



Meeting Opened 7.05pm

Welcome: Ann-Marie Donoghue (as President) and Quorum declared
Attendance: as per the Attendance Book (22 in total)
Apologies: as per the Attendance Book (4)

Review by the Secretary of the **Minutes of the Meeting dated 16th March** followed by Acceptance:
Proposed by: Sharon Ray Seconded by: Fran Doyle [Minutes signed off by both]

Business Arising from the Minutes:

- Continuance of School Patrol –Andy confirmed that he had telephoned the City of Joondalup and it will be possible to continue the patrols, however they have asked that he visit them and this will be done before the next P&C meeting.
- Gift for Mr Guille – done but Mr Guille is now on long service leave.
- Parking Committee Meeting – Tony advised that the School is still waiting for the full report from Joondalup City Council.
- Sun Smart update - Andy advised the attendees that the talk from the Cancer Council had been interesting and informative, however as there were only 7 parents in attendance he felt there was not sufficient interest to peruse further.

Correspondence In/Out:

Correspondence In: circulated around the attendees with any article of interest marked as such. Confirmation of date and related paperwork for the Bunnings Sausage Sizzle fundraiser included.

Correspondence Out: None

Approvals required: None

President's Report [Ann-Marie O'Donoghue]:

The following was noted:-

- Anne-Marie welcomed Tony back after his period of leave and on behalf of the P&C congratulated him on his receipt of The Order of Australia Medal. This is an outstanding achievement and was awarded for his dedication and commitment to education. Full details are now on the school website. We have a wonderful Principal. Anne-Marie also thanked Rob for all his help and support of the P&C over the past few months in stepping into Tony's shoes.
- The P&C get together as mentioned in the last meeting is now planned for the end of June.
- The Terms of Reference were introduced and the attendees advised of the proposed vote at the end of the meeting. Copies of the proposed documents had been circulated round the table. These require to be in place asap in order that we as a P&C may meet our WACSSO responsibilities and insurance obligations to our volunteers.

Treasurer Report [Carl Esterhuysen]:

Carl presented the Report which excluding the ongoing \$10K General Reserve Fund/\$3K P&C Reserve Fund, revealed available funds of circa \$9K with committed funds required of circa \$11K [IT replacement, Kindy Shed & coin counter]. In addition there are discretionary commitments from the School Request for 2009 of circa \$8K [Book Awards, PE Equipment & Reading Books] which are not currently covered. The \$7K lottery grant monies are also due to the school and Carl will arrange for this payment to be made.

Following the resignation of the Uniform Shop Co-ordinator which resulted in a handover stock take at the end of last term, total stock in hand is circa \$29K. This is too high for the current insurance cover in place and these levels require to be reduced or our insurance cover increased.

Canteen takings continue to average \$2k per week just above last year's average. Jonelle provided an update on the proposed Canteen Insurance via Centre West. It was agreed to leave until the year end (30June) being 6 weeks away, as the company offers annual cover only and not on a pro-rata basis. A discussion took place as to the type of cover required and the ability to obtain a group school discount.

Fusion stock cover

(\$24.50 per \$1K looking at circa \$50p.a.) was also considered along with one comprehensive cover including the Uniform stock. Carl suggested that only basic cover is required, however it was agreed that Jonelle would obtain various quotes and agreement/approval would be made at the next Meeting prior to being in place for 1st July.

The Invoice for the repair to the Slushy Machine is still outstanding. We are still awaiting a copy of the Contract and as it is not a 3rd party awaiting payment it was agreed that we wait until the owners (Nat Vend WA Pty Ltd) contact us. The Invoice total is \$1,711.61.

Report Approved:- Proposed by:- Maree Eve

Accepted by:- Yvonne Pree

Principal's Report & any associated Reports [Tony Misich]:

Points of note were:

- NAPLAN testing is on next week for all Year 3, 5 & 7 students
- Following the positive feedback from last year's Parent Survey to assist in the strategic planning for the school, there was a clear message to build on what has already been done to evolve 'our vision' and this the school will do – details on the website. Parents were also in favour of further developing Smart Technology and a series of Parent Cyber Workshops will take place over the next month.
- The Sub-Schools are finalising their strategies and planning under the Annual Review and Action Plans 2009.
- The Student Council will raise funds for their nominated charity World Vision from a Free Dress Day on 19th May (Opposites).

- The Canteen is still in need of helpers
- and sadly the recent death of the school's first Music specialist and composer of the school song Ken McKenzie.

Facilities & Services Report [Steve Offer]:

Steve kindly provided Diane with an e-mail copy of his update with the following noted:

- The earthworks have now been done for the Kindy Shed and Steve wished to thank Kelly and partner Matt for organising and carrying out the work at no cost. Once the plans have been passed by the Planning Commission building will start.
- Donated brick pavers will pave the PP1/2 area and this will hopefully be a Term 3 Busy Bee project.
- Paving outside EC2/TA1 is complete, looks good and facilitates as an outdoor learning area.
- The special needs toilet has been removed and there are plans for a garden in this area.

School Council Report [Tony Misich]:

Nothing to Report.

