

ANZAC TERRACE PRIMARY SCHOOL P & C MEETING MINUTES

Thursday 22nd March 2018, 7.30pm @ ATPS Staffroom

Note: Before opening the meeting, ensure all present who want to vote have filled in the member register and paid their membership fees.

Opens at 7.36pm

1.0 **PRESENT:** Tamara B (Pres), Stuart B (Principal), Sally P (Vice Pres), Sue H (Treasurer), Rachael B (Sec), Kelly C, Steph T, Adelaide S, Jessica E, Natalie W, Gareth W, Lindsay R, Nan Z, Prakesh S, Alet D, Rebecca B, Shelley L, Nicole W, Tania H, Donna B, Amanda M, Magdelene M, Bramhadeva M, Keren K, Rosie P.

APOLOGIES: Mandy G, Sacha B, Adele M.

2.0 **CONFIRMATION OF MINUTES 22nd February 2018**

Amendments made by Lindsay R and Steph T

Moved by Steph T, seconded by Jess E

3.0 **BUSINESS ARISING FROM 22nd February 2018 Minutes**

3.1 **Soccer Goals**

The school is asking for \$164 to purchase the goals. Faction captains are to be trained to look after them. Gareth W brings up concerns about the relative flimsiness of the goals. Stuart B explains that it's a safety issue: the school is not comfortable with the risk posed by portable metal goalposts. Lindsay R explains that the EE soccer goals need to be anchored down with sandbags and a metal peg. He explains that from his experience there are safety concerns. Amanda says that the kids will continue with what they have for the time being, and that she has a 6 year old plastic set that are only now just starting to deteriorate. After discussion, Tamara B moves that we give the school the requested money. Steph T seconds the motion.

A vote is held: Yay 17 Nay 2 Abstain 6 Total 25

The proposal is passed and a cheque will be arranged to pay for the goals.

Nan Z asks about the new proposal requirements – will that be for all expenditures? Tamara B indicates that it may not be a requirement for all financial requests. Nan states that all expenditures need a vigorous proposal and review process. **Tam tables this discussion to General Business.**

3.2 **School Letterbox**

After the previous meeting, Jessica E told Stuart B her partner Nathan is a bricklayer by trade. He has provided two quotes for the proposed new letterbox. Single brick quote is \$1750, double brick quote is \$2950. Zak Wells has also been asked for a quote. Nan asks if the P&C has already voted to donate this. The answer is that no vote has been taken.

3.3 **School's 50th Anniversary**

The 50th anniversary is the 11th of February 2019. A working party of staff and parents have begun looking at activities toward the event. Stuart B reveals that the school was not ready for opening day in 1969, so staff and students were bussed over to Eden Hill Primary School. Stuart B says the group is looking at doing a formal event (assembly) with dignitaries; doing some things around the school such as paving with names on that people can sponsor; some sort of fun day mainly for the kids; the production of a proper book marking the fifty years (more of a pictorial); getting our name out to the community. Kelly asks why this proposal is significantly different to events like the Eden Hill event. Stuart explains that it will actually be similar to events held by other local schools.

3.4 **Buddy Benches Update**

Nicole informs the members that the prefects have primed the benches. They'll be in by the start of term 2.

Bunnings have supplied four colours of paint – red, blue, yellow and green.

3.5 **Senior Playground Update**

Things have not changed much since the last update. The school has to go through government-approved suppliers to get the playground installed. **Stuart B is negotiating the best value option.** Tamara B explains the history of the grant to those attending. Stuart B says we haven't had an answer back regarding the additional playground grant. In terms of location, Stuart has been in contact with Landgate to clarify our boundary. The limestone blocks of the senior playground are the line of our boundary. We have requested to put one of the footings on council land, but have not heard back from Bassendean Council at this time.

