

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 26 February 2019, 7:30pm, Staff Room**

**ATTENDANCE**

- Attendance record on file.

**1. WELCOME – PRESIDENT (Robyn Paul)**

**2. APOLOGIES**

- Hayley Sims
- Julianne Olson
- Gemma Taylor
- Anh-Dao Jeannerat
- Lauren Massey
- Grady Coyne
- Amy Brickland
- Vanitha Hart

**3. CONFIRMATION OF THE MINUTES FROM PREVIOUS GENERAL MEETING**

*Resolution: That the minutes of the Annual General Meeting of Churchlands Primary School P&C Association held on 27 November 2018 at 7:30pm be taken as a true and accurate record.*

Carried

**4. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING**

- Potential fundraising activity.

**5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

- None.

**6. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)**

- Letter from the City of Stirling regarding food safety assessments.
- Letter for the renewal of the post office box services.
- Deposit book for the Canteen Account.

**7. REPORTS**

**7.1 President's Report (Robyn Paul)**

- See attached report.
- Highlights include:
  - The Welcome Picnic was a success with about 400 wrist bands sold.
  - All of the food vans made a profit except for the coffee van. The company that supplied the inflatable water slides, obstacle course and bouncy castle, Monsterball Amusements and Hire, reported that the students were well behaved when using the equipment.
  - The new paving area adjacent to the basketball court looks amazing and the P&C would like to thank Grant Allen, Jemma Weidinger and Gemma Taylor for the huge effort that they put in to complete the work over the school holidays.
  - Jemma is expecting to receive the receipts for the paving work from Grant so that his expenses can be reimbursed.

- The school has made a request to the City of Stirling for native plants, so that additional plants can be added to the garden beds near the newly paved area and other areas of the school.
- Class representative positions are almost filled, except for ECE4 Red and Room 9 (Year 3).
- The class contact lists are currently being collated by Hayley Sims and will be available tomorrow. Everyone is encouraged to fill in their contact details (including their child's classroom number) using the link that has been emailed out.
- Last year, the P&C set aside money to purchase Lego tables for the school. However, this has taken a little longer than expected as we are trying to find Lego tables that have a lockable storage compartment to help to keep the library area tidy when the tables are not in use.
- There will be an ANZAC ceremony at the end of Term 1. Traditionally, the P&C has created ANZAC wreaths for the children to place at the base of the flagpole during the ceremony. The issue was raised whether the P&C is happy to go ahead with the wreath making activity this year.

*Resolution: That the P&C moves forward with plans to organise the wreath making activity for the ANZAC ceremony this year. Carried*

- Information about netball registrations has been sent out through Flexibuzz, the Newsletter and the Chatter. Parents are reminded to submit their registrations for their children, as registrations will be closing soon.
- The structure and frequency of the P&C meetings were discussed at the School Board meeting last week. P&C meetings will now be held in Weeks 4 and 9 of every term so that they are held one week after the School Board meetings, which occur in Weeks 3 and 8.
- The time of the P&C meeting will be changed to 6:30pm so that it is the same as School Board meetings. This has been done to try to eliminate confusion about meeting times for the various school meetings.

## **7.2 Principal's Report (Kim Fraser)**

- See attached report.
- Highlights include:
  - Thanks to the P&C for organising the Welcome Picnic, as it was a great way to bring the school community together.
  - Thanks to Robyn Paul for doing a wonderful job as the P&C President for 2018.
  - Kim Fraser will meet the Director General of Education on Thursday.
  - Maree Brady who is the school's MCS (Finance) had a major operation just before school started. Mirella Barilla has joined the team as the acting MCS until Maree returns from leave.
  - On Entry Assessments will be undertaken for all pre-primary students during Weeks 3-6.
  - There has been a call for nominations for one parent representative and 2 staff representatives for the School Board.
  - The School Board was pleased to welcome its Community Member, Mr Steve Breen who is a former Principal and former President of WA Primary Principals' Association. As a Community Member, Mr Breen has an advisory role and does not have voting rights.
  - The school has received quotes (through Programmed) for the Creative Play Space and the cost is approximately \$100,000.
  - The quotes will be circulated to the Creative Play Space Focus Group and they will look at areas where the school community might be able to help with the work so that costs can be saved.

