

ANZAC TERRACE PRIMARY SCHOOL P & C

Minutes

Tuesday 22nd March 2016 - 7.30pm @ ATPS Staffroom

PRESENT: Marieke (Maria) van den Berg, Tamara Breen, Steph Tarbin (minutes), Sally Pitchers, Adele Matthews, Serena Richardson, Lindsay Royan, Liz Page, Linda Triantopolis, Nicole Wells, Anoushca Trollip, Rachael Bern Sousa, Annalisse Walker

Apologies: Keren Ketterer, Stuart Blackwood

1.0 ELECTIONS

President

Nominated: Marieke (Maria) van den Berg. Moved: Tamara Breen, Seconded: Nicole Wells. Unanimous assent

Vice-President

Nominated: Tamara Breen Moved: Marieke (Maria) van den Berg, Seconded: Steph Tarbin. Unanimous assent.

Marieke (Maria) van den Berg replaces Janet Udinga as President, Tamara Breen replaces Nicole Wells as Vice-President and Anoushca Trollip replaces Julie Page as Treasurer.

- new members of the P&C paid 50c to the Treasurer to join the association and supplied contact details to the Secretary
- Marieke will circulate a register of names and contact details by email. She tabled the Code of Conduct for P&C associations supplied by WACSSO and noted that a quorum of ten members was needed to ratify decisions regarding finance.

2.0 CONFIRMATION OF MINUTES 23rd February 2016

Moved: Tamara Breen Seconded: Nicole Wells

3.0 BUSINESS ARISING FROM 23rd February 2016

- **Election of Executive committee members (not less than 3 positions):** Seven members are needed to form the executive committee, consisting of the President, Vice-President, Treasurer, Secretary and three ordinary members. Annalisse Walker, Adele Matthews and Steph Tarbin volunteered.
- **Appointment of Honorary Auditor:** Still pending. **ACTION:** Annalisse to investigate a potential auditor.
- **Funding for blinds:** Blinds have been installed in the staff room, first aid room and Registrar's office. School now to invoice P&C for funding for Registrar's office and first aid room.

4.0 CORRESPONDENCE

Incoming

26/2/2016	Jam DJ Services	Marketing
2/3/2016	WACSSO	Welcome Pack
11/3/2016	Spartan	Marketing - Uniform
15/3/2016	Felton industries	Marketing – Outdoor furniture
15/3/2016	drybodz	Marketing – Ponchos
15/3/2016	WACSSO	P&C Voice
9/3/2016	Heather Brae fundraising	Marketing – Fundraising
9/3/2016	LWReid	Marketing – Uniform
9/3/2016	Ziggies Educational Supplies	Rebate cheque \$1772
9/3/2016	Alannah MacTiernan	Invitation to literacy forum

Outgoing

No outgoing correspondence reported.

5.0 REPORTS

5.1 Treasurer's Report

As tabled. Anoushca is waiting for details regarding commission on school banking and lunch orders. New officers to arrange to change signatories to bank account. **ACTION:** Anoushca to check procedure with bank and advise who will need to be present at change over.

5.2 Other reports

Uniform Report

Faction shirts have been ordered and should arrive first week of term 2. Fleece jackets ordered from Nell Gray earlier in the term and also to arrive week one of term 2. Sufficient funds in Uniform shop account to cover outlay and Uniform Shop now running at a modest profit. Possible that later this year some funds could be released from it to the General Account.

Fundraising Report

Marieke welcomed the members of the new fundraising committee. She noted the importance of formalising all decisions regarding fundraising in P&C meetings in order to be covered under public liability insurance. Discussion with Stuart has indicated that a nature play area in the Junior area of the school would be welcome as a major goal of fundraising. A project of this magnitude would need a time frame of two years for planning and fundraising. P&C would still be able to consider requests for smaller amounts of funding as they occurred over this period.

- Nature Play area subcommittee: Tamara Breen (chair), Anoushca, Rachael, Annalisse, and Serena. Other offers of help: Zac Wells will donate his time and experience to survey the site and draw up a site plan. Possible sources of funding: Bendigo Bank (other banks?), Rio Tinto. Steph to find out whether there is any documentation surviving from the previous research and grant application toward a Nature Play area.
 - Easter Raffle: organised thanks to Nicole Wells and Kellie Cossens. Will be drawn tomorrow.
 - Mother's Day stall: to be held 4-5 May. Guidelines for how to organise, quantities of stock etc are on the P&C laptop. Noted that that primary purpose of the stall is to give the children an opportunity to buy gifts rather than fundraising for P&C.
- ACTION:** shopping expedition needed soon. Volunteers: Nicole, Anoushca, Sally, Annalisse. .
- Possible fundraisers: i) Xmas in July raffle – Marieke to contact MP Dave Kelly regarding reported donation of bikes to school P&Cs in his electorate. Rules for running raffles to be checked carefully: license needed for raffles giving prizes over \$200 in value; tickets need to record names and addresses of buyers for auditing
 - ii) Adele suggested 2 discos and 2 movie nights per year. Movie nights an opportunity for new families to meet.
 - Tamara distributed fundraising ideas pamphlet from WACSSO.

