

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF A GENERAL MEETING
Tuesday 10 April 2018, 7:30pm, Staff Room**

ATTENDANCE

- Attendance record on file.

1. WELCOME – PRESIDENT (Robyn Paul)

2. APOLOGIES

- Natalie Britz
- Zera Prosper
- George Aslanis
- Kristie Downing
- Belinda Giles

3. CONFIRMATION OF THE MINUTES FROM PREVIOUS GENERAL MEETING

Resolution: That the minutes of the Meeting of Churchlands Primary School P&C Association held on 6 March 2018 at 7:30pm be taken as a true and accurate record. Carried

4. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING

- Sustainability programmes

5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

5.1 Re-surfacing of the Basketball Court

- The basketball court has been inspected by a re-surfacing company. It was considered that the asphalt was worn and rough, and should be upgraded. A quote for the re-surfacing of the basketball court has been obtained.
- The quote to scrape back the existing surface and re-apply a new product would be \$22,500 and would take 1.5-2 weeks.
- Due to the cost of the work and for the completed works to be covered under the school's insurance, we would need to go through the formal Department of Education process, which would cost around \$35,000.
- Charmaine Buddle will speak to Kim Fraser to start the process of getting the basketball court re-surfaced.

Resolution: That the P&C contributes \$35K for the re-surfacing of the basketball court. Carried

5.2 Pavers from the "Buy a Brick" Fundraiser and Building Fund

- Robyn Paul has spoken to Maree Brady regarding options for the placement of the engraved pavers that have been purchased through the "Buy a Brick" Fundraiser.
- The pavers could be used around the flagpole, which is a sandy area.
- There are 39 single pavers and 20 double pavers to be used. Additional pavers would be required to pave the area around the flagpole.

6. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)

- Security token for online banking.
- Bank statements.

7. PRESIDENT'S REPORT (Robyn Paul)

- See attached report.
- Highlights include:
 - Over 110 Easter raffle prizes were given away at the Easter raffle, with nearly 3,200 tickets sold.
 - Thanks to the Year 1 representatives who put together all of the Easter hampers.
 - The use of the Qkr App for the Easter raffle saved lots of time that would normally be spent counting money and writing out names on paper raffle tickets.
 - Feedback on the use of Qkr was mostly positive. However, there was a query about being able to purchase tickets for family members and friends and have their names on the tickets, for future raffles.
 - The Churchlands Primary School P&C Facebook page is up and running and is being used to advertise events and send out requests for help, such as sorting out the Scholastic book orders and preparing the ANZAC wreaths.
 - Thanks was expressed to Sonia Sweeny for her work in establishing and managing the Facebook page.
 - To date, 27,500 Coles Sports for Schools vouchers have been counted.
 - Julianne Olsen has been appointed as P&C Events Coordinator. Thanks to Julianne for being willing to take on this role.
 - The Year 2 cake stall that was held last Friday was a success and raised \$468.

8. TREASURER'S REPORT (Josephine Teh)

- See attached finance report.
- Main account highlights include:
 - Closing balance of around \$87K, which is an increase of \$9,530.
 - P&C Contributions for this year is \$25,900, which is \$5,100 less than this time last year. Reminder letters will be sent out by Robyn Paul and Josephine Teh to encourage payment of the P&C Contribution.
 - Netball fees of \$4,365 will need to be paid to the Perth Netball Association in April.
- Uniform account highlights include:
 - Closing balance of around \$12K, which is a decrease of about \$7K, due to the payment for the Leavers' jumpers.
- Don Langdon has completed an audit of the 2017 P&C financial records and the audited 2017 statement was presented, which concluded that there were no errors in the Statements of Receipts and Payments for the main account, uniform shop account and canteen account.
- For the main account, the total receipts was \$139,413 and total payments was \$103,331.
- For the uniform shop account, the total receipts was \$54,443 and the total payments was \$56,448.
- For the canteen account, the total receipts was \$88,998 and the total payments was \$89,360.

9. PRINCIPAL'S REPORT (Kim Fraser)

- See attached report.
- Highlights include:
 - Great effort from the P&C on the Easter raffle and thanks to the school community for supporting the event.
 - Thanks was expressed to the P&C for its \$30K donation for school resources.
 - Clare Etherington has been appointed as the Teachers' Representative on the School Board.
 - The 2018 Budget has been ratified.
 - The Annual Report has been presented to the School Board and sanctioned for presentation to the Department.

