

South Coogee Primary School P & C Association Inc.

= MINUTES =

General Meeting held on Monday 3 May 2010 in the School Staff Room.

Meeting Opened 7.39 pm

1. **Attendance:** Laurissa Forbes, Narelle Brookes, Peter Domasz, Cyndi Wood, Liana Myers, Deanne Garbin, Cate Bartle, Zoe Haddrell, Jo Bailey, Natalie Donald, Michelle Opie, Sue Pettet, Andrea Bernardi, Joanne Stewart-Magee

Apologies: Natalie Shaw

2. Confirmation of Minutes of Previous Meeting

Resolution: that the minutes of the General Meeting of the South Coogee Primary School P&C Association Inc held on 22 February 2010 have been read and confirmed as a true and accurate record.

Carried

3. Business Arising from Previous Minutes of General Meeting

- 3.1. Becoming an Independent Public School – Laurissa confirmed P&C will not be affected. There will be minor amendments to the constitution but P&C still under Education Act. Any changes will be advised. P&C may choose to divest some responsibility eg. Uniform/canteen to Board but will retain fundraising function.
- 3.2. Uniforms are online. Received 30 online orders. Once winter orders have been filled will open up weekly ordering again.
- 3.3. Terms of Reference provided to meeting. Amendments to be made regarding inclusion of float for canteen, uniform and fundraising committees.
- 3.4. Gardening sub-committee – Sue Pettet and children were the only people who turned up for busy bee. Plants from messy front area to be cleared and replaced by mulch and stepping pavers. Jo will put in newsletter and coordinate.
- 3.5. Alcoa grants – have application form. Cyndi will liaise with Jo to complete by 28 May.
- 3.6. Proofreading of newsletter. Jo confirmed this will be done by admin.
- 3.7. Crossing Guard on Beeliar Drive – Laurissa will follow up on this and also on item 3.8
- 3.8. Road Safety Council
- 3.9. Newsletter recycling – Cyndi spoke to Natalie Mayo. Putting together team to recycle throughout school, bins in classrooms etc. and applying for grant. Sustainability Committee would like couple of parents to help out. Will put in newsletter together with an article on recycling by Natalie Mayo.

4. Correspondence

4.1. Correspondence In

10/23	Mar	Crazy Camel	Fundraising	Fundraising	Mar
10/24	Mar	Picture Products	Fundraising	Fundraising	Mar
10/25	Mar	Fundraising Directory	Fundraising	Fundraising	Mar
10/26	Mar	P & C Voice	WACSSO – Feb		
10/27	Mar	The Eyewear Co	Fundraising	Fundraising	Mar
10/28	Mar	Cancer Council	Crunch & Sip		
10/29	Mar	Advanced Life Photo	Family Portraits	Narelle	Mar
10/30	Mar	La Belle Fleur Florist	Fundraising		
10/31	Mar	Cockburn Council	Speed Networking		
10/32	Mar	Dept Education	Healthy Food & Drink Policy		
10/33	Mar	Coogee Realty	Shad Shelter		
10/34	Mar	Livingstone International	Childcare		

10/35	Mar	Footprints	Board Game	Fundraising	Mar
10/36	Mar	Rest Superannuation	Super Contributions – Canteen	Treasurer	Mar
10/37	Mar	Austwide Wholesalers	Mothers Day gifts	Fundraising	Mar
10/38	Mar	Office Max	The Craft Factory	Fundraising	Mar
10/39	Mar	Wacssso	P & C Voice		
10/40	April	Rest Superannuation	Super Contributions - Canteen	Treasurer	April
10/41	April	PFD Foodservices	Statement	Treasurer	April
10/42	April	Snap Printing	Statement	Treasurer	April
10/43	April	Fonterra Brands	Statement	Treasurer	April
10/44	April	Peerless Activewear	Uniforms	Treasurer	April
10/45	April	Timesavers	Fundraising stationery	Fundraising	April
10/46	April	Aust. School & Club Fundraising Specialists	Fundraising catalogue	Fundraising	April
10/47	April	Kids Art Works	Fundraising calendars	Fundraising	April
10/48	April	Aust. Scholarships Grp	National Teaching Awards		April
10/49	April	City of Cockburn	Regional Parents Group network		April
10/50	April	Dept. WA Mental Health	Mental health resources/event		April
10/51	April	City of Cockburn	Cultural Awareness Training		April
10/52	April	WACSSO	Funding cuts		April
10/53	April	City of Cockburn	Community Bowls Tournament		April
10/54	April	WACSSO	P&C Voice		April
10/55	April	Smart Fundraisers	Fundraising catalogue	Fundraising	April

4.2. Correspondence Out
Nil

5. Treasurer's Report

5.1 \$10,615.51 P&C
\$11,177.67 Canteen
\$4,357.65 Depreciation

Discussed fundraising for air conditioning for new classroom blocks. Will assess whether necessary after moving in.

