

AGENDA

WEST MORLEY P&C

Wednesday 25th October 2017

COMMENCING AT 3:15PM

1. Attendance and apologies
2. Minutes of previous meeting
3. Business arising
4. Principal's report
5. President's report
6. School board report
7. Treasurer's report
8. Canteen report
9. Uniform shop report
10. Fundraising report
11. Correspondence
12. General business
13. Date of next meeting

MINUTES

WEST MORLEY P&C

Wednesday 30th August 2017

Commencing at 7.05 PM

Proposed finishing time 8.30PM

1. Attendance

Anthea Rogers (President)

Peter Harty (Principal)

Kelly Brandenburg

Olena Kopyl

Patricia Knuckey

Kelly Robertson

Stephanie Knowles

Honor Burrows

Janelle Di Marco

Alison Willis

Apologies

Meredith Hammond

Tina Wolff

Roxanne Ellis

2. Minutes of the previous meetings

The minutes from the previous meeting August 2nd 2017 require the following changes:

- "WACSO" to be corrected to "WACSSO" **Action: Honor Burrows.**

Otherwise, the minutes to be adopted as correct.

Moved: Anthea Rogers

Seconded: Kelly Brandenburg

3. Business arising

All money in to be double-checked in the office. No action yet.

The Brownes price increase was minimal so no changes to the Canteen Price listing is needed at this stage.

The Earth Friends representatives have not yet been approached regarding the possibility of joining the School Board.

P&C posters are not yet completed but will be carried forward.

P&C Newsletter has been sent out.

Lapathon completed. Next year the form will be altered to assist the Treasurer with receipts as each child must be provided with a receipt for any donation made.

A form was provided to the Fundraising Team that can be handed out to businesses for donations.

No further businesses approached for donations as ample donations received for upcoming Faction Carnival already.

Coffee Van organised for Faction Carnival 1st September.

Three scooters obtained by Simon Millman for Faction Carnival 1st September.

P&C Carnival Schedule to be finalised and circulated amongst P&C members and volunteers.

Interschool Sausage Sizzle pre-order forms to be sent out by Peter Harty.

Collection of Interschool forms to occur Monday 11th September. Roxanne unable to collect from Ashfield. Honor will collect from Ashfield and Embleton.

50th Anniversary Celebration merchandise has been finalised and pre-ordered.

4. Principal's report

See attached report.

The school has one remaining bike to be used as a fundraising incentive. Suggestions made to donate bike as Faction Carnival raffle prize. As ample donations received already, it is decided the bike will be raffled at the WMPS 50th Anniversary Picnic.

Due to poor sales, the tote bag will not be produced for the 50th Anniversary Celebration. Instead, pens and drink bottles will be the main items sold. Pre-orders have been taken and profits will go to the Year 6 Camp.

The Pedrotti Family will be featured in the local paper for the 50th Anniversary Celebration as multiple generations have taught at the school.

A quote for an outdoor sound system has been received for \$1200. Further quotes are being obtained for an undercover area sound system.

Work on the new covered areas is expected to start during the upcoming school holidays.

A suggestion had been put to the Principal that the undercover area could be improved with a heating and cooling system. Quotes for reverse cycle air conditioning are expected to be in advance of \$20 000 so it is not a feasible project for the school to undertake.

River Rangers Camp at Mundaring Weir was a success.

5. President's report

The WACSSO Conference was held on the 19th and 20th of August and was attended by Janelle, Anthea and Olena. Agenda items and key note speakers and presentations were attended by Janelle and Anthea, Role of the Treasurer workshop and the Drug and Alcohol Workshop were attended by Olena, and Anthea also attended the Canteen Workshop and the Attracting Volunteers Workshop. From the Attracting Volunteer Workshop, Anthea believes WMPS P&C are already implementing a lot of the suggestions put forward. The main points to take from the session were:

- Members to remember what the purpose of the P&C is for (not just a fundraising group).
- When looking to recruit new members of the P&C and volunteers, people that are asked specifically to help or "head hunted" are more likely to join in.
- The use of Social Media is important in attracting new people.
- Make the new members feel welcome and comfortable with clear expectations and role descriptions.

After sending out a P&C-specific newsletter, the WMPS P&C Face Book group increased by 3 members. After discussion, it has been decided the title of the page will be changed to "West Morley Primary School Parents and Community". **Action: Kelly Brandenburg.**

The future P&C meetings have been confirmed for 3.15pm in Week 3 and 7pm in Week 7 of Term 4. Moved by Anthea Rogers and all present in favour.

Alison Willis will be stepping down from her role as Secretary. Any P&C member who is interested in taking over this position has been encouraged to speak further with Alison before nominating for the role. Anthea Rogers has also offered the position of President. Any P&C member who is interested in taking over this position has been encouraged to speak further with Anthea before nominating for the role.

A suggestion taken from the WACSSO Conference was to have clear descriptions of roles in each folder, which will assist in role handovers. **Action: Anthea Rogers.**

6. School Board report

The school Board Meeting was postponed as not enough members could attend.

