

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

Maylands Peninsula
PRIMARY SCHOOL



PARENTS & CITIZENS

MINUTES: General Meeting

6:30pm Wednesday, 2 September 2015

In MPPS Staff Room

	Agenda Item	Action
1	Opening and Welcome	
	<p>Attendance: Paul Andrijich, Erin Gisborne, Leanne Marchesi, Brendan Abrams, Radha Ganeshprabhu, Fiona Hornung, Jacquie Stone, Trish Horton, Tammie Deshon, Ann Giumelli, Stephen Boland</p> <p>Apologies: Kristie Metcalf, Miriam Xavier, Nerrida Pickles Ellett, Teresa Borwick, Ian Kenny, Rosemary Lynch, Naomi French, Peter Byrne, Shauna Weeks</p>	
2	Minutes of Previous Meeting:	
	<p>Acceptance of previous minutes of General Meeting 5 August 2015 (See meeting papers) Accepted with minor amendments</p>	
3	Business Arising	
	<p>P&C Morning Tea Reminder - The proposed P&C Morning Tea for school staff that was originally proposed for 8 September 2015 was to be moved back until 15 September 2015 because of proximity to the Sports Carnival. Tammie will e-mail Rose to see if she wishes to organize this otherwise Tammie will take over the responsibility.</p> <p>Thank You Note to Lisa Baker regarding offer for Raffle Prize – This has been completed and a copy will be sent to Tammie for her information.</p> <p>UWA Fathering Project Update – Meeting 9 September 2015 – 7pm – Colin had set up the date but had not been able to do on that day. It has now been agreed to delay this until 1st term of 2016.</p> <p>Finalisation of Communications Policy - still outstanding pending Teresa's return - Pending.</p> <p>Other business will be dealt with within standing items</p>	<p>Tammie and Rose</p> <p>Stephen</p> <p>Teresa</p>
4	Correspondence In / Out	
	None	
5	Reports from Office Bearers and Committees	
	<p>5.1 President's Report (Teresa Borwick) – Due to Teresa's absence at short notice there was no President's Report. Erin chaired the meeting.</p>	
	<p>5.2 Principal's Report (Paul Andrijich) Paul spoke to his written report, which was circulated to the attendees. A copy was provided to the Secretary for filing. The main points are listed below.</p>	

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	<p>NAPLAN – The NAPLAN Results were very encouraging for the school. The school appears to have improved from last year when trying to compare schools with a similar profile. The school has yet to see the full set of results but the results seen so far appear to indicate steady improvement.</p> <p>Tammie queried to see whether it was possible to look at the actual results of any of the tests. Paul indicated that if there were any results of concern then it is best to discuss these with the class teacher.</p> <p>The “My School” website has MPPS tracking in the middle of schools in 2014 but we would expect results to be better in 2015 based on the information we have so far. We will be able to make a better assessment once we have access to all the 2015 data.</p> <p>Year 3 to Year 5 comparison can be made and during the first two days of 4th Term (School returns on Wednesday 14 October 2015) the staff will be going through the NAPLAN data in detail to ascertain what results are of relevance and interest to the school.</p> <p>Faction Carnival – The weather for the Faction Carnival, scheduled for Friday, 4 September 2015, looks like it should be ok. There is potential for interruption though it looks like the carnival will be completed by the time any adverse weather arrives. The school is proceeding in expectation of good weather since there would be a significant disruption if the carnival had to be moved, and there is a good chance the weather will be fine for the events to take place.</p> <p>P&C Wish List – Paul proposed to revise the “Wish List” targets for 2015 given that circumstances have changed since the original wish list was prepared earlier in the year. For example, some items that were on the list were not purchased and some items were more expensive than expected so the wish list probably needs an update. It was agreed that the wish list would be updated and also that the MPPS Newsletter would be used to publicize what the P&C has purchased for the school through the P&C Fundraising efforts. This would be done after the events had been undertaken by explaining, for example, the money raised from the “Scitech event is going towards purchasing.....for the school.”</p> <p>Defibrillator- Paul informed the meeting that the school will have a pre-primary student enrolled for next year who will need access to a defibrillator because of a serious medical condition. The school does not currently have a defibrillator and it is good practice to have one on site to cater for such medical emergencies. The cost of a defibrillator would be \$2,350. Paul sought P&C support for the purchase of the defibrillator.</p> <p>It was agreed that because of the success of the Scitech evening some of the money raised from this event, which significantly exceeded the Budget, could contribute to the purchase of the defibrillator. This would be a shared cost with the school and a detailed motion would be brought before the P&C once more details about the purchase were known.</p> <p>School Chaplain – The school has now selected a new school chaplain, Ms Kasorn Campbell. This was after a selection process during which Ms Campbell presented very well. Ms Campbell will complete her training during Term Three break. And she will likely be located in the library. Her appointment will be notified in the MPPS Newsletter.</p> <p>Kindy and Pre-primary Photos – Unfortunately the company that had taken these photos in previous years has not respond to enquiries for 2015. As such Capture, who undertake the Year 1-6 photos will step in to also do the Kindy and Pre-primary photos. While the Year 1-6 photos take place on 10-11 September, the Kindy and Pre-primary photos will take place in November.</p> <p>School Apps – Paul had been in contact with the Principal of Inglewood Primary School, Mr Neil Smith about their school’s App. Mr Smith indicated that it was very useful for the school especially using it for its alert system to indicate about</p>	<p>Paul</p> <p>Paul</p>

