

## Port Kennedy Primary School P & C Association Inc.

General Meeting held on Wednesday 5 April 2017 at 7:00pm in the Staffroom.

### **Present:**

Graeme Thorpe	Emma Whakaruru	Riria Grant	Kara Walters
Jessica Willingham	Vanessa McRae	Camilla Provost	Nola Patricia
Rhonda Slattery	Heidi Quilty	Laura Chaffey	Ana Whakaruru
Marlize Pretorius	Michelle Smedley	Radmila Popovic	Alex Bell
Eve Fontana	Lauren (OSHC)		

### **Apologies:**

Julia Weston	Jennifer Hocking	Angie Hart	Gary McRae
Colin Johns	Leah Spark	Cherry Butler	Pam Borsi
Ash Stevenson			

#### 1. **Welcome:**

Welcome to all. Meeting opened at 7:05pm.

#### 2. **New Memberships:**

Cherry Butler	Sheila Robinson	Ashleigh Stevenson
---------------	-----------------	--------------------

#### 3. **Additional Agenda Items:**

3.1 Walk to School Safely Day

#### 4. **Confirmation of Previous Minutes:**

*Resolution:* That the Minutes of the Annual General Meeting of the Port Kennedy Primary School P&C Association held on Wednesday 15 March at 7:00pm be taken as read and confirmed as a true and accurate record.

*Resolution carried.*

#### 5. **Business Arising from Previous Minutes:**

5.1 Canteen committee meeting minutes (emailed to all members) were discussed. An assessment of the current canteen operations was undertaken by WASCA today and the report will be available early next term. Four motions were recommended to the Executive Committee by the Canteen Committee to move forward with canteen operations in the interim:

1. Enforce a strict budget.
2. Enforce regular internal auditing of the Canteen's Food Safe compliance.

3. Enforce a strict rule for the canteen to purchase only what is required on a week to week basis until further notice.
4. Implement that P&C volunteers or employees can claim loyalty rewards for any P&C related business unless otherwise approved by the Executive Committee.

These motions were passed. Thank you to the Canteen staff, sub-committee members and Treasurer for ongoing efforts to reach a suitable outcome for the students and employees.

## 6. **President's Report**

6.1 Much discussion took place regarding the updated P&C by-laws. A motion to pass the by-laws will be raised once the following revisions have been made:

- Clearer definition of personal and business purchases regarding loyalty rewards.
- Team Leader and President as a minimum for formation of a sub-committee (This will become part of the Terms of Reference for each sub-committee once they are written).
- Removal of Common Seal Item 4.0 (no longer part of the WACSSO Constitution).
- Removal of Item 17.4 "Two Executive Committee signatories are required for all financial transactions."
- Removal of Item 25.5 "Operating a bank account at a level sufficient for the trading capital requirements of the canteen."
- Creation of Item 18.2 "Two Executive Committee signatories are required for all direct bank transfers."
- P&C members will be required to agree to and sign the Code of Conduct (Item 9.0).

6.2 The WACSSO training was held on Tuesday 4 April and was attended by 17 P&C representatives from Port Kennedy PS, Charthouse PS, Comet Bay College and Hillman PS. Great feedback was received and much information was gained from the evening.

6.3 The City of Rockingham Grants Workshop was attended by three PKPS P&C representatives. Information was provided by Healthway, Lotterywest and Dept. Sport and Recreation. Grants of up to \$3000 are available and it is hoped that a successful application will allow the P&C to cover the costs associated with the Safety House show, affiliation fees and promotion to the community.

## 7. **Correspondence Report:**

7.1 All correspondence received and approved by the Committee. A copy of the report is available from the Secretary.

7.2 Outgoing correspondence:

- Letter to canteen employees explaining motions carried to implement control of canteen financial issues.
- Letter sent to Woolworths requesting Mother's Day stall donations.

- Email sent to Globe Insurance Services requesting copy of Public Liability Insurance certificate.

- Letter and email sent to WASCA requesting canteen assessment.

8. **Treasurer's Report:**

8.1 A detailed bank reconciliation and report for the month of March is available from the Treasurer.

8.2 All members present at the meeting agreed on a \$1000 budget for the purchase of Mother's Day items to sell on the stall.

8.3 All financial documents older than seven years will be shredded. It was agreed upon by all members present at the meeting to also document what is being destroyed.

9. **Canteen Report:**

9.1 March saw a loss of \$119.78. A detailed profit and loss report for the month of March is available from the Canteen team leader.