ACTION: fundraising committee to develop a calendar of potential fundraising events for discussion with Stuart, to integrate with the existing school calendar.

Safety House Report

Kate Verkuylen is the new rep. Information about Safety house scheme and co-ordination is held by the Secretary.

School Council Report

- First meeting next week (Weds). Loss of one staff member and one parent member since 2015 but the council has sufficient members to continue in current form.

5.3 Principal's Report (Liz Page on behalf of Stuart)

- Thank you to the new office bearers and committee members for volunteering to serve the school
- Independent Public School application: the school has an opportunity to apply for independent status under a new process in 2016, involving a half-hour presentation from the Principal and chair of School Council (currently Adam Cheetham). Parents and community members will be asked for input into the development of the school's case for independent status.
- Tuesday 28 March: a public service holiday. No school for children. OSH Club offering full day care for ATPS families on Tuesday.
- Tuesday 26 April is a staff PD day so students return to ATPS for **Term 2 on Weds 27 April**
- One-way blinds have been installed in the school but medical room requires modification.
- SoE4: school will move to a single server (from 2 servers) on 25 May. The school's computer hardware is being updated and old machines replaced by new machines under a leasing arrangement. There are now about 50 iPads in the school for student use and teachers have access to iPads in all learning areas.

6.0 GENERAL BUSINESS

- road and carpark safety around the school (discussed under 'Safety House'): Rachael reported that she had investigated the possibility of a crosswalk at the entry of the lower car park (parent car park) entry off Culworth Way but had had no response from Bassendean Town Council. Steph noted that a footpath skirting the north side of the entry and car park had previously been requested but had come to nothing. Other parking /road safety issues around the school were discussed. Amanda

McAlpine may be able to help with walk/ride to school initiatives that could help address some problems around the school. Annalisse may have a helpful Bassendean council contact. **ACTION:** Rachael to investigate further and item to remain in 'Business Arising' of future agendas.

- WACSSO conference: 20-21 August, registrations due in May. Marieke sought expressions of interest to attend. Suggested that new office bearers should attend this year if they can. **ACTION:** Registration of reps to be confirmed in May.

- P&C meeting dates: Marieke flagged the importance of fixed meeting dates for the forward-planning of ATPS families and staff. **ACTION:** Marieke to seek P&C meetings to be calendared to meet in weeks 4 and 9 of each term from henceforth.

- P&C communications with the ATPS community: Tamara pointed out that many families didn't know how funds raised by P&C were spent around the school and suggested that some sort of newsletter or email communication from P&C to ATPS families would be helpful. Discussion suggested that a 'one pager' at the end of each term might serve the purpose. Noted that all communications via newsletter or other forms should be sent to Marieke first. **ACTIONS:** Liz Page to check the feasibility of electronic communication via email or Connect. Hard copy could be placed on the new noticeboard outside the library. Serena Richardson offered to compile information for the first communication for the end of term one.

- Bike racks: Sally asked about the situation with the school bike racks, noting that they are very rusty and appear to require a larger and more organised area, under cover, for greater security as well as protection from weather. P&C had previously approved funding to pay for a cover over the bike rack area but a cover has not yet been installed. It was noted that P&C had also approved funds to pay for new stools in the Art room but that no stools had been purchased. **ACTION:** Liz to raise question of expenditure of P&C funds to Stuart for clarification to P&C. Issue to remain under 'Business Arising' of next agenda.

- School garden: Serena asked about the status of the school's sustainable garden. Liz reported that Linda Francis (year 2 teacher) is seeking help to rejuvenate the garden beds. **ACTION:** Serena to speak with Linda Francis and communicate with class reps.

- Rachael asked whether there are firm plans to remove the Kindy demountable from school grounds, although space is at premium in the Early Childhood area. Liz responded that the removal of the demountable had been discussed for at least 20 years but had not yet happened. It is unclear whether the demountable could be removed safely to another location, given its age.

7.0 Meeting closed: 9:13 pm

Next meeting: Tuesday 17 May (Week 4 of Term 2).