

Agenda
Wed 13th June 2018
7pm

1. Record attendance and apologies
2. Minutes of previous meeting
3. Business arising
4. Correspondence
5. Reports
 - 5.1 Principals report
 - 5.2 Presidents report
 - 5.3 Treasurers report
 - 5.4 Canteen report
 - 5.6 Fundraising Report
 - 5.5 Uniform room report
 - 5.7 School Board report
6. General Business
7. Date of next meeting & Closure

MINUTES

WEST MORLEY P&C

Wednesday 16th May 2018

Commencing 1515pm

1. Attendance

Carla Sudholz (Acting Principal)

Anthea Rogers (President)

Janelle Di Marco

Peta Donaghey

Stephanie Knowles

Honor Burrows

Kelly Robertson

Kelly McMillan

Apologies

Tina Wolff

Kelly Brandenburg

Olena Kopyl

Peter Harty

2. Minutes of previous meeting

Corrections: Remove 2018 AGM schedule off agenda, fundraising report to be added to agenda

That the minutes from March 14th 2018 be accepted.

Moved: Anthea Rogers

Seconded: Stephanie Knowles

3. Business arising

P&C posters are now complete.

Connect – Carla to talk about in Principal Report - **ongoing**

Purchase of new lockbox – carried forward.

Action: Kelly R to purchase one before next event

Donations for retirements – carried forward.

Action: Anthea will investigate the protocol around the P&C providing money for such gifts.

Follow up of negative balance – this has been resolved. Negative balance due pending deposits.

Increase in price of school hats will be actioned post July – **See uniform report**

Eftpos/QKR for uniform room is being investigated - **ongoing**

There is a possibility that Rotary may be able to fund a canteen upgrade. It may be worth getting a costing done – **carried forward**

4.0 Correspondence

- **Canteen Guide**
- **Fundraising Guides**
- **Bank Statements/ Login documents for new users**
- **SDERA News**
- **P and C Voice (WMPS 50th Celebration Edition)**
- **ATO document**
- **Funds request for Year 4 excursion**
- **School Banking Contribution Statement**
- **Mrs Macs invoice**
- **WACCSO Fee Invoice**
- **Grilld cheque**

5. Reports

5.1 Principals report

See attached report

Disco to be organized by Year 6 students

Thank you to the P and C for the contribution to the Year 6 camp

5.2 Presidents report

Simon Millman made contact in regards to the discussion last meeting around reducing canteen waste. This included information on grants from Wastewise Schools and Waste Authorities. Anthea is now on the mailing list for both. It was noted that WMPS is already a Wastewise School.

The P and C has been invited by Simon Millman to lunch at Parliament House. The agreed date was Tuesday 3rd of July at 12:30pm. RSVP needed by early June. It was agreed that the invitation would be extended to Board Members, Olena and Patricia.

Promotional information has now been received for the WACCSO conference. Colin Pettitt and Jane Caro have been listed as the keynote speakers. The conference is set for the 18th -19th of August. The P and C will have 2 seats over the two days and the invitation is open to all interested P and C members.

WACSA conference – 11th July

QKR – Anthea has received training with Christy. Dianella Sutherland has been contacted to view their systems but no response as yet. **Anthea to catch up with Christy regarding necessary hardware.** Anthea feels that a little more investigation is necessary.

DECW meeting – Peter, Anthea and Tina met to discuss canteen upgrade. City of Stirling should have our current grading. As mentioned previously, there appears to be no record of past health inspection reports. **Anthea will call COS to double check our current grading.** This will ascertain the level that we are at and where we want to go moving forward. It was noted that general improvements to the working space is more realistic than trying to reach commercial status.

5.3 Treasurers report

See attached report

Kelly noted that that the report is based off previous statements as she currently does not have access to the online accounts.

Auditors report has been received as well as an invoice for services. Audit was clear with only very minor discrepancies noted. **Copy of audit to be sent to WACCSO and school admin – Anthea to check email or scan and copy.**

Keys to lockbox have been signed back in by Olena – Kelly to sign keys out.

A motion has been put forward:

Treasurer resignation accepted from Olena Kopyl

Anthea motioned to nominate Kelly McMillan as treasurer

Seconded by Honor

All in agreeance.

It is noted that Stephanie can assist Kelly with payments if the need arises.

5.4 Canteen report

Tina has requested funds for new canteen equipment.

Up to \$200 was voted on and passed.

Will review amount if more is needed

5.5 Uniform room report

See report attached

Price increases were discussed and agreed upon. Order form will need updating – price increase will be effective from beginning of June. **Anthea to advertise price increase on Facebook. Carla to advertise on school app.**

5.6 Fundraising report

Entertainment Books – currently 11 memberships sold. Another mail out should be done for further promotion.

Grilled Cheque received and banked.

Silver Cent Challenge – up and running. First collection has been carried out with 15kg of silver so far. Alternative counting methods were discussed. Carla to promote over PA and as part of weekly assembly. Tally to be updated to motivate students.

Disco Year 6 - No help needed from P and C at this stage.

Lapathon – Discussion of a possible theme

First Aid Course – Kelly to investigate

Bankwest Easy Grants – Janelle to put in application with canteen upgrade as fundraising goal

5.7 School Board report

Anthea's position was uncontested and consequently rolled on for another 3 years.

Another public meeting was held by the board on the 11th of April – no public attendance

Business Plan and Annual Report were reviewed.

Crosswalk attendant issue was resolved and one has been appointed.

The concept of Community Partnerships was discussed and clarification of what that looks like. Plans to increase family engagement.

Although mathematics is a school priority, this is currently not evident.

School marketing – Updated and Facebook as mechanisms to filter out information

Budget is satisfactory

Mr Harty currently on LSL with Carla Sudholz as his replacement

6. General Business

Carla has investigated Connect for the P and C. It is possible for the P and C to create a connect community – this could be open to all parents or could be made private. It was discussed that the P and C would prefer a private space with designated administrators. Carla needs our email addresses to apply for CV numbers for members – available with attached contacts list. Connect has a number of useful functions such as chatrooms and a library to upload minutes etc.

6.1 Other General Business

7. Date of next meeting 13th June 2018 @ 7pm

Meeting closed @ 4:58pm