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	<p>upcoming events and could be used to notify and send reminders to people about school carnivals, hot dog days, etc. Also it could be targeted to particular groups, classes and cohorts to ensure information got to the relevant people.</p> <p>Inglewood PS's app was developed by <i>The Smart Link</i> but there were other developers such as <i>SkoolBag</i> that could also be considered.</p> <p>Paul expressed some concern regarding the potential workload on the office but if well designed it should not be a burden and the different platforms (e.g. app, website, Facebook page) could be linked to each other to avoid duplication.</p> <p>2016 enrolments – 100 new starters are already confirmed for Kindergarten in 2016. With around 60 Year 6s leaving this would mean that the numbers in the school are likely to reach 700 in 2016. This may mean that some families in the area may have to be turned away from Kindergarten. This is a concern around the inner city and Paul has approached the Department to seek a regional response. More detailed information on numbers will be available later in the year.</p> <p>Christmas Sing-a-long Date – Paul sought P&C's thoughts on the Friday, 11 December 2015 for the Christmas Sing-along. P&C had no concerns about this date, which seemed logical.</p> <p>Morning Tea – Shifted to Tuesday, 15 September 2015. See above</p> <p>John Forrest Secondary College Performing Arts Centre – Paul also circulated a petition being put forward to garner support for the proposal for John Forrest Secondary College to develop a Performance Arts Centre at the school. Members of the P&C signed the proposal (What was written on the proposal).</p>	
<p>5.3</p>	<p>Treasurer's Report (Leanne Marchesi)</p> <ul style="list-style-type: none"> • July 2015 Financials (See Meeting papers) <p>The Canteen was experiencing a significant loss so far this year with sales down by \$7,000 attributed to the loss the Year 7s who tended to be very big eaters. This has not been a major problem given the profit made by the Canteen in 2014.</p> <p>The Canteen Term deposit has matured but has not been rolled over because Leanne was aware of the freezer requirements of the Canteen. This \$5,000 in the Term Deposit would be used for the Freezers (see motion below under Section 5.5 Canteen Committee Report) with the remainder of the funds being rolled over to a new term Deposit.</p> <p>After discussions at the August P&C meeting about funding of purchases the school a motion was moved to approve funding for purchases already undertaken and proposed.</p> <p>\$2,000 from the Scitech Night had been allocated to the Creative Play area. The School had also allocated funds to the Creative Play area so that there was money for immediate purchases where these might be needed.</p> <p>Motion: P&C approve the transfer of \$9,515.43 to the school for the purchase of iPads to the value of \$6161.43 digital cameras to the value of \$1,354.00, and \$2,000 for new equipment for the Creative Play area.</p> <p>Moved: Fiona Hornung Seconded: Anne Giumelli Carried</p> <p>In response to a query from the floor the P&C was reminded that a motion for the allocation of \$495 towards the purchase of a chair for Carol's Corner has been approved at the August Meeting.</p>	
<p>5.4</p>	<p>Uniform Committee (Peter Byrne/Trish Horton)</p> <ul style="list-style-type: none"> • Investigation of off-site storage/insurance issues – Leanne has investigated the off-site insurance but it was deemed that it would be best to have all stock stored on-site for ease of inventory and accounting. This would be covered by our insurance if there were any losses. 	

