

**AGENDA**

**WEST MORLEY P&C**

**Wednesday 30<sup>th</sup> August 2017**

**COMMENCING AT 7PM**

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 2<sup>nd</sup> August 2017**

**Commencing at 3.15 PM**

### **1. Attendance**

Anthea Rogers (President)

Peter Harty (Principal)

Simon Millman (Labor MP)

Kelly Brandenburg

Olena Kopyl

Patricia Knuckey

Kelly Robertson

Roxanne Ellis

Stephanie Knowles

Honor Burrows

Tina Wolff

### **Apologies**

Meredith Hammond

Alison Willis

Heidi Nicholson

Nicky Middleton

Janelle Di Marco

## **2. Minutes of the previous meetings**

The minutes from the meeting June 7<sup>th</sup> 2017 to be adopted as correct.

**Moved: Anthea Rogers**

**Seconded: Kelly Brandenburg**

## **3. Business arising**

The purchase of the oven for the Canteen is a “work in progress” and to be discussed further.

**Action: Tina Wolff**

## **4. Treasurer's report**

See attached report.

Points discussed from the report:

Question has been raised whether the P&C are able to claim a new freezer as the previous freezer stopped working suddenly.

Audit recommendations included keeping separate files for expenditure in canteen, and keeping all sales sheets (as one missing from 2016).

Also, a school banking discrepancy of \$67 was noted. Audit recommends using computerised records. P&C suggested having two people responsible for counting the banking and initialling the deposit slips. Currently, there is a \$5 discrepancy in the banking since April this year. **Action: Tina Wolff and Office Administration staff.**

The Brownes price increase has been in effect since approximately July 14<sup>th</sup> 2017 and a canteen price increase review is to be organised and implemented. **Action: Tina Wolff and Olena Kopyl**

Certificate of Membership for WACSO for received (valid for 2017-2018) at a cost of \$672.77.

## **5. Principal's report**

See attached report.

Points discussed from the report:

School photographs will be taken by MSP this year. A decision was made by the P&C that the style would be in a matte finish with a “Year in review” feature on the back.

After the removal of the rotting tree in the ECE Nature Play area, it was suggested the P&C might consider replacing the tyre swing with another item.

Earth Assist has been involved with two recent school activities and it was suggested Earth Assist members could be approached to nominate as a community member for the School Board. **Action: Mr Harty**

There are currently two vacancies on the School Board.

## **6. Simon Millman (MLA)**

Simon Millman has confirmed \$50,000 has been granted to West Morley Primary School by the Labor Government.

As he has previously donated a BMX bike to Coolbinia Primary School and to Sutherland Primary School, Mr Millman has offered to donate an item of approximately \$200 in value to assist in the schools fundraising efforts.

Mr Millman also discussed Paul Dushka, a gentleman who takes parts of broken bicycles and other raw materials to make modified bikes. It was suggested a collection of old bikes and parts be undertaken by West Morley PS. Simon Millman has offered his office to be contacted to collect the items, which would then be dropped off to Wanneroo Senior High School to Paul Dushka. To be discussed further at next P&C meeting as a possible initiative in Term 4.

Mr Millman also recommended the Parliamentary Education Tour as a possibility for future school excursions.

Mr Millman has offered to attend West Morley PS assemblies or functions in the future.

## **7. President's report**

Term 3 will be the busiest term for the School with the upcoming Lapathon, Sports Carnival, Interschool Carnival, the 50 year celebration, and the WACSO conference.

The WACSO conference will be held at Crowne on August 19<sup>th</sup> and 20<sup>th</sup>. Janelle and Anthea will be attending the first day – Agenda items and key note speakers and presentations. Olena will be attending the second day to complete the Role of the Treasurer workshop and the Drug and Alcohol Workshop. Anthea will also be attending the second day to complete the Canteen Workshop and the Attracting Volunteers Workshop.

The school has 52 active bankers with the Commonwealth School Banking program. The P&C are hoping to increase this number, however, a helper is still required for the afternoon shift.

West Morley PS Facebook page has only 31 members. The Facebook page is to have its title changed to encourage more followers. Also, a poster will be arranged and placed outside of rooms (once the Entertainment Book poster has come down) to encourage new members. **Action: Anthea Rogers**

The Updat-ed App was discussed and queries were made as to whether it is working. Concerns raised as to how parents are staying in contact and receiving information from the school. The

school newsletter is to remain as is currently distributed. However a separate P&C newsletter is to be developed as Term 3 is so busy. **Action: Anthea Rogers and Kelly Brandenburg**

As the P&C has recently donated the boat to the ECE area, the P&C would like to make a donation to the main school area. A suggestion was made to upgrade the playground area near the library. No decision made, will be discussed further.