- Previously, the P&C voted to provide \$10,000 at the end of last year and a further \$30,000 in 2019 (subject to sufficient funds being available).

### 7.3 Uniform Shop Report (Meike Chang)

- See attached report.
- Highlights include:
  - The Uniform Shop has been very busy over the first two weeks of the term. The majority of the sales were over the counter, with the total takings being \$14,125.
  - Items have needed to be re-stocked and our current suppliers have delivered the new stock promptly.
  - The main task this term has been the collation of the Year 6 Leavers polos and jumpers order. This has been completed, thanks to Meike Chang and the Year 6 teachers. The polos and jumpers are expected to be delivered in Week 7 of this term.

### 7.4 Canteen Report (Rochelle Swan)

- See attached report.
- Highlights include:
  - There are a lot of vacancies on the canteen roster for Term 1.
  - The canteen has lost 10 volunteers, as these parents have left the school as their children have moved to high school. Therefore, the canteen requires new volunteers to help out in the canteen.
  - The Canteen Committee would like to welcome Pip de Morton as Canteen Coordinator.
  - There is a new summer menu for the Ibis Café, which includes pork meatballs in a tomato sauce served with spiral pasta.
  - There has been a price rise for icy poles, which will now cost 60c instead of 50c.
  - Thanks to Anna Prosper for providing food for sale at the Welcome Picnic.
  - The current Canteen Account balance is \$31,523.

### 7.5 Fathering Project Report (Matt Rainbow)

- See attached report.
- Highlights include:
  - Thanks to George Aslanis for doing a great job as the DUCKs Coordinator for the last two years.
  - The events for 2019 will be very similar to previous years, with one new event this year.
  - The first DUCKs event was a catch-up for the dads and was held at the Floreat Hotel. However, the event was not well attended as it coincided with Valentine's Day.
  - The DUCKs will try to organise another catch-up for the dads.

## 8 ELECTIONS

- Elections were held for the following P&C positions and the results are noted below.

8.1	<b>EXECUTIVE OFFICE BEARERS</b>	
i.	President	Natanael Costea
ii.	Vice President	<b>Vacant</b>
iii.	Secretary	Karen Ariyaratnam
iv.	Appointed Secretary (non-executive role)	Gemma Taylor
v.	Treasurer	Catherine Tonkin (book keeping, accounts and reports)
vi.	Sub-Treasurer (non-executive role)	Lauren Massey (cash handling)
8.2	<b>EXECUTIVE MEMBERS</b>	
i.	Communications Officer	Hayley Sims

ii.	Events Coordinator	<b>Vacant</b>
iii.	Fathering Project DUCKs Coordinator	Matt Rainbow
iv.	Executive Member	Gemma Taylor
v.	Executive Member	Philippa de Morton
8.3	<b>OTHER</b>	
i.	<b>DUCKs Committee</b>	
	DUCKs Coordinator (Executive member)	Matt Rainbow
	Committee (up to 6 including executive member)	George Aslanis (Secretary) Grant Allen Lex Brickland Hamish Buddle
ii.	<b>Canteen Committee</b>	
	Coordinator	Philippa de Morton
	Committee (not more than 10 including executive member)	Ritika Sharma Sylvia Koh Rochelle Swan
	Canteen Treasurer	Philippa de Morton
iii.	<b>Netball Committee</b>	
	Coordinator	Madonna Kemp
	Committee (not more than 10 including executive member)	Catherine Tonkin Grady Addy Angela Campion Michelle Wells Charmaine Buddle
iv.	<b>9R Friend</b>	Benita Di Giovanni
v.	<b>Events Committee</b>	
	Events Coordinator (Executive member)	<b>Vacant</b>
	Scholastic Coordinator	Sylvia Koh Rochelle Swan
	Entertainment Book Organiser	Melissa Morphett
	Committee (not more than 10 including above positions)	<b>Vacant</b>
vi.	<b>Uniform Shop Manager</b>	Meike Chang
	<b>Signatories on the P&amp;C Accounts</b>	Natanael Costea Catherine Tonkin Philippa de Morton

## 9 APPOINTMENTS

### 9.1 Signatories on the P&C Accounts

- Natanael Costea (President)
- Catherine Tonkin (Treasurer)
- Philippa de Morton (Canteen Treasurer)
  - The above members are to be added as signatories on the P&C Accounts.
  - Due to the transition period for the new signatories to gain access to online banking, the previous signatories (Robyn Paul, Josephine Teh, Rochelle Swan and Meike Chang) will be removed at the next meeting.
  - In accordance with the P&C constitution all P&C Accounts have a requirement of two people to sign.