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	<ul style="list-style-type: none"> The letter and pre-order form will go out next term while the bulk order for 2016 has already been made. 	
5.5	<p>Canteen Committee (Jacquie Stone) Canteen Committee Minutes (See Meeting Papers)</p> <ul style="list-style-type: none"> Finances As mentioned earlier in the Finance Report, sales are down. In an effort to encourage more people to order online the canteen is offering a \$30 online voucher for any one who orders online up until the end of the term. The voucher will be drawn at the last Assembly of the Term. Canteen Survey Results The responses from the Online Canteen Survey were very useful. There was a lot of positive feedback, though it was not possible to go into too much detail of the results now. There were some minor issues regarding value for money. There were some suggestions for additions to the menu, including hummus to be made in house and vegetarian sushi which would be on trial. Menu There were some minor changes to the menu with Grainwaves being removed as the Canteen Association of WA has now classified them as “Red”. Despite Cheese and Spinach sausage rolls being classified as “Red” they will be retained as a hot vegetarian option and they are only offered one day per week. There was a query about Choc Milk, which is still on the menu and is classified as Amber. Freezer (see also motion) – The City of Bayswater recently inspected the canteen and recommended that the current freezer needs to be replaced. After some consideration by the Canteen Committee it was agreed to replace the existing freezer with two side-by-side freezers to replace the large one. This should increase capacity by around 200L. Commercial freezers are too large for the canteen. Freezers with draws were preferred as opposed to top loading freezers. The following motion was put forward. Motion: “P&C approve two 360L Westinghouse upright chest freezers be purchased from Retrovision to replace the large chest freezer in the canteen for \$2840 (\$1420 each) plus \$90 delivery – a total of \$2,930. The money is to be taken from the current term deposit.” Moved by Leanne and seconded by Anne. Carried. The freezers are the last major piece of equipment needed for now so the canteen does not anticipate any other large equipment purchases in the foreseeable future since all equipment is relatively new. Taco Tuesday Student Councilors have suggested introducing a Taco Tuesday, similar to hot dog day. It was suggested that this could be included as a “Special Menu Day” once a term to go along with Hot Dog Day for Lap-a-thon and Sports Carnival Day. This could provide additional revenue for the canteen but the logistical and practical issues were to be investigated further by Jacquie, Melinda and Helen. Volunteers – Volunteers will only get lunch if there is food left over that was going to be thrown out. This is not a standard thing. Lunch might be provided if there was left over salad on a Friday before a weekend so volunteers might get a salad sandwich. 	Jacquie and Leanne
5.6	<p>Fundraising Committee (Tammie Deshon) Tammie reported that fundraising was going very well. At the Scitech Night there were 604 people through the door and the night raised over \$4,400 against a target of \$2,500. There was great support from volunteers</p>	

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	<p>including a number of new volunteers.</p> <p>There has also been a very positive response to the cake stall at the sports carnival in response to an SMS sent this week. Again there are a lot of new people volunteering which is encouraging.</p> <p>The Fundraising Committee will put together a list of people who are interested in helping out who may not be able to attend meetings but are interested in helping the school.</p> <p>The next fundraising function will be a day at the Morley Rollerdrome with \$10 entry for which the P&C would retain \$5 for each ticket. This will be notified through a flyer and on social media to take place on Sunday, 13 October 2015.</p> <p>The Discount books raised \$897, which was \$176 above target. There will also be new prizes for the raffle and Tammie will be in touch with Lisa Baker regarding her offer to support the P&C for a raffle prize (See above).</p>	<p>Tammie</p> <p>Tammie</p> <p>Tammie</p>
5.7	<p>Other Reports:</p> <ul style="list-style-type: none"> • Chaplaincy (see above under Principal's Report) • School Banking (Fiona) – School Banking is very busy at the moment with 77 students though yesterday. It is going very well. • WACSSO (Rosemary, Erin) <ul style="list-style-type: none"> ○ Report of WACSSO Conference (Erin - see below) ○ Social Media Policy (Erin – see below) • Book Club (Miriam - apologies) 	
6	<p>Other Business</p> <p>6.1 Report of WACSSO Conference (Erin)</p> <p>Erin reported on her participation in the 2015 WACSSO Conference. A written report of her attendance was presented to the meeting. The major points were:</p> <ul style="list-style-type: none"> • Results of the WACSSO Survey - (Is there a publication with the results of this survey?) • Very useful meeting with other P&Cs looking at the common themes – e.g. most P&Cs comprised of small group of committed and active members; • P&C Succession planning is important and we need to be constantly thinking about this; • Discussion on communications was useful given our intention to develop a social media policy; and • It was valuable to attend and will be worthwhile continuing to attend. <p>Erin's question about the impact of increasing inner city densities on school and the Department's plans to deal with the implications was asked but not clearly answered and Erin has WACSSO to follow up on this question.</p> <p>Erin tabled her written report of the Conference for the information of P&C members</p> <p>The P&C also agreed that the role of WACSSO Representative officially change from Rosemary Lynch to Erin Gisborne for the rest of this committee's current term.</p> <p>6.2 Social Media Policy (Erin)</p> <p>Erin presented a Social Media Update to the Committee. The paper raised the proposal of developing a social media policy for the P&C to coordinate our interaction with the school community through social media such as Facebook, Twitter, etc. The paper proposed the establishment of a P&C Social Media Sub-</p>	

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	<p>Committee and a motion was put forward.</p> <p>Motion: The P&C agrees to establish a Social Media Sub Committee to be convened by Erin.</p> <p>Moved by Erin and seconded by Anne. Carried</p> <p>Wednesday 28 October 2015 – next meeting</p>	
7	<p>Closure</p> <p>The meeting was closed at 8:12pm.</p>	