## **8. Fundraising report**

Lapathon is Friday 11<sup>th</sup> August. All forms have been sent out with students to encourage raising funds. Mr Harty will mention the Lapathon at the school assembly on Thursday August 3<sup>rd</sup> to remind students. Icy poles to be ordered (1/child) and stored in the Canteen freezer. **Action: Tina Wolff**

Sports Carnival is Friday 1<sup>st</sup> September. It has been suggested to use Mr Millman's offer of a donated bike/scooter as a prize. The P&C newsletter will include a call out for volunteers, cake stall contributions, and donations of prizes. Local businesses will be approached and asked to make donations as well. The Cake Stall will require 2 volunteers/hour. A coffee van will be organised – no response as yet from Lady Latte, however Mr Mocha may be available. The Canteen will not be open on this day but will be open the day prior, Thursday 31<sup>st</sup> August.

Organising P&C newsletter **Action: Kelly Brandenburg and Anthea Rogers**

Sourcing P&C letter for donations from businesses **Action: Anthea Rogers**

Organising coffee van **Action: Kelly Robertson and Kelly Brandenburg**

Liaise with Simon Millman regarding donation **Action: Anthea Rogers**

Approach business for donations **Action: Kelly Brandenburg**

Timetable for Carnival to be written **Action: Kelly Robertson**

Interscholar Carnival is Friday September 15<sup>th</sup>. A sausage sizzle and drink combo was suggested for \$5. The school canteen will be operated as normal by Tina and P&C volunteers to man the sausage sizzle. The MultiPurpose Room will be used for the sausage sizzle preparation as long as the office is notified. The Playgroup will also be notified as they meet in the MultiPurpose Room on Friday mornings. Mr Harty will be attending a meeting with the other school's Principals on Wednesday 30<sup>th</sup> August. He will distribute the flyers, forms, and collection envelopes to the Principals at this meeting. The schools are to have finalised their forms and collection of funds by Friday 8<sup>th</sup> September. The week of Monday 11<sup>th</sup> September, the order forms and money will be collected by P&C.

Organising flyers, forms, collection envelopes **Action: Kelly Robertson**

Distribution of flyers to Principals **Action: Peter Harty**

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

Notify Office and Playgroup of use of MultiPurpose Room **Action: Honor Burrows**

The 50 Year Celebration will culminate with a picnic on Saturday 23<sup>rd</sup> September. The picnic is to be a casual affair with school tours, a time capsule, and a stone path. A suggestion has been made for the P&C to organise the merchandise for the event. A number of merchandising options have been suggested including a Year Book, tote bag, water bottle, pen, coffee mug, tea towel. It was decided that tote bags, pens, and water bottles are the preferred and most useful items. P&C will be organising, pre-ordering and manning the table at the event.

Researching merchandise pricing **Action: Kelly Robertson**

## **9. School Board report**

Meeting was held June 21st 2017.

Website amendments still to be progressed.

UpDat-ed app problem still to be rectified.

There are currently two School Board vacancies, after resignation of School Board Chair, Matthew Hammond, and Board member Kylie Adams. Nominations for Board positions will be opened up to school parent community.

50 year anniversary banner to be amended with the old logo on the right side and the current logo removed. Contact details removed. This amended version can be used as the footer of letters during the year and removed thereafter.

General School Improvements discussed. Excess funds to be spent this year – approximately \$110,000. To improve the quality of education and opportunities to learn, the school has focused on improving inform/inspire and review/revise as part of lesson format. Also focusing on literacy and numeracy blocks and group rotations. Next step is to focus on student responsibility for learning. To do this, classrooms are required to be more flexible. One suggestion is to trial one classroom to be adapted to be flexible. Another suggestion is to increase space available across the school for learning. Proposal to get a quote to add an architectural umbrella structure to a designated grassed area. Exposed walkway to library needs to be covered. Board agreed to obtain quotes to cover the walkway to the library, cover for the area between toilets and room 1 and 2, and research with respect to flexible classrooms to continue.

## **9. Canteen report**

The freezer has stopped working suddenly and \$220 of stock was lost. Canteen is currently waiting for a new freezer from the Eastern states.

Yogo 170mg has now been given a Red status under the Traffic Light system, so the Canteen is now only able to sell the smaller “snack pack” size of Yogo 100mg.

Choc Mint Chill is being discontinued by Brownes, despite its popularity. Banana Blast will be introduced.

Tina Wolff has attended a Traffic Light System education session during the past school holidays.

As discussed in the Treasurer's Report, the Brownes price increase has been in effect since approximately July 14<sup>th</sup> 2017 and a canteen price increase review is to be organised and implemented. **Action: Tina Wolff and Olena Kopyl**

#### **10. Uniform shop report**

The Stocktake for June has been completed. The Stocktake for December has not been completed.

Faction Shirts have been collected.

#### **11. Correspondence**

WACSO Brochures

P&C Voice magazine

#### **12. General business**

A query was raised if we are participating in Woolworths Earn and Learn this year. The decision was made that it is not a priority for the school as we are in a very busy period and Earn and Learn has traditionally been very time consuming for little gain.

#### **13. Date of next meeting**

Wednesday August 30<sup>th</sup>

Time: 7pm

**Meeting closed at 4.50pm.**