Canteen Report [Maree Eve in the absence of Sue Blakeman]:

Maree presented the Report in the absence of Sue (Canteen Co-ordinator) and on behalf of Anna Prosper the Canteen Manager. Points of note were:

- New trays are required and Anna will purchase these at the WASCA conference in July.
- The LOL drinks are selling well with a recycle bin for the cans now available.
- Volunteers are urgently needed and Anna wished to pass on her thanks to teachers who had helped out recently.
- A suggestion that a Nespresso Coffee Machine be purchased – cost \$1200-\$1500. Anna believed that this cost could be recouped quickly e.g. selling coffees at Assemblies and Discos. It was considered a good idea and suggested that a demonstration take place at an Assembly. Maree will pass on comments and ask Anna to arrange.
- There is a need for a commercial toaster. Anna asked that if anyone had a contact then to give her a call or alternatively she will source at the WASCA conference.

Uniform Shop [Sharon Ray]:

Following the resignation of the Uniform Shop Co-ordinator at the end of last Term, Sharon, Fran, Yvonne and Diane had opened the Shop since the beginning of Term. Sharon kindly agreed to provide the update until a Uniform Shop Convenor was in place. Points of note were:

- Quite a bit of work had been done by Sharon and Fran since the beginning of Term with concerns expressed on some of the stock in hand (e.g. polo shirts not from the normal supplier) and the need to order stock urgently. Opening times are currently a Tuesday afternoon between 2.15pm and 3pm, and Friday mornings between 8am and 8.45am.
- A decision was taken, with the agreement of Anne-Marie, at the beginning of the Term to order Spray Jackets as they were urgently required for winter and were completely out of stock. They should arrive in 4-6 weeks.
- A stock control spreadsheet was now in place and will be updated with the handover figures, once received from Carl.
- Helpers were urgently required, along with a Co-ordinators(s) to open the shop 2 days a week. Unaware of any response from the Newsletter entry at the end of term.

Fundraising Report

Fete Committee [Yvonne Pree]

Yvonne advised that since the last meeting lots had been done and the next stage was to hand deliver sponsorship/donation requests at Lakeside Shopping Centre. She also mentioned that if anyone would like a letter to go to a specific business then to let her know. It is a standard letter and Yvonne/Fran would prefer to issue the letter(s) so that they are aware of what has been sent. The Burswood Complex had recently send 2 vouchers, each for a complimentary 18 hole round of golf. They may be used in a silent auction.

Fortnightly notes will go out to the classes on orange paper from now on and raffle donations should go to Megan by the end of term. Prizes for most donations will take place once there is a significant amount.

Yvonne also reiterated that there will only be set stalls as run by the school and there will not be an option of 'business' stalls e.g. Phoenix cards etc. This is something that was agreed upon initially, had worked for the school in the past and meant all monies spent at the Fete went to the school.

Book Sale [Bernie Yeo]

A date has been set and a structure agreed but in the absence of Bernie no further update was available.

Bunning's [Diane Ingram]

A date of Sat 8th and Sun 9th August has been allocated. Diane will speak to Bakers Delight and IGA for a donation/good price on the buns and sausages.

Parent Class Representative Report [Bernie Yeo, Bev Brown & Jayne Jennings]:

Jane provided an update as follows:-

- The junior school was going well with a number of coffee mornings and class get togethers. The Kindy response had been good. Only 4 senior school Class Reps had turned up a recent coffee morning and it seems that e-mail is the best method of communication going forward.
- Some Class Reps are still struggling with a comprehensive contact list and agreed that they should issue as is.

AOCB

Parking

Jonelle and Jayne again raised the parking issue with cars parked on the verges and on the road. It was noted that the Ranger had been out and had taken photos. This type of 'parking' is outside of school grounds and therefore outwith the remit of the school.

Family Day

Mare suggested, to promote the good work that the P&C do and get more Parents involved that a Family Day be organised. This would be a P&C subsidised event and the option of running the car rally was considered.

Sub-Committee Terms of Reference (ToR):

Anne-Marie as President, seconded by Jonelle proposed that the following Terms of Reference be approved with a 2 week window for any comments before being ratified at the next meeting:

- Fundraising Committee ToR version 2.1 dated May 2009
- Canteen Committee ToR version 2.1 dated May 2009
- Uniform Committee ToR version 1.0 dated May 2009

A further motion was proposed by Andy and seconded by Tony that the ToR's be approved as draft copies again with a 2 week window for comments before ratifying at the next meeting. This revised motion was unanimously agreed by all in attendance.

Election of Sub-Committee members:

Uniform – Sharon Ray (as Convenor), Fran Doyle and Sally Bolger as members.

Canteen – Maree Eve (as Convenor), Sue Blakeman (as Co-ordinator) and Christine Magookin.

Fundraising – Megan Keirle (as Convenor), Yvonne Pree and Kelly Rinaldi.

Anne-Marie thanked each for volunteering to take on these roles.

Proposed by Tammy Fahey seconded by Sue Murphy.

There being no further items for discussion the meeting was closed at 8.10pm.

Next P&C Meeting 15th June 2009 @ 7pm.

Minutes accepted as proposed on 15th June 2009 by:-

Proposed (& original copies signed) Megan Keirle Seconded (& original copies signed) Jonelle Kelly.