

Scarborough P&C General Meeting 2/2016
Wednesday 16 March 2016

Meeting Commenced 6.35pm.

Attendance/Apologies

In Attendance: President: Michelle Innes (MI), Vice-President: Irene Madden (IM), Treasurer: Jane Ryan (JR), Sonia Allen (SA), Anna Murphy (AM), Felicity Walker (FW), Melinda Mounsey (MM), Danielle Costello (DC), Erica Salt (ES), Hayley Hamilton (HH), Jackie Jackson (JJ), Trisha Lee (TL).

Apologies: Shzan Plandowski, Bruce Harvey, Jason Crofts (JC), Sue Sarich (SS), Rikki Stuart (RS), Lani Miller, Josh Madden.

New financial members: Sonia Allen, Felicity Walker- Welcome!

Business: **Actions:** **Timeframes:** **Motions:**

1. Confirmation of minutes from previous General Meeting: 17/02/16
JM confirmed, MI seconded

2. Business arising from last General Meeting:

2.1 West Coast Guernsey

HH advised action was on going.

Action: HH will be in contact with RS to discuss

Timeframe: Roll over to next meeting Agenda

2.2 Office Bearers

ES advised that School Board required a P&C member to liase between the two boards; this is also a requested requirement for WACSSO.

JR advised that she would fulfill this position for a period of 6 months.

Thanks Jane!

Action: Office Bearers form to confirm JR placement. Next School Board meeting is Wednesday 23 March 2016.

Timeframe: Return to review this placement in August 2016

2.3 Office Bearers Form

IM advised of Office Bearers Form almost ready to be complete- MM, JJ and HH all advised happy to be listed as Executive Committee Members. JR advised list of financial members has bee written and will be handed

over with pack from WACSSO.

Action: JR to send Financial List through to IM to send to WACSSO. Office Bearers Form to be completed and emailed now confirmed.

Timeframe: 23 March 2016

2.4 Role and Responsibilities

MI discussed Executive Committee Members and suggested the need to write up the roles and responsibilities, for ease of handing over duties and to educate the wider community of the roles. These write ups can be uploaded to Skoolbag/website. AM advised that she can add these to the Scarborough P&C Facebook Page.

Action: MI overseeing the writing of Roles & Responsibilities

Timeframe: Ongoing

2.5 Notice board

JR advised that quotes received have been under the agreed amount. As previously discussed its purpose is only for P&C notices and information i.e.: fundraising, what's been raised and how we're raising it. Discussed also that it was magnetically locked and perspex to keep shelter from elements, most likely to be installed between library side entrance to main school building- between door way and bubblers.

Action: JR to purchase

Timeframe: Roll over to next P&C meeting

3. Correspondence

- 3.1 MI advised Methamphetamine info was a double up with the school.
- 3.2 WA Gaming- Jackson MacDonald response was received, if Scarborough PS had any further information or evidence to support petition then needed to have it submitted prior to 31st March. MI and JC discussed and no new information to submit.
- 3.3 WACSSO had written to advise that a WACSSO Council position was up- should anyone be interested in putting name forward for the position, they could contact WACSSO.

4. Treasurer's Report

JR advised of following actions completed:

- 4.1 Signatories changed
- 4.2 Financial year aligned to school year

- 4.3 Ongoing forward works: JR advised at this point, not ready for audit for 2014/2015- Rollover to next P&C
- 4.4 Canteen position update- award rates required to be paid for new position. Still clarifying which award will be suitable.
- 4.5 JR advised that Canteen made profit for 2015 of \$1555.55.
Thank you Danielle!
JR advised and motioned outstanding amount to be paid to DC of approximately \$770
IM voted yes, MI seconded – Unanimous vote.
- 4.6 JR advised incomings/ outgoings between January and now: banked money from disco / paid mathletics and nature play.
- 4.7 JR advised total cost of Nature Play \$11 660-
JR motioned PC paying \$10 000 balance as agreed in initial project proposal. IM voted yes, JJ seconded- unanimous vote.
- 4.8 JJ enquired if any items from School Wish list had been budgeting for within available funds. JR advised no.

5. **Principal's Report.**

ES delivered report in JC's absence:

- 5.1 Student numbers, currently at 143
- 5.2 Listed school events and holidays up until Term 2 commences
- 5.3 Student Leadership. ES advised of model that all Scarborough PS students have a potential to be leaders, and show leadership within the school environment. Programs rolled out: BUZ (Build up Zone) run by Will- building resilience and giving strategies to manage emotions. 5 Councils for year 5 & 6 to nominate to be a part of: Sustainability, Inclusivity, Sports, Wellness, and Councillors.
- 5.4 Student Images on private on Social Media.
ES advised SPS would be asking parents NOT to film or photograph

groups of children at school if they intend to use footage for social media. Some families have requested to not have their children photographed by the school for personal and/or safety reasons. The school is organizing an information session later in Term 1 looking at these issues for primary aged students.

