



MINUTES

Herne Hill Primary School P&C

General Meeting

Tuesday 12th March 2019 | 6pm | Chairperson – Rachael Butcher

In Attendance

Rachael Butcher (RB) | Lynette Maisey (LM) | Tania Gibson (TG) | Dianne Letica (DL) | Carmen Notte (CN) | Janette Preedy (JP) | Sharna Keys – Fernihough (SKF) | Jess Harman (JH) | Kia Colotti (KC) | Chere Rothwell (CR) | Amanda Kelley (AK) | Jodi Williams (JW) | Katrina Versteegen (KV) | Tracey Goodridge (TG)

Apologies - Cathy Steel (CS) | Kate Herron (KH)

Meeting commenced at 6.07pm

Previous minutes – 26/2/2019

- 1.1 AK confirmed & communicated in 12/3 school newsletter that cash orders Book Club can be made via the office. Cash needs to be the exact value of the order.
- 1.2 P&C facebook administers has been updated to elected committee.
ACTION: RB to liaise with office to confirm parent names are current & action accordingly
ACTION: P&C to advertise the P&C facebook group in next newsletter
- 1.3 A new P&C email address has been created – hernehillspandc@gmail.com P&C executive all have access to the inbox.
ACTION: P&C to advertise the new email address in next newsletter
ACTION: SKF to check that the old email address is not active
- 1.4 AK has organised parents for school review “meet & greet” 19/3 @ 11.15am
- 1.5 P&C consider organising a “book drive” to collect 2nd hand books for library. This item was adjourned to the next meeting.
- 1.6 Discussed the need for new eskies. TG commented that 4 would be ideal. Currently own 2 stored in Canteen (1 is average condition). Discussed 80L would be ideal size. JP moved a motion to spend up \$400 on 4 new eskies. TG seconded the motion.
ACTION: RB to purchase 4 new eskies up to the value \$400.

Correspondence

Incoming mail noted – bank statements; officemax levy & cheque; entertainment book fundraiser (noted that unsuccessful in past, low interest to re-try). JP noted she received a \$50 voucher from Coles Caversham & \$50 parent donation for the Easter raffle. ACTION: to include vouchers in incoming mail register.

Principal Report (extracted from copy provided by AK, *italics text indicated additional information provided*)

Staffing

- Tayla McAuliffe is now full time for the rest of Term 1.
- 2019 numbers sit at 173 students.

Curriculum

- NAPLAN online Week 3 & 4 in Term 2
- On Entry Testing currently taking place in Pre-Primary, Year 1 and Year 2
- School Development Day Thursday, 14th March – Seven Steps Writing for all Teaching staff. No students attend this day.
- STAR Reading Program introduced in 2019.

School Management

- Junior area had reverse cycle air conditioners installed on Monday, 11th March. We have a plan to install reverse cycle in the Admin and Library area as funds become available.
- Library refurbishment has commenced. We are in the process of removing the large circulation desk. The cost to refurbish will be approximately \$25 000. *New carpet planned to be installed by end of Term 1.*
- Running Club, Skipping Club, Breakfast Club have commenced. LEGO Club to commence in Term 2 and there has been talk about a sewing club. Lego club commencing Term 2. *Donations of lego are welcome. ACTION: KC advertise on facebook and in school newsletter.*
- DOE have approved the payment of new carpet in the Library. I am in talks with BMW regarding a Senior Toilet upgrade and a new water fountain for the Senior Area.
- Tayla (Gardener) has been painting doors and frames in the Senior Area. We will be painting the Library next.
- New EFTPOS machine in the Admin.
- School Plan 2019-2021 went out in the newsletter. This plan will drive our direction for the next three years.
- School Review will be on 19th March. Report will be published on the website.
- Rotary have donated \$2500 to the school to purchase LEGO and Drums for the Chaplain Drumbeat Program.
- Brickworks Lego are looking at assisting us with LEGO donations.
- Minister Violence in Schools Policy commence in 2019. *Violence in schools policy extract discussed with group as well as advertised in school newsletter. AK attending a meeting to understand the implication for primary schools. Discussion was had around student damage to property. AK commented that parents could be asked to pay.*
- Playground after school usage. *Parents were asked to be aware that use of the playground after school was welcome however be conscious that staff are still working so to keep noise to a minimum around school buildings.*
- Parents entering classroom after the siren. *Raised that parents need to come via the office to minimize disruptions to the class.*

Parents as Partners

- Thank you to all that have volunteered for the review on 19th March.
- Canteen use 2019? Any Plans?
- Book Club Cash option now available.

Upcoming Events

- School Review March 19th. Reviewing the areas of Relationships & Partnerships, Learning Environment, Leadership, Use of Resources, Teaching Quality and Student Achievement & Progress.
- Year 1 & Year 2 Excursion to SCITECH 21st March 2019
- P&C Colour Explosion Saturday, 23rd March 2019.

Funding Requests

- Library Refurbishment

AK suggested that P&C Executive members organise name badges to be identified around the school.

ACTION: RB to liaise with Karen in the office for a quote to bring to next meeting

AK handed the Woolworths Learn & Earn fundraising brochure.

ACTION: RB & JP to register and communicate to school community

Treasurer

LM noted that the change of signatories on the bank accounts with Bankwest is currently being processed to reflect new Executive Committee.

