



Meeting Opened 7.02pm

Welcome: Ann-Marie Donoghue (as President) and Quorum declared
Attendance: as per the Attendance Book (22 in total)
Apologies: as per the Attendance Book (1)

Review by the Secretary of the **Minutes of the Meeting dated 11th May** followed by Acceptance:
Proposed by: Megan Keirle Seconded by: Jonelle Kelly [Minutes signed off by both]

Business Arising from the Minutes:

- Continuance of School Patrol – In the absence of Andy, Tony advised that Andy had done all that he can do and that there are infrequent patrols happening. If anyone sees anything they should call School Watch via Ed Security who will come out and patrol the area - details in the next School Newsletter. Concerns were voiced about the number of children on or around the school grounds at night and that if the area was better lit then perhaps less crime would occur. Tony advised that if the children were outside the school grounds then this was covered by the Joondalup Ranger service, not the school.
- Parking Committee Meeting – Tony will take this forward and it was agreed to remove this item from the Agenda going forward.
- Terms of Reference – see final item.

Correspondence In/Out:

Correspondence In: None.

Correspondence Out: Letter dated 27th May to Australian Professional Advertisers enclosing full and final payment for the dresses received and advice of cancellation of stock ordered in November which remains undelivered.

Approvals required: None

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

The following was noted:-

- Anne-Marie welcomed new parents to the Meeting and advised the recent resignations of Maree Eve as Vice President and Kathy Williams as an Executive Committee Member. Both had been involved in the P&C for a number of years and Ann-Marie thanked them for all their hard work and commitment over the past few years. They will however continue to support of the P&C. She thanked Diane also for continuing the role of Secretary over the past few months following the move of her daughter to St Marks at the beginning of February.
- Jonelle Kelly was then proposed by Yvonne Pree and seconded by Jane Jennings as being elected the new Secretary. This was unanimously agreed by those in attendance. Jonelle then resigned as Assistant Treasurer. This is a role that may well move to become Treasurer in December as the current Treasurer will have completed 3 years. Jane mentioned she may have someone who would be interested in taking on this role and in the absence of any volunteers at the meeting Jane will contact that person.
- Ann-Marie also suggested the proposed changes to the Canteen Sub-Committee as a result of Maree's resignation, with Sue Blakeman agreeing to take on the role as sub-committee Convenor and joining the Executive Committee. The addition of Diane Hitchins to the canteen sub-committee was then proposed by Sue Murphy and seconded by Diane Ingram. These changes were unanimously agreed by the attendees.

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 \$6K with committed funds required of circa \$11K [IT replacement, Kindy Shed & coin counter] and discretionary commitments of \$8K [Book Awards, PE Equipment & Reading Books] which are not currently covered. The \$5K IT Replacement and \$5.3K Kindy Shed monies had since been paid to the school along with the \$7K Lottery Grant monies.

Canteen takings amount to \$49K for the period Nov08 to 5 Jun09 averaging \$2.7K per week, which is up on this time last year but still not sufficient to break even. An increase in profit margin is required and Anna the Canteen Manager along with the new Canteen Sub-Committee will be looking into options over the next few weeks.

Progress is being made on the Canteen Insurance for 2009 with a commencement date of 1st July. It was agreed to go ahead with this insurance, notwithstanding the \$10K reserve in place to cover possible outlays.

Anna and Ann-Marie had received a number of calls regarding payment of the slushy machine repair invoice. Carl advised that he was still awaiting a copy of the Contract and until that was to hand the invoice would not be paid. Sue (B) will advise Anna of this and that any further calls are directed to Carl.

It was agreed to refund Anna the \$80 entrance fee to the Conference in July and Carl will arrange for this to be done.

The Disco was again a great success and with takings of \$5K, a profit of £3.7K is anticipated. Thanks once again to the Disco Queens for making it happen.

The Report was confirmed by all attendees.

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

Points of note were:

- The Disco was a great success, thoroughly enjoyed by all the students and Tony passed on his thanks to the Disco Queens.
- The recent NAPLAN testing results should be with the school in August and will be circulated to Parents with the Year End Reports.