4.0 CORRESPONDENCE

Incoming

25/01/2018	Commonwealth Bank	School Banking Coordinator
31/01/2018	Moon and Back School Gifts	Fundraising Coordinator
04/02/2018	School Gifts	Fundraising Coordinator
05/02/2018	Commonwealth Bank	School Banking Coordinator
10/02/2018	Cadbury	Fundraising Coordinator
12/02/2018	Picture Products	Fundraising Coordinator
12/02/2018	LWR	Uniform Coordinator
12/02/2018	Lochness Line Marking	President
17/02/2018	Smart Gift Ideas	Fundraising Coordinator
12/03/2018	WACCSO	President

Outgoing

03/03/2018	WACCSO	President
12/03/2018	Commonwealth Bank	School Banking Coordinator

5.0 REPORTS

5.1 Treasurer's Report

Healthy balance at the close of February. There have been a couple more payments since the completion of the report last week. There has been some movement in and out but the balance is approximately the same.

5.2 Other reports

○ *Uniform Report*

Nicole W announces that Kelly C will be the new POC for the Uniform Shop, assisted by Sacha B. She doesn't need any training and is right up to speed. **Nicole W is writing a comprehensive manual for future use.** All ordering is done for 2018.

○ *Fundraising Report*

Jessica E says the **Easter Raffle** is next Tuesday, April the 27th. We received less donations than last year. Sally P went to the Margaret River Chocolate Company and asked for a donation. We need to send an email about it, so **Jess E will do that tomorrow.** David Kelly gave us two prizes of Easter Eggs.

Sausage Sizzle at Bunnings: we were offered Mother's Day and declined it. They offered us Saturday 2nd June. It is a long weekend. Jess E moves for the Bunnings Sausage Sizzle to be held on the 2nd of June at the new Bayswater Bunnings. Tamara B seconds it. **There is a vote and it is passed unanimously.**

Subway Day was going to be yesterday but didn't happen. Tamara B moves to hold the Subway Lunch Day on Friday 13th April, Rosie P seconds it. **Unanimous vote to pass.** There may be a platter option for teachers.

Mother's Day stall on Wednesday 9th and Thursday 10th of May, Term 2 Week 2. Everything is bought and ready. Sally P moves to hold a Mother's Day stall on the above dates, Jess seconds it. **Unanimous vote to pass.**

Entertainment books – the new ones will start at the beginning of the new financial year. This year they are offering the digital memberships earlier than the hard copy version.

Quiz Night: Jess E has a few members of a sub-committee. She has proposed dates: Saturday 23rd June, second last week of term 2. Saturday 16th June. 28th July in term 3. Steph T makes the point that term 3 is pretty busy already so may not be a good choice. Stuart B prefers the 16th of June. No other comments on that date. Jess E moves to hold the quiz night on Saturday 16th of June at the school in the undercover area for parents and adults only. Seconded by Rebecca B and there is a **unanimous vote to pass.**

Rachael B asks Jess E if we can give more notice to parents to volunteer for events and Jess E says that term 2 is already planned and can be put out on the term planner. Lindsay R suggests that the parent reps can also communicate this to parents. **Stuart B says that the P&C can have a section on the new website.**

6.0 PRINCIPAL'S REPORT

Census has happened. We have 364 students this year, which is more than the past year. The school was audited and got the results back at 100%. Year 3 and 5 go into Naplan next term in week 3. They've been working on handwriting and also doing it online as a part of the online Naplan trial for approximately 80 schools. Stuart B says the difference will be that we get results back much sooner. The writing component will still take 3.5 months to get results back. It doesn't change when parents get the report but it will help the school.

EduDance concert has been announced. There will be two concerts here at the school, at 1pm and 2pm on the same day. We looked at holding the event off site but the facilitator wanted to practice with the kids at the site and that was logistically unfeasible. Similar set up to 2017.

Stuart B met with two women who run a business called the **Packed Lunchbox**. They spoke about delivering lunches to the school, which parents order online before 8am on the day. Previous lunch order systems have been too much work for the office staff and so we have to be careful going ahead. This business proposes to deliver it to classrooms. It can be investigated at packedlunchbox.com.au and all the food appears to be non-junk.