### **9.2 Honorary Auditor**

- Kim Massey is appointed as the honorary auditor for 2019.
- In accordance with the P&C constitution the financial records of the association must be audited every year.

## **10 GENERAL BUSINESS**

### **10.1 Election Cake Stall**

- As in previous years, the P&C will hold a cake stall on election day.
- The possibility of whether the cake stall will be run by the Year 6 parents so that the funds can go towards the cost of the Year 6 camp, or whether it will be a 'whole school' event, will be discussed further.

### **10.2 Potential Fundraising Activity**

- The P&C received an email from a parent at the school suggesting that we could hold a fundraising activity by recycling 'used' car batteries.
- Clarification was provided that car batteries cannot be stored on school property. This would make this fundraising activity difficult to move forward with.

**11 NEXT MEETING DATE:** Tuesday 2 April 2019, 6:30pm, Staff Room

**MEETING CLOSED: 8:35pm**

# **P&C President Report**

## **February 2019**

Welcome back to a new school year and what promises to be another exciting and event filled year for the P&C.

We started the year with our first P&C event – the Welcome Picnic. Approximately 400 wrist bands were sold to our school community, enabling children to participate in the giant inflatable entertainment provided. This was a very similar figure to last year and shows a continuing support of the event on the school calendar. The feedback from food vendors was very positive, with all but the coffee van selling all afternoon. The weather on the day was quite warm which did not lend itself to purchasing coffee. The Inflatables operators were full of praise for our students' behaviour and attitude, making the event a successful one for all involved. Many thanks to Jo, Catherine and Lauren, for assisting with tickets purchases.

I hope you have had the chance to notice the newly paved area that runs adjacent to the resurfaced courts. During the summer holidays a small group of parent volunteers transformed the dead patch of grassed area in to a beautiful paved area, complete with the donated pavers we had secured and the bricks purchased during the Buy-a-Brick fund raiser a few years ago. Sincerest thanks to Grant Allen, Gemma Taylor, Jemma Weidinger and their assistants for this beautiful contribution to our school.

Class room reps are almost filled for the year with only a few positions still available, namely Kindy Red (ECE Unit 4) and the year 3 rep for Room 9. Reps will soon receive access to their class family details thanks to the hard work of Hayley Sims who has been collating all of the information that was added via our online parent sign up. If you are yet to add your details to the P&C data base, or are aware of others who need to do so, then please get on to it asap to make sure you receive any communications from the P&C during the year. It would be most helpful to Hayley if you remember to add the class room number that your child is in this year to make the process faster.

Last year the P&C set aside money from our Mango fund raiser to purchase Lego tables for the library. Just an update – we are still in discussions with Edyta (our Librarian) about the best storage and set up of this table, as there are concerns about the way games and activities are being stored at present. The Lego table purchase will go ahead once these details have been clarified.

Last week at the School Board meeting there was discussion about shifting the meeting times and dates of the P&C meetings to streamline the process and bring it in line with Board meetings. Moving forward, the P&C meetings will now be held on Tuesday evenings in week 4 and week 9, commencing at 6.30pm for an 8pm finish. It is hoped this will quell some of the confusion about dates that the office has to field regularly.

Madonna Kemp is our Netball coordinator again in 2019. Madonna has sent information about netball registrations for this season to the school community via the Chatter, and also FlexiBuzz. This information has now been circulated via class reps. Registrations for Netball 2019 need to be completed asap. If you have a son or daughter in year 2 or above who would like to be involved in netball this year, would you please go to the link that has been circulated, to do your online registration.

Robyn Paul



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## PRINCIPAL'S REPORT

### P&C Meeting

Welcome back to another exciting year at CPS!

We had a great start to the school year with students settling in very well!