Fundraising

- **Bunnings BBQ @ Ellenbrook – 16 March**

Volunteers asked to do 2 hour shifts. RB provided TG insurance certificates. TG noted that the float has been taken from the canteen. 2 volunteers on the last shift will count the money and deliver to LM after the event to bank. TG noted that herself & CS were signatories on the IGA account at Stratton.

ACTION: RB to co-ordinate with TG adding JP & RB to be account signatories.

- **Colour Explosion – 23 March**

RB noted event is on track. Registered volunteers have been provided a info sheet detailing their role and timings on the day. RB going to provide lanyards to provide volunteer visibility on the day. St Johns have not been organised for the day (due to cost), commented that there will be 3 first aid trained people on site during the day. RB has organised to loan the school 1st aid kit. Coffee van; icecream van and chicken drumsticks will be available for sale on the day. Reminded parents did not need register online, they can bring cash on the day.

ACTION: TG to organise icecream and JP coffee van.

ACTION: RB to provide volunteer lanyards on the day.

- **Easter Raffle**

On track. JP accepted the offer of more baskets for the raffle. JP received \$50 Coles voucher & \$50 parent donation towards event.

General Business

KC noted that in future the P&C will call for general business items to include in the agenda.

- RB appointed Tanya Hill as the booking service for 2019. KC moved the motion. LM seconded.
- RB noted that school fundraising banking authorities will be changed to add CR and remove Jodi Mullens & Chantelle Burgess.

ACTION: AK to sign off on paperwork

- Canteen Insurance was discussed. TG commented that the insurance covers everything except Mrs Macs & Streets equipment. Noted that if future equipment was to be purchased AK mentioned it would be best bought via school for insurance purposes.
ACTION: RB & LM review the policy details.
- Discussed Public Liability Insurance.
ACTION: RB to review policy details. Possibility liaise with WACSSO.
- KC raised that parents that share care with partners / grandparents would like an update on progress of the implementation of Connect App. AK discussed that it was progressing with training staff and needed to recruit remaining parent emails. Highlighted that the printed was a very effective tool for this school community.
- KC raised that some parents had expressed their disappointment at the closure of the canteen, whilst recognising that it was not financially viable in the past operating model. KC suggested adjoining this item until next meeting to give committee members a chance to gather suggestions. Offsite options were mentioned.
ACTION: All committee members consider how the P&C would like to be involved in the operation of a canteen
- KC asked whether school community will be engaged in the choice of furniture for the library refurbishment. AK commented that the proposed furniture has been received input from staff and an external designer to utilize the space best.
- It was noted that the Federal Election will occur at the school in the library. Date to be confirmed. In the past the P&C have conducted a cake stall & BBQ breakfast to fundraise.
- KC raised that the accessibility to 2nd hand school uniforms was an issue for some parents. It was noted that community donated uniforms were still located in the canteen from last year. Several committee members expressed interest in volunteering at a 2nd hand uniform shop. It was suggested 2 days a week would be ideal. Noted that next step was to sort the existing uniforms and donate what items are not aligned to the school uniform policy. SKF noted historically the funds were processed via the canteen.
ACTION: KC to co-ord sort existing donated uniforms
ACTION: LM to investigate how funds could be collected from the sale of uniforms.
- RB had been contacted re: Mrs Macs pie warmer located in the Canteen. If an order is not placed then the equipment will be taken back by the supplier. As there is no immediate need DL motioned to not order any stock and pie warmer to be returned. SKF seconded.
ACTION: RB to contact Mrs Macs to remove pie warmer.
- RB has been contacted re: Streets freezer and the need to place an order to retain the use of freezer. JH raised a motion to spend the minimum \$100 to retain the freezer. SKF seconded.
ACTION: RB to organise a \$100 Streets order
- RB discussed the existing P&C bank balance of \$15,000 and asked what the P&C would like to contribute to this year. \$4000 has been the annual contribution to activities. AK commented that the library refurbishment was the schools focus as this was the strong theme from the school survey conducted last year with school community. AK also commented that tables on the lawn in the Senior block (RB commented metal picnic tables cost \$900 each) and additional library books items that require funding. Suggestion that we could canvas the school community thoughts via facebook & school newsletter to engage their thoughts.
ACTION: KC to co-ordinate gathering school community feedback
- JP raised that the kids waterbottles were getting hot in their bags due to the direct sun during the day. Mentioned the opportunity to buy water trolleys which store the waterbottles inside the classroom.

Cost \$29 from Kmart. Fridges were also discussed to store waterbottles & lunches. Cost and space would have to be investigated further.

ACTION: AK mentioned she would investigate

- CR asked whether the P&C bank balance could be placed interest earning account until required.

ACTION: LM to investigate

- JP raised that the car park located alongside the Kindy playground has large holes in the gravel.

ACTION: AK to review

- KC commented that “busy bees” could be conducted around the school. AK mentioned that on the school wish list would be to have a path around the oval that kids could ride their bikes/scooters.

For noting

3 new members joined at the meeting. All members submitted membership forms to update details. RB handed out P&C Meeting Code of Conduct for noting.

Next Meeting

Tuesday 9th April 2019 | 6pm | Herne Hill Primary School, Admin building – staff room

Meeting closed 8.05pm