Two new members have joined the School Board since the last meeting held June 21st. Both new members are parents of students currently attending West Morley Primary School.

7. Treasurer's report

See attached report.

Points discussed from the report:

The Lapathon donations currently amount to \$1850.85, and will increase once final donations counted.

Payment of \$1000 made for WMPS Library Books in August however it was suggested this payment be made earlier in the year in future i.e. in March.

The new freezer for the canteen has arrived. The insurance claim for the old freezer has been lodged but it may not be successful as no report was obtained on the status of the freezer and no quotes to get it repaired were obtained.

As suggested during the Treasurer Workshop at the WACSSO Conference, the P&C might consider using Cloud based document storage. It was suggested that the P&C trial "Connect" as it is the program the School Board currently use.

The \$30 P&C contribution is tax deductible as WMPS P&C is a charitable organisation. All receipts for donations should have a stamp which includes the P&C's ABN.

8. Canteen report

Canteen Manager has requested the canteen floors be steam cleaned or polished, particularly in the areas where old equipment has been moved. The Principal has advised the school cleaners are unable to regularly steam clean or polish the floors but can be asked to do extra tasks during the school holidays. **Action: Peter Harty.**

A request was made for lunch orders to be collected at 12.30pm - not earlier.

A request was made for a second set of Canteen keys to be cut for P&C use (to make accessing the Canteen during fundraising events and local elections easier). Approved by Peter Harty at the P&C's

cost. This is to be checked with Canteen Manager Tina Wolff before proceeding. If new set of keys permitted, the key register located in the Uniform Shop is to be used. **Action: Kelly Robertson.**

9. Uniform shop report

Patricia Knuckey will be unable to man the Uniform Shop on Fridays after this Friday 1st September. She will continue to purchase stock online and stocktake, however a new person will need to take over her Friday role. Options include asking Sam to step into the role, advertise the vacancy to the school community, or utilise the external service offered by Lowes where uniforms can be obtained from their store located in Mirrabooka. The Lowes option is to be considered further and quotes to be obtained. However, any changes in uniform producers will bring a change to the type of material used for the clothing. **Action: Patricia Knuckey.** Honor Burrows has offered to take over the Friday role with the intention of eventually taking over the entire Uniform Shop role. Training will take place on Friday 1st September, with Sam assisting Honor on the following Friday. **Action: Patricia Knuckey and Honor Burrows.**

10. Fundraising report

Faction Carnival is Friday 1st September.

- Eight prizes have been obtained (3 scooters donated by Simon Millman, a gift bag from Kelly Brandenburg, Harvey Norman items, a photo shoot voucher, a massage voucher, and an Entertainment Book). A suggestion was made to save one of the scooters to raffle off at the 50th Anniversary Celebration. This was not agreed upon so three scooters will be raffled at the carnival. Raffle tickets agreed to be sold at \$1 each or 3 for \$2.
- An email is to be created and sent to Natasha in the front office to advise the students there will be a cake stall and raffle on the day. **Action: Kelly Brandenburg and Kelly Robertson.**
- Kelly Brandenburg has arranged Monkey Beans Coffee van to attend the carnival.
- Worm Whizz will also be sold adjacent to the Cake Stall.
- 8 non-P&C parents are volunteering on the day.
- 135 sausage sizzle pre-orders have been received and extra supplies have been ordered for on-the-day sales.
- Gas bottle has been collected for the BBQ and float arranged.

Interscholar Carnival is Friday September 15th.

A question was raised whether WMPS students would be able to pre-order the sausage sizzle like the other schools. This is to be discussed further. The Multi-Purpose Room is no longer available for

food prep on the day so another option is to be agreed upon. As the Principal was unable to attend the meeting with the other school's Principals on Wednesday 30th August due to extenuating circumstances, the flyers, forms, and collection envelopes will be distributed the following week.

Action: Peter Harty.

The schools are to have finalised their forms and collection of funds by Friday 8th September. The week of Monday 11th September, the order forms and money will be collected by P&C.

Collection of forms and money **Action: Stephanie Knowles (Morley), Kelly Brandenburg (North Morley), Patricia Knuckey (Weld Square), Honor Burrows (Embleton and Ashfield)**

Entertainment Book Sales have slowed and the total number of books sold was 20, making the profit total \$260.

The Local Matters promotion at Grill'd has been finalised. The date is yet to be advised by Grill'd but will be occurring in the upcoming months. Last year's Local Matters provided the school with approximately \$100.

11. Correspondence

WACSSO will be emailed a copy of WMPS latest audit for their records. They will also be notified of WMPS's 50th Anniversary Celebration and a post-event summary. **Action: Anthea Rogers.**

12. General business

A query was raised about how many extra events that require payments have appeared in Term 3 (excursions, fundraisers, school photographs). Although the amount falls in the yearly expected contributions, is it putting too much pressure on WMPS families? It was discussed that moving forward, excursions and school photographs might be able to take place earlier in the year.

13. Date of next meeting

Wednesday 25th October

Time: 3.15pm

Meeting closed at 8.55pm.