

ANZAC TERRACE PRIMARY SCHOOL P & C MEETING MINUTES

Thursday 20th June 2019, 7.30pm @ ATPS Staffroom

Opened at 7:33 pm

1.0 PRESENT: Jessica E (Pres), Stuart B (Principal), Sophie (Vice Pres), Veronika (Treasurer), Rosie P, Lynda F, Kelly S, Shelley, Dan O, Sally P, Tamara B (Minutes)

APOLOGIES: Mandy G (Sec), Bec B, Amanda M, Adelaide S

2.0 CONFIRMATION OF MINUTES

Amendments made

Moved by Lynda F, Seconded Veronika

3.0 BUSINESS ARISING FROM 2019 Minutes

3.1 Appointment of Auditor

School requires that the P&C books be audited. Jess suggested putting out a notice to the school community to call for an auditor.

3.2 Bankwest Tokens

Tabled for next meeting.

3.3 Kiss n Ride Update for current bus lane and carpark Culworth side

Stuart spoke again to Town of Bassendean as he thinks that putting a Kiss n Ride out the front is dangerous due to the backing up of traffic. Stuart has asked the Department of Education to come on board, but its moving slower than expected.

The signs on Troy Street, and the moving of the driveway on Culworth are to go ahead. Reversing the flow in the car park has been considered but is considered dangerous as drivers won't see kids coming down the footpath on scooters after school, etc.

3.4 Sophie's artist to Stuart for painting concrete

Sophie has sent the details to Stuart, but he has yet to contact the artist.

3.5 School Banking Raffle

To be held last Friday of term at the Faction assembly.

3.6 50th Anniversary Tea Towel

Sally advised the pricing:

10cm x 50cm 100% cotton (A3 size), school logo in the middle and student's artwork around (little drawing of themselves).

\$16 each cost price for less than 60, \$14 cost price for 50+, plus \$50 to set up the printer.

Tabled for next meeting, Sally will bring the samples in.

3.7 Review of Faction Shirt Days at School Council Meeting

In the uniform policy students are only meant to wear their faction shirts on sports day.

School council meeting is next week

4.0 CORRESPONDENCE

Incoming

01/05/2019

From

WACSSO
Felton Industries
WACSSO Public Indemnity 2019/20
Stocks with purpose from Tracey Ilich
West Australian Cash for Schools
Father's Day Catalogues

To

VP
President
President
Fundraising
Fundraising
Fundraising

Outgoing

12/06/2019

12/06/2019

Tax form for change of executive
Audit summary sent

5.0 REPORTS

5.1 Treasurer's Report

All looking good. Healthy balances in the accounts, but a uniform order is due which will reduce the funds in the Uniform account.

There was one cheque that Veronika had to hunt down

The school has deposited over \$2,000 into the P&C accounts today for Ziggies and Qkr! Payments.

5.2 Vice President

Nothing to report.

5.3 Uniform Shop

One order has come in, but still not faction shirts and polos. Lots of families are asking about them in the shop, office and Facebook. They are due in by the end of term.

Stuart advised they have been looking at putting uniform in the office so people can view the uniform outside uniform shop hours. Zac Wells is going to cut out 5 kids to go on the wall showcasing the school shirt, the faction shirts, the dress, and hats.

The display will go where the whole school photo is now, the photo will be moved across.

5.4 School Council

Meeting is scheduled for next week.

5.5 Fundraising Report

Election day sausage sizzle went well. Supplies cost \$683.17, profit was \$1003.38. Sold out by around 2pm and were packed up and cleaned up by 3pm. Only issue is they ran out of onions a bit early.

Mother's Day stall profit was \$963.82 and we sold out of most things, there was just a few \$1 items left over.

Lego Movie night coming up. Jess organising the jelly cups. Sally going to ask Pizza Hut for a deal on the cost of the pizzas. Sally is modelling the tickets on what Ms McAlpine did for the school run disco. Tickets will be on coloured paper. Kids will be offered the choice of 3 types of pizza but need to specify with their order. The popcorn machine will also be used.

Father's Day stall coming up. The catalogues have arrived. Circulated for perusal.

Father's Day is Sunday 1st of September, so the stall will be Wednesday 28th and Thursday 29th of August.

Jess moves to hold the Father's Day stall and spend up to \$1,500 on stock for the day.

Moved: Shelley, Seconded: Sally

Carried unanimously.

Faction Carnival Friday 13th September. Discussion of what food options we should provide. Options discussed include cake stall, sausage sizzle, subway, etc. **To be finalised at the next meeting.**

Bogan Bingo. Looking at it for term 4.

Discussion that it can be expensive to pay hosts. Possible to get own supplies and run our own bingo.