10. **Uniform Report:**

10.1 Orders for windcheaters and microfibre jackets have been placed and these are due middle of next term. A quote from Tara Uniforms to supply faction shirts has priced them at \$8.90 (ex.GST) which would be a significant saving on the current \$18.92 (inc.GST) per shirt. There is a minimum purchase of 30 per colour/logo. Tara Uniforms are a trusted vendor and currently supply our green shirts and windcheaters.

10.2 The larger sizes of microfibre jackets, originally purchased when PKPS had year seven students, have been reduced to \$20 each. This offer has been keenly taken up by the teachers, with the uniform shop quickly selling six. Large long -sleeved tops are also currently on the sale rack.

10.3 Leah has redesigned the cash sheet to make it easier to use in the uniform shop and this is working well. Heidi has created a notice informing our customers how to pay for uniforms via online banking. Copies are also on display in the uniform shop.

11. **Safety House Report:**

11.1 The Safety House show has been booked for September. The Safety House Team Leader is currently in the process of contacting current Safety House residences to confirm involvement and update contact details.

12. **Fundraising Report:**

12.1 Over \$1650 has been raised for the school during term one, this includes the Easter Raffle to be drawn at the end of the week. The next fundraiser will be the Mother's Day Stall in week three of term two. All items are being handmade so we

have not had to buy any premade stock to sell. Volunteers are required for the stall on Friday 12 May.

12.2 The P&C will offer a healthy lunch option for the CHAMPS launch on Monday 15 May. Nola has offered to design the poster to promote the event.

12.3 Two Bunnings sausage sizzle fundraisers have been booked for August 13 and November 5. All members present at the meeting were in favour of these going ahead. Parents will be asked to donate soft drinks and water to increase profit potential.

13. **School Banking Report:**

13.1 There have been six new bankers sign up this term. A thank-you breakfast is being planned for the students, with a date to be confirmed. Two account opening sessions with a visit from the mascots will be held in term two. An app will also soon become available for student bankers to use. The quarterly commission for January-March will shortly be received into the P&C account.

14. **Social Media Report:**

14.1 We have been receiving great feedback from parents and the community regarding the informative posts on the Facebook page. Current focus is on the Canteen and Parent Workshops. The CHAMPS launch will be highlighted as a 'save the date' event.

15. **Principal's Report**

15.1 The end of the term has certainly come around quickly, there is so much that happens in a term it is often difficult to keep up. I would like to acknowledge the hard work of the staff this term in catering for the needs of our students.

The school has been granted \$4500, and put in around \$1500 of our own for Cyber Safety courses. Our year five and six students will be doing a series of online courses about cyber safety and bullying. Parents will be given access to an online course around the same subject. On June 8, a talk will be given to our year three, four and five students by Brett Lee, a Cyber Safety expert, who will also speak to interested parents and staff after school on that day from 3.30-4.30pm.

A big thank you to the P&C for your hard work again, I know there is a great deal of excitement about the Easter raffle still to come. Also, the Mother's Day stall near the beginning of term two is always a highlight.

We finally know how much money we have and where we can prioritise and deliver on plans. As of next term we will have three staff with ICT expertise working at one day each in classrooms assisting teachers to use ICT- iPads in particular - across the curriculum. The idea is to up skill all teachers in the use of iPads, and other technology, to enhance both learning and creativity.

Information will go out early next term about our CHAMPS launch that will be held in week four of next term, with a special assembly and picnic lunch being part of it.

16. **General Business:**

16.1 Cyber Safety Program (See Principal's Report).

16.2 It is hoped to hold a breakfast to coincide with Walk Safely to School Day. It was suggested to hold it on a Tuesday (CHAMPS "H Healthy" day). Heidi volunteered to co-ordinate the breakfast and volunteers will be required. The next Parent Workshop on 16 May will also be on healthy eating.

16.3 It was decided that the Bendigo Bank Community Reward Program would not be a suitable passive fundraiser for the P&C at this time. Emma will contact the bank to advise them.

16.4 Emma expressed interest in attending the WACSSO conference in August. All members present at the meeting agreed on her nomination.

17. **Date of Next Meeting:**

The next General Meeting will be held on Wednesday 10 May at 7:00pm in the Staffroom.

18. **Closure of Meeting:**

There was no further business, the Meeting was declared closed at 8.40pm. Thank you for attending.