7.0 GENERAL BUSINESS

Rachael B brings up sticks in the playground. Children have been injured. Stuart B indicates that duty of care for staff finishes with the final bell. Stuart B wants the facilities to be used after school. Tamara B brings up that children under the age of ten are at the school unsupervised and other members concur. K's, Ps and Yr 1's are not dismissed without a parent. There is a government guideline that children under the age of ten should not be going home by themselves. Shelley reiterates a lack of parental supervision in the playground. Nan Z makes the suggestion that a parent representative deliver this to parents at assembly. Tamara B responds that the parents we're trying to reach are not likely to attend assembly. **Stuart B will issue a communication to ask parents to supervise better.**

7.3 Envy Jewellery Fundraising Proposal, presented by Donna

Donna B has two kids at the school and one that graduated in 2006. She seeks to give back to the school via a fundraiser. Donna tells the members that she sells a quality jewellery line. It is a bit like a direct sales business. She proposes that we get a couple of people from each classroom to host a party. They'll get a pack and Donna presents the party. Donna proposes to give back 20% to the school. She indicates that the average party makes about \$1000, so that's \$200 for the school per party. There would also be a cash bonus. Donna would supply all the flyers and order forms etc. She suggests that information could reach parents and interest gauged via parent reps and Connect. Stuart B says we cannot do that as we are not allowed to – word of mouth and handing out of pamphlets is fine. Donna shows the samples and tells the group that it's not costume jewellery, it's all sterling silver. Donna has held a large high tea for other schools, and emphasises that it doesn't have to be at someone's home, it could be a café etc. Turnaround is very quick – within 48 hours. Jess E brings up that she is concerned about getting people involved and suggests that doing two in one day (one in the day, one at night) would work better. Rebecca B asks if there is a minimum order, Donna says no that whatever the number of orders, she will process it and the school will make money. **Jess E says it might be a good fit for term 4.** Tamara B suggests the upstairs area at the Bassendean Dome.

7.4 School Banking

The handover is complete. Prakash is still learning the ropes.

7.5 Processes for Purchasing

Tamara B says that the P&C has not set the template as the only way to submit financial requests, though for larger or more complicated requests it's a good idea. Tamara says that the constitution does not require proposals to have quotes or provide explanation. She says we don't want to rule out verbal proposals. Nan Z says that during the IPS application, the school indicated that we want to pursue excellence and become business savvy and manage our finances properly. Nan says we need to make the P&C processes more vigorous and this is reasonable and justifiable, that the P&C should embrace high quality standards. Tamara will circulate the template and suggests that anyone who has a proposal uses it and sends it to Rachael B to include with the agenda mail-out. Nan asks if we need a threshold for using the template. Stuart says that he thinks it should be done on a case-by-case basis and that we are not working outside of the constitution by voting for proposals with a show of hands.

Nan responds that her opinion is different and that transparency and rigorous standards to approve spending need to be applied to the P&C. Nan says that she is happy to go to WACCSO to get further guidance. Jess and Tamara indicate that research is always done prior to spending votes and that most spends are tabled to the next meeting. Nicole mentions that there is no rogue spending. Nan says that she wants open discussion. Kelly asks about the usual process for requesting money at meetings. Lindsay brings up a proposal for \$500 in 2017 for a worm farm. He felt that it would be an unnecessary spend and that the amount of money was substantial. Steph says that she took the minutes and recalls that there was a discussion about the worm farm and an approval in principle with Lindsay requested to do further research. She says that he came back and indicated that we didn't need to spend that money and that she considers that this indicates the process works as the spend was declined.

Stuart says that the problematic proposals have been the ones coming from kids. He says that the P&C is here to spend money on the kids and that we should allow them to continue making proposals. Sally P says she believes Lindsay has been misinterpreted. Stuart says that any requests from staff have been in writing and held over several meetings. Sally says that she feels that some of the spending last year prior to Marieke leaving at the end of the year felt somewhat rushed or erratic, and that she interprets Lindsay's sentiments to be seeking a greater transparency regarding decision making on spending.

Lindsay brings up the netball uniforms as well, then indicates that he believes that the processes appear to be more structured this year. Tamara says it is always preferable to provide information to others ahead of time in order for the review process to be at its best. She says we will not make the written proposal an absolute requirement.