- There are concerns about students taking long holidays during the school term. This issue has been discussed with the School Board and the P&C.
- The P&C Executive needs to decide who the P&C representative will be at the School Board meetings.
- The “Churchlands PS P&C Wish List 2018” has been revised and the school is now requesting \$30K to replace 4-5 Interactive White Boards with Electronic Prowise Boards.
- The school has just spent \$60K on the replacement of digital equipment such as desktops, laptops and iPads.
- The carpets in the middle, Senior Blocks and Music room will be replaced and 50% of the funding for this will be received from the Department. The Department has also paid for a new water fountain near the transportable classrooms.
- Thanks was expressed to the Chester family for their generous donation of carpet tiles to be used in the undercover area.
- The school has decided to change the booklist supplier from OfficeMax to Ziggies Educational Supplies. The booklist commission will be received by the school, not the P&C.

Resolution: That the P&C contributes funds to the school to purchase two Electronic Prowise Boards, which would cost between \$12,000 and \$16,000. Carried

10. UNIFORM SHOP REPORT (Meike Chang)

- Business as usual.
- There will be a bag on the Uniform Shop door for the collection of buttons for the Year 6 sewing project.

11. CANTEEN REPORT (Rochelle Swan)

- See attached canteen report.
- Highlights include:
 - The current Canteen Account balance is \$26,140.
 - The canteen roster for Term 2 has been generated.
 - The “Build Your Own Bun” day was very popular and the event was a success.
 - Due to problems with the school’s internet connection at the beginning of the school day, the Canteen Committee will be moving the online ordering cut-off time forward by 15 minutes to 8.30am (it is currently 8.45am) from Term 2. This will allow Anna to print off the online orders earlier.
 - The canteen will be running a Junior MasterChef Competition in Term 2, with the Year 1-3 students being asked to provide a soup recipe and the Year 4-6 students asked to provide a savoury lunch recipe. The canteen committee will choose the finalists, who will be required to cook their dish and bring it to school to be tasted by the canteen committee and a panel of students. The winners will be announced at an assembly and be presented with a prize. The winning recipes will form part of the menu for Term 3.
 - The canteen will change to a winter menu for Term 2 and 3, with the return of Chicken Noodle soup & small roll \$3, the Thursday daily special will be Big Pies (chicken and vegetable \$3.80, mince and vegetable \$3.80, vegetarian \$3.80), and the Friday daily special will be Nachos (beef or vegetarian \$4.50).
 - There will be a YouTube video promoting the Churchlands Primary School canteen.
 - Two canteen volunteers were urgently required for Wednesday (11 April) – special thanks to Amy Brickland and Grady Coyne who volunteered tonight at very short notice.

12. FATHERING PROJECT REPORT (read by Robyn Paul)

- See attached Fathering Project report.
- Highlights include:
 - There was an excellent turn out at the DUCKs Herdsman Lake bike ride, which was held on Sunday 8th April, with 67 participants.
 - There were some minor incidents requiring first aid treatment and two snake sightings.
 - Everyone enjoyed the event and it was recommended that the DUCKs Herdsman Lake bike ride remains as an annual event.

13. GENERAL BUSINESS

13.1 ANZAC Wreaths

- This year, the wreaths will be put together using Oasis florist foam, as a number of these were found in the gardener's shed.
- It was noted that the Oasis foam wreaths are smaller than the wire frames used in previous years.
- Robyn Paul will send an email with a description of the Oasis florist foam.

13.2 Social Event for 2018

- A meeting will be held on Wednesday 11th April to discuss the plans for the event.

13.3 Sustainability Programmes

- The Year 4s are working with ecologist, Mandy Bamford, to come up with a new frog pond design.
- More native shrubs, gravel, rocks and logs are required to attract frogs to the "frog pond".
- Signage is also required to provide educational information about the life cycle of frogs and what species might be found in the pond. This will make the "frog pond" an ideal area for the children to learn about ecology, life cycles and local frog species.
- Robyn Paul will meet with the Bankwest Manager to see if we can get a grant for this project.
- The school requires help from the P&C to keep the 9R Shed running more effectively. Sheree Samsa has created a job list with timeframes specified for each job.
- Benita Di Giovanni and Rochelle Swan will work with Sheree Samsa to coordinate parents to help with the frog pond project and the 9R Shed jobs.

Resolution: That the P&C contributes \$1,000 to help get the frog pond project started. Carried

14. NEXT MEETING DATE: Tuesday 1 May 2018, 7:30pm, Staff Room

MEETING CLOSED: 9pm