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**Minutes**

*Churchlands Primary School Board meeting at 6.30 pm on Monday 15.6.20 in the Staff Room.*

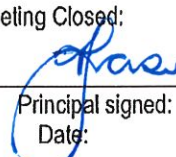
1.0 Welcome and Apologies		ACTIONS
1.1 Chair	Open and welcome	
1.2 Chair	Apologies  <i>Steve Breen, Natalie Romano, Jo Morgan, Alischa Adams</i>	
1.3 Chair	Confirmation of agenda <i>Confirmed</i>  Confirmation of previous minutes <i>Confirmed</i>	Minutes from previous meeting approved Y confirmed Y
2.0 Disclosure of Interest (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)		
2.1 Chair	N/A	
3.0 Business Arising from previous minutes		
	<ul style="list-style-type: none"> <li>Elections – developing a timeline.</li> </ul>	Kim to organise and delegate setup and communication of election. <i>Timeline:</i> <ol style="list-style-type: none"> <li>Advertise Newsletter Wk 9</li> <li>T3 Week 1 – Voting</li> <li>T3 Week 2 – Review Voting</li> <li>T3 Week 3 – Notify elected members</li> </ol> <i>Positions and terms:</i> <ol style="list-style-type: none"> <li>3 positions to fill – 2 x 3-year terms, 1 x 1-year term.</li> </ol> Proposed update the TOR to include 10 members. <i>Unanimous agreement by the board.</i>
4.0 Finance		
4.1 Kim 10 mins	Financial Overview	<i>Points of interest - Extra ~26K for COVID management. Raised funds for parent paid curriculum events (eg Swimming) in credit for parents to be spent on relevant events in 2020 or refunded end of the year, parents can have to option to move to the following year so that they are in credit. Banked up due to COVID event restrictions.</i>  <i>Healthy reserves and allocations for required infrastructure which are allowed to be rolled over into the 2021 budget due to COVID budget rule changes.</i>

		Funding Agreement 2020 – to be signed by Chair <i>No questions. Signed by Chair and Principal</i>
<b>5.0</b>	<b>COVID – 19</b>	
Kim 5 mins	<ul style="list-style-type: none"> <li>Update</li> </ul>	<p><i>Tracking through planned phases working well. Great to have the support from the community. Now that the school has been opened to parents, we want to make sure that students maintain independence and parents continue to encourage this – while also managing COVID social distancing. Teachers have positive reports on changes in learning delivery and positive outcomes in the 'new normal' of teaching and learning. Staff have been fantastic. Looked at some of the school survey results – mostly very positive – enjoyed the independence students gained, were some worries about traffic and limitations of physical car parking and drop-off setup.</i></p>
<b>6.0</b>	<b>SB Elections</b>	
	<ul style="list-style-type: none"> <li>See item 3.0</li> </ul>	
<b>7.0</b>	<b>Review Recommendation– Initiation of a Communications Strategy/Plan</b>	
	<p><i>'In collaboration with the School Board and P&amp;C, develop a community communication strategy/plan to build open and transparent communication options that suit the timely needs and preferences of parents and the community.'</i></p> <p><i>Proposal to begin planning to address the review recommendation.</i></p>	<p><i>Kim to organise a meeting with Communication portfolio members.</i></p>
<b>8.0</b>	<b>Land acquisition</b>	
Kim 5 min	Corner of Cromarty and Pearson	<p><i>Inquired about the acquisition of the temporary parking space on the corner of Cromarty Rd and Pearson Rd.</i></p> <p><i>This has been in the pipeline for a number of years. Inquiry has been tabled and looked at by the Department who is working with the Stirling Council to see if the Department can be given the land. Aim for the school is to then see if there can be review of the Kiss and Drop due to safety issues of children and community due to large volume of traffic.</i></p> <p><i>CPS City of Stirling local traffic trials will be beginning in July. We will monitor the outcome of the trial.</i></p>
<b>9.0</b>	<b>P &amp; C Rep</b>	
Alischa	<ul style="list-style-type: none"> <li>Overview of P &amp; C current focus</li> </ul>	See addenda 1.
<b>10.0</b>	<b>General Business</b>	
	<i>Climate Clever – initiative, are we involved?</i>	<i>Yes we are. We are currently on the Stirling Council programme bottom tier to allow introducing the program properly. Through COVID, we want to be mindful of program</i>

		<p>sustainability and teacher work load. Are reviewing currently for 2021/2022</p> <p>How are 2021 Re-enrolments going? – starting to come through – looking for more Kindy numbers. Good numbers coming through across all year levels.</p> <p>Business plan has been sent to printers, after some minor adjustments.</p>
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Next meeting: Term 3, Week 3 August 2020

Next meeting:  
  
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 Chair signed:  
 Date :

Meeting Closed:  
  
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 Principal signed:  
 Date:

Addenda A.  
**Churchlands P&C President's Report - June 2020**

Our annual calendar of fundraising activities was put on hold in March due to COVID-19. Activities will be reinstated to the calendar for Term 3 and Term 4 where it is possible to hold the activities in a way that meets any remaining COVID-19 social distancing requirements. Fundraising was put on hold as a priority over COVID-19 as it was felt families were grappling with enough demands from social distancing, lock-down, home schooling and economic stresses from COVID-19 shutdowns.

In the meantime, the P&C Executive has focused on implementing initiatives that build a sense of community within the school community and optimising the communication between the P&C Committee, Class Reps and School Families through virtual Zoom meetings and sharing behind the scenes information about P&C activities to make families feel more involved.

The major initiative for Term 2 was the COVID-19 Thank You Initiative which implemented a number of suggestions from the school community including the Buy A Teacher A Coffee project which raised donated funds of \$2677.50. This was used to buy discounted coffee vouchers from Reverie Cafe to distribute to all staff at the school, a Nespresso Coffee Machine and coffee together with T2 tea supplies for the school staff room, hold a morning tea for the school staff this morning to present the vouchers and coffee machine and contribute remaining funds to help purchase a sofa and coffee table for the staff room. We thank Reverie Cafe for their sponsorship in the form of \$3 coffees instead of \$4.50 coffees. Canteen Staff did a wonderful job catering for the morning tea. Class reps also were asked to arrange their students to prepare thank you cards or videos to present to class teachers this morning as an additional surprise.

Another COVID-19 initiative was to provide Small Business Owners in the Churchlands School Community an opportunity to promote their business to the community via a special edition newsletter. Ten businesses have submitted their information and have been very thankful for the opportunity. The special edition newsletter will be

published next week and arrangements have been made with the Principal and Luke Johnson to publish this information on the school website under the P&C section.

The focus for Term 3 and 4 will include celebrating the 55th Anniversary of the school and using this as a theme for fundraising. We are organising a sub-committee to work on a series of fundraising initiatives. Our first initiative will be Buy A Brick which will enable families to buy a paving brick with their name on it to immortalise their family and children's attendance at the school. A second project is a Plant A Tree or Shrub initiative to tie in with the 55th Anniversary. The Principal has been engaged to look at opportunities to plant 5 trees and 50 shrubs on the school grounds and enquiries are being made to source the plants as donations starting with City of Stirling and then commercial suppliers.

Future activities will include a modified form of Lapathon which will be broken into junior, middle and senior school events to meet social distancing requirements. Dates are yet to be confirmed.

Kind Regards,

**Alischa Adam**

P&C President

Churchlands Primary School