



MINUTES

Herne Hill Primary School P&C

General Meeting

Tuesday 14th May 2019 | 6pm | Chairperson – Rachael Butcher

In Attendance

Rachael Butcher (RB) | Lynette Maisey (LM) | Dianne Letica (DL) | Janette Preedy (JP) | Jess Harman (JH) | Kia Colotti (KC) | Chere Rothwell (CR) | Amanda Kelley (AK) | Jodi Williams (JW) | Katrina Versteegen (KV) | Anne Hauraki (AH)

Apologies - Cathy Steel (CS) | Tania Gibson (TG) | Carmen Notte (CN) | Kate Herron (KH) | Sharna Keys – Fernihough (SKF) | Tracey Goodridge (TG) | Chris Bell (CB)

Meeting commenced at 6.05pm

Previous minutes – 19/4/2019

- 1.1 JH motioned that the minutes from meeting on 19 /4 were a true and correct reflection. AH seconded.
- 1.2 Agreed to place \$5,000 of P&C bank balance in term deposit for 6 months. Ongoing bank signatory issues were raised by LM. Proposed delaying setting up the high interest account until signatory issues resolved on the Canteen & P&C accounts. Highlighting the service provided by Bankwest was poor, discussed potentially moving to an alternative bank.
- 1.3 Raised that the P&C bank account was still incurring monthly account fees. Noted that Bankwest had agreed to waive last year and refund charges. CR raised this could be due to the charity status lapsing with ACNC. ACTION: LM to address when bank issues are resolved.
- 1.4 IGA Stratton account. RB noted that the signatories have been changed to RB; JP and DL. RB enquired about the community chest fund balance which is zero.
- 1.5 AK co-ord with the shire regarding disabled car park being removed from the near basketball court. The disabled car bays in the staff / visitor parking is being re-painted. Traffic management issues have been reviewed and no further action to be taken. Confusion around rules of crossing between school and railway line. ACTION: AK to remind parents the rules.
- 1.6 Basketball Courts resurfacing. AK received a phone call from Ed Dept to discuss the surface options and costs. a) \$120,000 to bitumen b) astro turf \$70,000 c) \$100,000 new soft acrylic product which has only been used at one school. Ed Dept contact encouraged the P&C to fundraise 50% = \$50,000 to show that willing to contribute. When AK expressed that was high given size of school, it was commented even \$30,000 would be beneficial. ACTION: KH to send a letter to Rita Saffotti on behalf of the P&C addressed regarding the resurfacing of the basketball courts. AK also raised that the lack of PA system was a risk at the school. Ed Dept contact noted and was responding to request by the end of May. ACTION: AK to provide an update on PA status and the need for P&C involvement to progress.
- 1.7 Canteen opening frequency and food menus were discussed. Reflected on the operating challenges leading to the closure last year. Group interested to understand the appetite for a canteen & in what

form. AK informed the school has a survey monkey account that could be used. JW to co-ordinate a school survey to understand the desire for a school canteen by 21/5. ACTION: RB/AK to promote survey in the next newsletter.

- 1.8 AH presented Ellenbrook Mens Shed jarrah bench & seat costs - \$750 for 2. P&C agreed to purchase. ACTION: AH to order 2 benches. Motioned: RB Seconded: KV.
- 1.9 CR presented ACNC re-registration benefits and process. Reinstating requires financial docs plus a copy of current constitution. Agreed to reregister. Motioned: CR Seconded: RB. ACTION: P&C Executive to draft a constitution to propose at a special meeting to vote in and submit with relevant governing bodies. ACTION: LM to submit relevant financial docs once the constitution has been voted in.

Correspondence

Incoming mail noted – Daffadil Day; glowsticks; rollerzone; WA Education Teacher Awards; West Newspapers Classroom Cash.

- AK noted that charity events are being co-ord by School Prefects. RB to forward Daffadil Day info.
- RB handed the rollerzone vouchers to AK to use
- RB updated contact details to glowsticks company – sending a catalogue
- RB to forward the WA Education Teacher Awards information to P&C
- JP has registered for Classroom Cash

Outgoing noted – KH letter to Rita re: basketball courts; appreciation certificates will be issued for Mothers Day.

Reports

Presidents Report

Noted the report attached to the agenda.