OTHER GENERAL BUSINESS

- Bramhadeva brings up that some of the kindy uniform is not available to buy on QKR! **Stuart says that he will sort that out.** Nicole says that there are a few spare, but that we cannot order more as it was a special order. **Rosie P will help in this instance.**
- **Magdelene wants to ask for financial aid for incursions.** She says she's not prepared to write up a big proposal. Tamara asks for an example. Magdelene says she has wanted to get incursions for Harmony Day and NAIDOC week but cannot afford them. There are grants available but these are not guaranteed. Tamara says that we'll need to know specific information about which incursion and the cost. Magdelene has applied for a grant for NAIDOC week in July. Stuart says we'll know if we have the money in the next couple of weeks and will **advise us in the next meeting.** Tamara emphasises that we must have the information prior to being asked to approve funding. Sue H suggests that the P&C give the school a set amount of money per child per year, to be held for use with any incursion. Tamara asks what would happen if there is excess and Sue indicates that the amount would be set to what the requirement is. This year's Harmony Day performance came by word of mouth and was fantastic. Prakash brings up that he was not aware of Harmony Day this year and that the event may need more promotion and notice ahead of the event. He suggests that perhaps teachers can approach parents of students who come from other cultures.
- Steph brings up that the school council report was not on the P&C agenda. In Sacha's absence, she discusses the process of nominating staff for the WA Premier's Education Awards. The Onyas are going well and we've had some from parents too. Stuart indicates that the budget was also discussed and Magdalene mentions the committee for the 50th anniversary was formed.
- Keren brings up that over 60 of the old ATPS hats have been given to children in a school in Bangladesh.

Stuart B has two requests for funding. The first is from Stuart himself, the second a letter from Deputy Principal Neil Strachan.

1. **Stuart presents a proposal for 100 plastic chairs and a trolley to move them.** He has been quoted \$19 per chair and \$150 for the trolley to a total of \$2050. As they are not chairs for students, the purchase does not have to go through the CUA. These are requested for EduDance specifically following complaints from last year. There is a question about their sturdiness. Rachael asks if the chairs will resolve the issue of parents not being able to see. Amanda says these chairs would be much better – you'd be able to fit more in (no arms). Lindsay asks where the chairs would be stored. Stuart says in the same place the current chairs are stored. Lindsay asks if the trolley the P&C already has access to can be used for the chairs. Stuart says no, that that trolley would not be suitable. Gareth asks if these chairs would also be used for the quiz night.

Tamara has also had a look for other chairs and indicates that the proposed units are reasonably priced. Stuart says they have a 3-year guarantee. Nan says that proposals like this need to be brought to the P&C sooner. Other members concur. Lindsay indicates that perhaps this could have been brought to the Executive Committee. Rebecca B thanks the Executive Committee for the information that was sent out prior to the meeting. There is a discussion about having the EduDance event out on the oval, but the possibility of inclement weather and ants makes it unviable. Nan asks for the suppliers name to be added to the minutes. **NOTE: The provider of the quote is Office Furniture Now.**

Jess moves the P&C spends \$2050 on 100 new plastic chairs and a trolley for the school. Sally seconds. The group votes and it is passed. **5 abstain, 19 vote yes. Sue H has left the meeting and cannot vote.**

2. **There is a request from Neil Strachan for additional funds for the iPad program** for the school in the range of 40 new iPads. There is no specific amount requested. These have to be purchased through the CUA and will cost

approximately \$395 each. Tamara looks at the provided document and works out that there is a shortfall of about 85 iPads. Nan suggests the group think about prioritising spending. Prakash asks why we specifically have iPads. Stuart gives a range of reasons, it is mainly due to the cost and distribution of apps.

Stuart explains that the school leases computers for \$30,000 annually so that we can purchase new technology every four years. It is suggested that the P&C commit to regular funding for technology each year. Other members concur. Tamara explains that we cannot commit to future spending. Jess says that the fundraising goal last year was the playground, and perhaps this year's goal can be technology. Nan asks if these things are more important than the letterbox and perhaps the letterbox can be deferred. Lindsay and Rachael suggest that this proposal be tabled until the next meeting as there is a lot to consider and we do not have all the relevant information. Rebecca asks if Tamara can provide a more detailed financial statement to assist the members making decisions on spending. Tamara says she will do so. **Tabled until the next meeting.**

8.0 NEXT MEETING SET. Thursday 17th of May, week 3 of term 2.

9.0 CLOSURE Meeting closes at 9.48pm