Stuart advised Mal Atwell Pool Tables in Willetton sells bingo supplies.

5.6 Principals Report

Deputy position has been filled by Amanda McAlpine. The process took 11 weeks and was very stringent due to an existing staff member applying. A panel was convened with Stuart and 2 external members. 6 people were shortlisted based on experience and interviewed, 4 face to face and 2 by phone.

Science Room. Room 4 is being converted into a Science room. The plans look fantastic. The doorway will be moved, looking at enclosing the portico, removing tables and putting desks all around the room, data points in, and lino on the floor. The build is scheduled for November, and during that time Science will run out of the Cloud room.

The school does a lot of fundraising for charities but has been less focussed. Stuart has consulted with the prefects and faction captains, and they have chosen to support CanTeen this year. A different charity will be chosen next year.

The school can apply for funding for a chaplain for 2020 to 2022 with a focus on student wellbeing and will do so with School Council and P&C support.

Solar Panels. The school spends just over \$40,000 a year on electricity. Current solar panels are not working well again. The last bill had \$8.50 offset. Looking at putting a system in that will cost \$28,000 to put in. It is estimated to reduce the \$10,000 bill per quarter to \$2,000. The system is guaranteed for 10 years.

Kelly S asked about a solar panel system that can be purchased with no outlay, and then the savings on the electricity bill can be used to pay for the panels over several years. Stuart advised the school has asked to

do a lease, so the school will have no outlay. The department has not been asked this before, so they are looking into it. Stuart also mentioned the school is negotiating the rate they pay for electricity from a flat rate to a lower rate with an off peak and on peak rate.

The Newsletter is back up and running. Lorraine has been updating the website, the policies, handbook etc. Stuart reports it's great to have the content up to date and the website being actively worked on.

50th anniversary pins. Stuart circulated the pins to be looked out. Each student will be given one next week.

6.0 GENERAL BUSINESS

6.1 Uniform Shop Operating Costs

Discussion of the process of purchasing supplies to run the uniform shop. Historically Nicole just purchased required items.

Jess moved to allocate up to \$400 for uniform shop operating costs.

Moved: Rosie P, Seconded: Dan O

Carried unanimously

6.2 Dave Kelly Donates \$1,000

Dave Kelly is donating \$1,000 to the P&C. **How to use this money will need to be decided.**

6.3 P&C Letterhead Change

Jess showed the current P&C letterhead which is greyscale and not very interesting. Consensus to have a look at a few new designs at a next meeting. Stuart will send Jess some alternate logos.

Tabled for next meeting.

6.4 Audit Summary

Jess reported the audit summary was good. The auditor did ask if we did a Uniform shop stocktake. **Kelly has agreed to do a stocktake.**

6.5 NAIDOC Rubbish Collection Fundraiser

NAIDOC Family Day on Thursday 11th of July at Ashfield Reserve at 2:30pm until it's all done, estimated to be one hour. Gloves and bags provided. They will pay \$600.

Jess will email the organiser to get a bit more information to confirm the number of helpers that would be required.

Non-agenda items (at President's discretion)

6.6 Footy Jumpers

Today at the Winter carnival Stuart noted the jumpers are old wool ones. To get sublimated jumpers with a print they are looking at \$60 a jumper. The school would need 2 sets which would be around \$3,600. Stuart is suggesting the P&C to go halves in the cost. He is not asking for a decision today and will bring quotes and full costing to the next meeting.

Tabled for next meeting.

6.7 First Aid

Stuart re-did his First Aid as with Mr Strachan retiring the school was down a first aider. Stuart suggests it would be worthwhile having a defibrillator on site. The cost is around \$2,000, plus accessories. There is only one size defibrillator, but there are different size pads for adults and children.

Jess asked about maintenance costs. Stuart advised the batteries need to be checked once a year. There is a decision whether to put it inside or outside. If it is outside and it gets used St John will replace it free of charge. If you register the defibrillator it can be found on an app for when they are required.

Stuart will bring a proper write up to the next P&C meeting.

Tabled for next meeting.

6.8 Book Club

Shelley asked if there was a forum where she could put out a notice about Book Club. There were issues with incorrect money, foreign money, an envelope rather than an order form. Stuart agreed they could put a notice in the newsletter. Discussion of going full online. Online is the majority but still getting ~ 20 orders (\$200-\$400 each order) in cash so don't want to stop it. Will start with the notices to see if that improves the compliance.

Stuart asked if we have considered doing a **Scholastic Book Fair. Stuart suggested either before or after school.**

Another suggestion is to have it on the open night. Stuart will confirm if Tracey is planning to hold one.

7.0 **NEXT MEETING SET.** Thursday 8th August 7:30 pm

8.0 **CLOSURE Meeting closes at 9:07 pm**