A **very big thank you** to P & C members and volunteers who organised the P & C Welcome Picnic on Friday afternoon. It was great to see so many families enjoying the event and getting together as a community. Quoting the students 'It was sooooo awesome!'

I look forward to working with the P & C to develop a plan that supports our direction in ensuring that we provide the best possible learning environment for our children and continue to build on our positive parent and community relationships.

All of the staff at CPS would like to take this opportunity to thank Robyn for her tireless efforts and dedication as P & C President for 2018. Without the huge commitment made to be an active school member, CPS would not have the opportunity to further grow and develop into the excellent community culture it is today.

Our first two non-teaching days were spent on providing professional learning to staff and developing our curriculum and pedagogical directions for 2019. We are all exciting in the direction we are taking and taking on new innovative curriculum challenges.

The Director General's **Focus 2019** provides us with a number of priorities that we support through our school planning and directions.

Maree Brady our MCS (Finance) had to have a quadruple heart bypass just before school started. She is doing extremely well. Can't keep Maree down that's for sure! Mirella Barilla has become part of our team this term as the acting MCS until Maree's return.

### On Entry Assessment Program

All our PP students will be assessed from weeks 3 - 6 Term 1.

Term dates to note:

- 4 March – Labour Day
- School term ends Friday 12 April.

### School Board

We had our first meeting on Monday. Some points raised and discussed

- Welcome to our Community member, Mr Steve Breen. Steve comes to the Board with a wealth of knowledge in education, as a highly regarded Principal and President of the WA Principals Associated.
- SB member portfolios. The Board have been working on using the skill set of its members to support particular directions and focus areas of CPS. i.e.: DT, policy development, marketing, data analysis etc.

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- Call for nominations for 1 parent rep and 2 staff has been sent to the parents and staff. This will close on the 15<sup>th</sup> March. The Board are keen on gaining a member with knowledge in PR.
- Letter of thanks to Peter De Leo for his active support on the school board throughout his term.
- Sustainability – we have won a grant through Stirling City Council. Further info to come on what this will look like for CPS. Discussion on solar panels. Kim will follow up with the department to see what are the guidelines to get these.

### **Overview for School Board nominations.**

We are calling for nominations for the School Board for 2019 and beyond. The board provides strategic guidance and monitoring of the school's performance. We are looking for 1 parent position to be filled and welcome nominees for either two or three-year tenure. Some areas that would further support the Board would be skills in marketing and development further the building of an engaged and positive school culture. Nominations close 15th March.

Are you interested in participating in:

- The development, endorsement and review of the school budget and business plan.
- Processes to review school performance.
- The development and endorsement of the annual report.
- Promoting the school in the community; and
- Taking part in the review of school policies?

Parent Information: The composition of the school board needs to be varied and diverse with parents from a cultural background, or with skills and experience from different walks of life. eg: previous board experience, finance or legal background, groundsman or tradesman, information and technology, marketing, interest in science /sustainability or public health.

Although parents with particular skills may also be called upon at different times to assist the board in a project or in an advisory position.

If you would be available collect a Nomination Form from the front office or download it via the link in the last newsletter, and return to Front office.

Kim Fraser  
PRINCIPAL  
26 February 2018

## **UNIFORM SHOP REPORT 16/02/19**

As is usual, the Uniform Shop has been very busy over the first 2 weeks of term. An Open Day was held on the Friday before school resumed, which was well attended.

Total takings over these first 2 weeks were **\$14 125.00**.

Of this amount \$4180 were online orders (Quickcliq) – so majority of sales were over the counter.

All items have been in stock – though stock has needed to be topped up with further orders frequently. Most of our current suppliers are able to deliver new stock very promptly.

A big project during the first 2 weeks of this term has also been to collate and organise the order of all the Year 6 leavers polos and jumpers, with assistance from the Year 6 teachers. The final order was placed last Friday – with 86 leavers jumpers and 171 leavers polos being ordered. Delivery is expected in week 7 this term.

## Canteen Report 26 February 2019

Current Canteen Account Balance      \$ 31,523.09

### Roster

We still have lots of vacancies for this term.

