture about this issue. It was raised with Kapture that there were a number of similar products on offer and that some parents had expressed some concern about the cost increase compared with last year. In response</p>	<p><b>Teresa</b> to speak on behalf of P&amp;C</p> <p><b>Jacquie</b> to organize someone to speak on behalf of the Canteen</p>

	<p>Kapture noted that they also provided a number of services to the school that were not charged for. Based on the concerns expressed by parents, they also offered a revised pricing package for the next two years to try and address these concerns. Narelle said Kapture were easy to deal with and very responsive to the concerns raised. Paul suggested that the P&amp;C might want to discuss this issue and offer. Jacquie said it was easier to contact Kapture because they were local (as opposed to dealing with an Eastern States company) so that should be something to consider. Paul wanted to seek the P&amp;C's views on how to proceed. The Chair suggested that detailed discussion of this issue would be deferred to the next meeting.</p>	<p><b>Stephen</b> - Place School Photos on agenda for next meeting</p>
<p><b>5.3</b></p>	<p><b>Treasurer's Report (Leanne Marchesi)</b></p> <ul style="list-style-type: none"> <li>September 2015 Financials (See Meeting papers)</li> </ul> <p>Nothing much to report from the September 2015 Financials. However, the meeting was informed that the canteen is now only running at a slight loss (after profitability concerns earlier in the years). With the Hot Dog Day coming up this should bring the Canteen back into profit for the year.</p> <p>Defibrillator – Quote from Paul of \$1,175 and agreed at last meeting that this cost would be shared – wait until the Fundraising Committee Report. Because of the Scitech evening being quite successful it was decided that some of the profits could be put towards the cost of the defibrillator.</p> <p><b>Motion:</b> P&amp;C authorizes \$8,175 to be transferred to the School for:</p> <ol style="list-style-type: none"> <li>\$1500 for the Year 6 Camp Bus</li> <li>\$1,175 for defibrillator</li> <li>\$1,000 for laptops; and</li> <li>\$4500 for the Banners.</li> </ol> <p>Moved by Leanne and Seconded by Fiona. Declared Carried by the meeting.</p>	
<p><b>5.4</b></p>	<p><b>Uniform Committee (Peter Byrne/Trish Horton - apologies)</b></p> <p>Peter provided some feedback by e-mail that indicated that the Uniform Shop was running well. There was nothing major to report, other than all the planned schedule of actions had been completed i.e. the letter to parents and the pre-order form for 2016 had been distributed. Leanne added that there was significant stock available at present so there should be no issues going forward.</p>	
<p><b>5.5</b></p>	<p><b>Canteen Committee (Jacquie Stone)</b></p> <ul style="list-style-type: none"> <li>Chest Freezer Update – The two new freezers have now been installed so that the Canteen now has extra freezer capacity, which is very welcome.</li> <li>The Hot Dog Day is scheduled for 11 November 2015. The menu for the Hot Dog Day also includes Sushi so that there is an alternative if people did not want a Hot Dog. An SMS was sent around to remind people of the last day for orders, which was very useful.</li> <li>The proposed \$30 online voucher offered to encourage people to order on line and boost sales did not have a huge impact unfortunately.</li> <li>The numbers of volunteers are going reasonably well for most days but it seems to be the same people coming in on the same day every week. While the Canteen does have sufficient people, there is limited back up/redundancy to accommodate any problems. Jacquie was not sure what else could be done to entice people to volunteer. It is best if volunteers can commit to volunteer regularly so we do not have to train people all the time and can program their help into our schedule.</li> <li>There are not a lot of volunteers and not sure how to get more volunteers apart from just continuing to encourage volunteers and get the word out through avenues like the newsletter.</li> </ul>	