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

Staffing

- Chris Bell will be on sick leave from 4th June until the rest of Term 2. I am in the process of finding a replacement for the duration of Mr Bell's leave.
- Current numbers sit at 173 students. *At this stage not taking any further students from out of boundary.*

Curriculum

- NAPLAN Online commenced today for Year 3 and 5 students. *Went smoothly.*
- Year 3-6 Intervention in Spelling and Year 1-6 Reading will commence Term 4. Parents of students accessing the program will be notified by mail.
- STAR Reading Program going well. Students have been receiving certificates for quizzes passed and word counts. Currently we have students at Gold level (40 quizzes passed) and over 1.5 million words read. Assembly awards this week.
- Science PAT testing completed at the end of Term 1.

School Management

- Library carpet was installed end of Term 1. Furniture has been ordered and due approximately Week 5/6. Thanks to Kia and Nadine for helping with the decision making process.
- LEGO Club has commenced. We have had an application from Ascot Rotary approved for up to \$2000 worth of LEGO. We are waiting for that delivery.
- DOE have approved a new four tap water fountain for the Senior block.
- School Review report is now available online.
- Rita Saffioti dined with student leaders at Parliament House Dining Room today. Students and staff enjoyed themselves.
- Evacuation drills have been completed around the school. We will have further drills in the coming week and then look at “Lock Down” and “Lock Up” drills.
- New TV screens to be put up in the Library, Staff Room and in the office. Interactive whiteboard from the Library will be placed in the spare room in Senior Area. ECE will be getting a LCD Tilt Trolley next Tuesday.
- Interschool Date is Friday, 25th October 2019
- *Purchased Giant Connect 4*

Parents as Partners

- Great support for both the Easter Raffle and Mother’s Day Raffle. Thank you!
- Election Day arrangements. Thank you to all who have volunteered to help. 6:30am setup time confirmed.

Upcoming Events

- Dental Screening PP, Year 3 and Year 6 – 28th May
- Food Sensations Year 1 and Year 2 – 30th May
- Book Fair Commencing 10th June
- Shekera Beats Incursion – 11th June

Funding Request Suggestions

- Basketball Courts (long term)
- New Guided Reading books to replenish old stock. *AK to provide a costs and quantities.*
- ECE Reading books. *AK to provide a costs and quantities.*

Treasurer

Noted the report attached to the agenda.

LM noted that the Easter Raffle income of \$867 and Drink Trolley costs of \$58 missing but the net profit was correct on statement.

LM noted to ignore the total net profit figure on the Detailed Report.

Agreed to close the Canteen account to minimize fees when bank signatories are resolved. Motioned: DL
Seconded: AH

ACTION: RB to provide an update on the frequency and money raised via school banking to the P&C.

Fundraising

Noted the report attached to the agenda. Additional comments noted below.

- **Election Day**
Volunteers are required Friday 17th for stall preparation in the Canteen all day.
- **Disco**

Lots of discussion regarding the presence of parents at the event. AK offered to host the disco on the last day of Term 2 after lunch. Thanks Amanda! Student free dress suggested for a gold coin donation.

ACTION: RB to co-ord pizza orders for lunch.

- **Stall purchases**

The purchase of goods up to \$2,000 was agreed. Motioned: DL Seconded: AH

- **Raffle Rules**

ACTION: RB to report on the rules and limits requiring licenses that would impact fundraising events

General Business

- **ATO overdue notices**

RB informed the meeting that we had received on 6/5 a letter from the ATO notifying us that we had very overdue activity statements & income tax returns in total 6 documents. In-ability to lodge could result in fines between \$1050 for each overdue document. RB; AK; LM have all been in contact with the ATO however were unable to discuss the issue as we are not nominated contacts on the account. LM requested 12/5 a change of details form, which ATO has posted. ACTION: LM to complete form when received. LM has collected 5/6 documents requested & will submit 16/5. LM is following up with Cathy Steele (previous Treasurer) to locate the last document – Activity Statement from 2014.

- **Library re-furbishment opening celebration**

KC discussed the opportunity to host an opening event including revealing the new look (blacking out the windows), cutting of the tape, acknowledgement of the \$10,000 parents contributed. ACTION: AK to follow up on the delivery timings.

Next Meetings

Tuesday 18th June 2019 | 6pm | Herne Hill Primary School, Admin building – staff room

Meeting closed 8.22pm