6. Reports

6.1. President's Report
Laurissa thanked all the sub committees for the great job they are doing.

6.2. Principal's Report
Welcome to everyone.
Glad to be back, as Principal for the remainder of 2010.

Audit

From the 8-11 June Audit Branch will be here to conduct a full audit. P&C discussed the fact that their books had not yet been audited for either 2009 or 2008.

Resolution: P&C books will be audited before the school is audited on 8-11 June.

NAPLAN

Staff busy familiarising all 3,5,7 children with organisation and components of NAPLAN so nothing is a surprise for them next week.

PP Play area

Discuss parents and staff meeting have way- all children using the area must be in K-3 and their parents are in the PP area. Child care children will need to stay in classes. Notes are to be displayed to ensure they are adhered to after school too.

'Garden Angels'

Thank you to Sue Pettet for the seven hours of gardening she did last term. Now we need 7-10 angels to clear a bed in the front of the school and mulch it. It will look better, require no water and easier for children to walk on if they need to. Please register at the office.

Communication

We are focussing on informing parents of our practice and all the special things staff are doing. These ideas will be in the newsletter, so please read it.

Helen Frost

Nutrition Talk will be presented to all children on Thursday 6 May. All children will receive a bottle of water from the Health Committee, promoting the health benefits of drinking water.

Building

Progressing well, completion June now.

Hats

A decision was made at School Council to extend the wearing of hats to the four terms of the year.

Behaviour Management

Staff has met to review the guidelines to ensure they are still meeting the needs of the children and are effective for managing the behaviour. It is a consistent policy.

Curriculum

We have introduced the **Multilit Program** into our school to assist non proficient readers. All EAs have been trained in the program to assist all our children.

6.3. Canteen Report

Been extremely busy. Having difficulty with capacity of freestanding oven. Looking at purchasing new commercial oven with greater capacity. Canteen to report on number of lunches being made and other relevant data.

6.4. Uniform Report

Winter uniform orders being distributed. New school cap (see 6.6)

6.5. Fundraising Report

Free colouring competition – Congratulations to our lucky winners; Kindy – Tiana (B6), Bushlands – Calum (B5), Wetlands – Livia (W1), Coastlands – Kaitlyn (C2) & Xanthe (C6). Well done everyone we had some fabulous entries!

Easter Buns - Thank you to Beck Adaszko for co-ordinating it again this year and to Narelle and Natalie Shaw for helping to pack the orders and get them to the classes on the day ☺ Also a huge thank you to the bakery manager and team at IGA Gateways for baking our delicious Easter buns fresh that morning! This year we raised \$280.80.

Entertainment Books - Notes have been sent home and books will be available from the 17th May. Cyndi will be attending the launch on Saturday 15th May. Hopefully this will be successful again this year.

Mother's Day - 206 gifts ordered so far (have catered for approximately 300! Banked \$990 for this fundraiser. The gift stall will be run from the canteen on Wednesday. Happy Mother's Day everyone!

Fundraising float – Committee agreed to a fundraising float (included in Terms of Reference).

Banked to date - \$2,503.42

Expenses paid to date - \$1,604.00.

Outstanding payments - \$434.00 for Mother's Day gifts

6.6. School Council Report

Meeting was held on 20 April 2010.

Hats – School Council has endorsed wearing of uniform hats throughout school. Students have option of bucket, broad brim or cap. Caps will be embroidered with school logo. No other caps will be acceptable. Will come into effect as of Term 3 and hats will be worn all year round.

Independent Public School – Applying in 2011. Organising meeting 11 August 2010 with District Director and a Principal from a school which is already an IPS.

School Times – still investigating possibility. Very complex due to students catching buses.

Budget – budget was discussed and ratified.

Resolution: that the above reports, as tabled, be adopted

Carried

7. General Business

7.1 Grants – Laurissa will report back at next meeting. Cyndi has application forms for grants from Woolworths and Disney Channel.

7.2 Hats – Can P&C subsidise cost of school caps (full price \$8)?

Resolution: that until the end of Term 3 hats will be on sale for \$5 and that the P&C will buy hats for the six school reps and present at assembly.

Carried

7.3 At present Kindy cannot order from canteen due to different meal time.

7.4 Kindy playground after school hours – school has duty of care whilst children on site. Notice to be put up stating that equipment may be used by K-3 only for a set period of time after school hours. To be mentioned in assembly and newsletter.

8. Other Business

None

9. Date of Next Meeting - Monday 14 June at 7.30 pm

10. Meeting Closed - 9.50pm