5.6	<p><b>Fundraising Committee (Tammie Deshon)</b></p> <ul style="list-style-type: none"> <li>• <b>Morley Rollerdrome</b> – The day was very successful with a \$720 profit raised from 144 skaters with very little effort.</li> <li>• <b>After school stalls</b> – The P&amp;C has previously understood that after school stalls were not seen as preferable, and were left only to class groups for special events. As it now appears other non class groups are also conducting after school stalls on what appears as a random basis, it is recommended that a timetable be established to coordinate events. It was also requested whether the P&amp;C could conduct a stall after school once a term. It was emphasised that priority should be given to class groups raising money for special events, before the P&amp;C and also before non class based groups. Concern was also raised that groups that were traditionally only running events off site (eg. Canberra Fundraising group) created confusion amongst the school community who often believed it was P&amp;C run or that it was raising money for the school.</li> <li>• <b>Raffle</b> - One photo session had been removed from the calendar of fundraising events and the two raffles combined into one. The Raffle will go out between the 19 Nov – 9 December with the last sale on the 9<sup>th</sup> December 2015, drawn on the 10<sup>th</sup> and announced on the 11<sup>th</sup> at the Christmas Sing-along.</li> <li>• <b>“Wish List”</b> – This has been renamed the “School Fundraising Expenditure Request List” -       <ol style="list-style-type: none"> <li>1. Defibrillator \$1,200</li> <li>2. Laptops for Seniors \$1,000 (for 6-8)</li> <li>3. Banners \$4,500</li> <li>4. Interactive Whiteboard \$2,500</li> <li>5. Classroom fitout \$4,000</li> <li>6. Nature Play \$2,000</li> </ol> <p>The Kindy Cubby House (\$1,500) was deleted from the list because the school has purchased this. The next list of fundraising should be saved for the \$5,000 for Athletics Subscription for 2016. Teresa believed that the setting out of the list of items that we wanted to purchase with the Fundraising proceeds had been a great strategy this year, including the ability to adjust the list. Paul said it was very helpful for the school to have the flexibility to adjust the wish list during the year based on changing circumstances. The Fundraising Committee so far this year has raised \$25,254.71</p> </li> </ul>	<p><b>Paul</b> – Program after-school stalls into Term Planner for 2016</p>
5.7	<p><b>Communications/Social Media Committee (Erin Gisborne)</b></p> <ul style="list-style-type: none"> <li>• Report of first meeting</li> </ul>	

5.8	<p><b>Other Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Chaplaincy</b> – Paul suggested that this item had become a defunct report since the Maylands District Council, of which we were a part, has now been dissolved and we have become part of Greater Morley District Council, where we do not have representation. This item will be struck off the agenda for future meetings. Kaisorn has started finding her feet and it was thought that she should settle in before the school seeks representation on the Greater Morley District Council.</li> <li>• <b>School Banking (Fiona)</b> – Fiona mentioned that she had to go off-site during Banking at the moment but Estelle McGuire who teaches ESL and sits in the library had agreed to help out. It's working out fine. Fiona also attended a School Banking Morning Tea which highlighted an increasing move to more technology but at the moment we will continue with our current routine.</li> <li>• <b>WACSSO (Erin)</b> - Rosemary had forwarded on some information from WACSSO about training for P&amp;Cs that might be of interest. It had not been looked at in detail but it would be revisited to see whether we might want to pursue it further.</li> <li>• <b>Book Club (Miriam)</b> - Miriam sent her apologies but provided some information on progress via e-mail which indicated that Issue 7 was going out tomorrow (29/10) and it would be the final issue for the year. So far the school has raised \$2,125. In June we purchased \$1015.50 of resources and during this month we will purchase another \$1,110 worth of resources for the school. These resources are evenly distributed across the learning areas and learning areas can carry funds over if they can't spend the funds immediately. This information was also being reflected in the upcoming newsletter. P&amp;C wished to acknowledge Miriam's efforts and express its appreciation in taking on the tasks surrounding the Book Club and fundraising for the purchase of resources for the school.</li> </ul>	<p><b>Stephen</b> – Remove Chaplaincy Report from future agenda.</p> <p>Rosemary, Stephen, Erin - Relook at WACSSO training information</p>
6	<p><b>Other Business</b></p> <p><b>Walking Bus</b> – Tammie mentioned that Nina is going to a Travel Smart workshop next week to see if she can get some further ideas for the school regarding travel and transport.</p> <p><b>Cyber Safety</b> - Free Cyber Safety Seminars are being held for parents and carers on 15-17 November 2015. These are being run by Child Protection and Family Support (CPFS), Western Australian Police and Edith Cowan University. Anyone can attend to but the closest is Mount Claremont. The seminars are aimed at older primary students. The school does Cyber Safety seminars every second year so there should be a seminar some time in 2016.</p> <p><b>Next meeting</b> – Wednesday, 25 November 2015 at 6:30pm.</p>	
7	<p><b>Closure</b> – The meeting closed at 7:45pm</p>	