5.5 **Swimming Carnival Year 3-6**

Despite having 2 volunteers, we need another 5-6 volunteers for our carnival to be a success. Contact Dawn Jones via front office if able to support. The Carnival is on 31 March 2016 between 12-2.30pm

6. Canteen Sub-Committee Report

MI advised applications for canteen position closing on the 17 March 2016. Still not sure of how long it will take award wise and contract wise, re-opening date of canteen still unsure.

6.1 Canteen now has its own email account: spspccanteen@gmail.com

7. Uniform Sub-Committee Report

SS advised couldn't make it tonight but confirmed all ok to transfer uniform shop monies. Currently uniform shop is standing at \$2500 – with no outstanding invoices to pay.

8. Nature Play Sub-Committee Report

TL advised the 1st Phase of the Nature Play Project has been a really successful venture in community engagement and the feedback from students have been really positive. TL noted that since the arrival of the Nature Playground, it has changed the way the children are playing and interacting.

8.1 TL gave overview of biggest key costs of 1st Phase of project which included Mulch \$4000, Sand \$2 500, Logs \$1 500, Arborist \$800 Cement \$1 500, Bobcat \$500, Limestone \$500, Kid Safe Sign off \$500, Slack-line/tyre swing \$500.

Donations included tyres, toadstools, sinks, wooden pallets, loads of trees & logs, water play & hundreds of hours of volunteer's time.

8.2 Plans for 2nd Phase of Nature Play include ideas of painting the

pipes, wooden boat, mud kitchen, cow, buddy bench, vege garden (with Ngaire & Frank). Planning and building process needs to involve and engage community to be successful. MI suggested an ideas box in front office.

- 8.3 FW enquired what about the original designs?
TL & ES advised that most of the original designs were followed except for primarily the circular path; this was due to visibility issues and land availability.
- 8.4 AM advised that not much courtesy was shown to Twilight Market stallholders regarding where their money went in supporting the Twilight Markets. ES advised that as this was an ongoing process, there was still an opportunity to invite Twilight Market supporter's to view the Nature Playground and to Thank. ES invited AM to provide a list of supporters so the P&C could as extended invitation to facilitate this. ES suggested AM to discuss further outside of the P&C Meeting.
- 8.5 For future reference it was noted that all ongoing budgets be approved by P&C meeting, with individual spends over \$500 itemised. TL & HH advised the difficulty in adhering to this during this first Nature Play installment due to the fluid project planning and holiday timing.

9. Fundraising Sub-Committee

JJ advised Thank You Cards price point ranged between \$15-\$40 plus delivery.

- 9.1 JJ **motioned** going with the supplier Moo- which was mid-range price point, offered several styles of layout and included delivery. This would cost around \$40.
MM voted yes, JR seconded- unanimous voted.
- 9.2 Easter Raffle. Robyn displaying eggs in front office. School Councillors are selling tickets. No ticket stubs for purchase of ticket- councillors to mark name off class lists. Children who purchase one ticket go into draw to class prize (1 tix) and big prize (1 tix). Children who purchase more than one ticket will enter classroom prize (1 tix) and big prize (as many tix bought). Kindy

class raffle drawn Wednesday 23 March. The rest of the school will be drawn at school assembly 24 March 2016.

- 9.3 Tea Towels. JJ advised schedule has been pushed out from original fundraising calendar proposal, but is still forecast to roll out and be completed in time for Mother's Day.
- 9.4 Lapathon. Discussions are still ongoing between students about Lapathon details i.e.: the charity or reason why they're raising money? Scheduling etc.
- 9.5 Entertainment book. With signing up for the Entertainment book the school receives a book free of charge. JJ advised that fundraising wanted to put this towards the Mother's Day raffle. AM suggested this go to Robyn as Thanks. MI suggested that to give it to staff was not in line with WACSSO guidelines.
- 9.6 JJ requested if anyone has suggestions or goodies that could be contributed towards the Mother Day raffle- donations will be appreciated.
Action: MM & JR to source possible items for Mother's Day raffle
Timeframe: Prior to Raffle- Mid-April- Mothers Day Sunday May 8
- 9.7 Food Van Night. JJ suggested a dedicated working committee to help organize food vans and blow up rides and attractions. JJ suggested she seeks advice from AM about how Twilight Market applications and permits were submitted.
- 10.** School Wish list to be rolled over to next meeting.
- 11. Meeting Concluded 7.44pm.** (Motion to extend meeting at 7.30-pm)
- 12. Next meeting scheduled for 6.30pm, Wednesday 11 May 2016.**

P&C President: _____ Date: _____