Ibis Café relies heavily on the support of volunteers to continue to operate. This year we have lost 10 volunteers due to their children moving onto high school. This means we are desperately seeking new volunteers. Doing a shift in the canteen is a fantastic way to meet other parents and it gives your child a thrill to see you at recess and lunch. Full training is given, and volunteers are provided with a voucher for Ibis Café which they can use to buy their lunch on the day or use to purchase their child's lunch. If you are interested in finding out more either pop in and see our canteen manager on a Wednesday, Thursday or Friday or alternatively email us at [churchlandscanteen@gmail.com](mailto:churchlandscanteen@gmail.com)  
The canteen committee will undertake a volunteer recruitment drive as a priority this term.

The committee is excited to welcome Pip de Morton to her new role of canteen coordinator. Pip is very hard working, reliable and brings an excellent skill set and lots of enthusiasm to this role. She will do a fantastic job working in collaboration with Anna to ensure the canteen continues to offer the wonderful service it currently provides. The committee is looking forward to working with her and further supporting the growth of the canteen this year.

### New Summer Menu

Ibis Cafe is excited to announce the new summer menu is now in operation for Term 1,2019. There is a new Friday special, Pork meatballs in a tomato sauce served with spiral pasta. Yum! All-time favourite Pizza singles are still the Wednesday special; with Ham, Cheese and Pineapple flavour now available.

After selling Icy poles at 50 cents for nearly decade we have finally had to put up the price. Icy poles will now cost \$0.60

### Welcome Picnic

Anna and her team of volunteers worked hard to produce delicious fresh food items for sale at the Welcome Picnic this year. It was a great way for her to showcase the type of food on offer in the canteen to the new families and an opportunity for new families to meet her and consider volunteering.

### Finances

The canteen financial report for November, December and January are attached. Please note the canteen lost money during the month of December due to the fact there was a week of non-operation during school holidays. We also paid out two lots of holiday pay, PAYG and superannuation during this period. It is typical to run at a loss over the December/January period due to reduced operations and significant financial outlays.

November	Monthly Summary	
Total Deposits		13255.96
Totals Withdrawals		7658.48
<b>Nett movement</b>		<b>5597.48</b>
Deposits		
	Daily Takings	4045.70

	OOC	9210.26
Withdrawals		
	Wages, PAYG & Super	3305.64
	Petty cash	1494.30
	Insurance	0.00
	Other	430.08
	Suppliers	2428.46

December	Monthly Summary	
	<b>Total Deposits</b>	<b>3916.64</b>
	<b>Totals Withdrawals</b>	<b>15000.11</b>
	<b>Nett movement</b>	<b>-11083.47</b>
	<b>Deposits</b>	
	Daily Takings	1522.25
	OOC	2394.39
	<b>Withdrawals</b>	
	Wages, PAYG & Super	8637.12
	Petty cash	512.75
	Insurance	0.00
	Other	30.00
	Suppliers	5820.24

January	Monthly Summary	
	<b>Total Deposits</b>	<b>0.00</b>
	<b>Totals Withdrawals</b>	<b>30.00</b>
	<b>Nett movement</b>	<b>-30.00</b>
	<b>Deposits</b>	
	Daily Takings	0.00
	OOC	0.00
	<b>Withdrawals</b>	
	Wages, PAYG & Super	0.00
	Petty cash	0.00
	Insurance	0.00
	Other	0.00
	Suppliers	0.00

## **Fathering Project Report – 26 February 2019**

Firstly, I would like to start with a massive thank you to George Aslanis who has been the DUCKs (Fathering Project) Coordinator over the last two years. George has done an amazing job and we really appreciate his efforts.

Our DUCKs approach for 2019 will be to follow a very similar formula to previous years, with events each term for dads and kids as well as our annual camp-out. If you would like to learn more about the objectives of the Fathering Project this can be accessed via <https://thefatheringproject.org/>

We have held our first meeting for the year (which unintentionally clashed with Valentines Day). Another follow-up meeting is scheduled for next week.

A key objective for us this year is to encourage more dads, particularly those who are new to Churchlands, to attend our events or join our committee.

If you would like to know about getting involved, please contact me via [churchlands.fathering@gmail.com](mailto:churchlands.fathering@gmail.com)

Cheers,

Matt Rainbow