- The school were very appreciative of the service the Canteen provided and while still not quite at breakeven point, he hoped the new traffic light guidelines due to come into effect at the beginning of next term would not have a further detrimental effect. He was aware that the Canteen Manager was looking into options to improve the turnover and while we had seen improvements, we do require to closely monitor matters.
- There had been a recent School Council Meeting with the information now on the website. He mentioned that the Council requires a P&C Representative and Jane Jennings agreed to take on this role until the year end.
- The Parent Cyber Workshops were all but complete, with 2 to go. There had not been a big attendance but those who had attended had thoroughly enjoyed the informative talks. Thanks were passed to Rob for organising these.
- Mention was made of the Swine Flu procedures and while to date the School had not had any direct contact the procedures were in place should the need arise. Mention was made by a Parent that Chickenpox was also evident with a few cases within the school.

Facilities & Services Report [Steve Offer]:

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

- The Kindy Shed is up and in use. He had been pleased with the service provided by Outdoor World. There are just the finishing touches to do and the job is finished.
- Emergency lights have been installed in the Undercover Area as required by City of Joondalup.
- There are a number of other smaller bits n pieces happening around the school with some forming part of the next Busy Bee Saturday.

School Council Report [Tony Misich]:

See above under Principal Report.

Canteen Report [Sue Blakeman]:

Sue confirmed she was happy to take over from Maree and also join the Executive Committee. Points of note within the Report were:

- There will be price increases and work is being done on reviewing and re-issuing the Menus, including some 'home cooking' to reduce costs.
- The coffee machine is still in the pipeline, albeit not the version proposed at the previous meeting. A demonstration will take place possibly after the holiday.
- It was agreed to move forward with the purchase of a commercial toaster and Jane kindly agreed to look at options. A commercial toaster had been asked for because they are more robust, last longer, regulate better and meet the health and safety requirements. Those in attendance agreed an initial \$500 towards this purchase. Proposed by Sue Murphy and Seconded by Sue Blakeman.
- There will be a series of talks on healthy lunchboxes on the 27th August in the Library, with parents being advised via the School Newsletter.

Uniform Shop [Sharon Ray]:

Sharon advised that she had now done a full review of the Uniform Shop, with the introduction of a Procedures Guide along with an Exchange/refund Policy and going forward the shop will open on Monday afternoons and Friday mornings. There are now plenty of helpers and a rota system will be introduced. In addition it was now fully stocked, with agreement that the dresses and spray jackets would be ordered annually as these were specifically made for the school.

Tony mentioned that Ocean Reef High School were outsourcing its Uniform Shop and looking at the potential of offering this to the local Primary Schools. The Shop would be open 5 days a week on the High School campus and negate the need for the P&C to outlay for uniform stock. He was unsure if the school would get a % of the profits. There was a mixed response to such a move and it was agreed to watch the progress over the next 12 months.

Fundraising Report

Fete Committee [Yvonne Pree]

Again Yvonne & Co. have been busy over the past month with over 200 letters personally delivered to shops in Lakeside. There are owners for 21 stalls to date but 11 stalls remain ownerless and more helpers are required. Yvonne stressed they had to be run by an adult.

The first round of raffle prizes to the children for bringing in donations will take place at the next Assembly. There will be 25 prizes per term. Year group donations are flowing in with TA4 in the lead. It was asked that Class Reps clear the boxes in the Classrooms and bring the donations into the Office for Yvonne to collect. Tony will also mention to Rhonda to mention this to the Teachers in the next staff bulletin. The 'Mothers of Beaumaris' [MOB] meetings are now going ahead and while only a few attended last time this is OK as it is still early on. These will now happen regularly every two weeks on a Friday at 9am. Again the Class Rep Co-ordinators will communicate this to the Class Reps.

Disco 5th June [Mally]

As mentioned above the recent Disco themed 'Country & Western' was a great success both with the children and the funds raised. Mally passed on her thanks to Sue B for organising the food stalls with 160 Hot Dogs and 80 Hamburgers sold, and to Jonelle, Fran and the Team for their hard work in the Canteen. Thanks also to Sharon for organising the ticket sales and decorations and to Lynn Dique for the hay bales. The next Disco is scheduled for 28th August with a theme still to be decided. Finally, Mally mentioned she is no longer able to continue being the main co-ordinator and will pass this on to the existing Disco Queens.

Book Sale 27th August [Bernie Yeo]

Since the Newsletter entry the response has been great, with Joondalup Library happy to help out and make a donation. Bernie is due to visit Dymocks Bookstore in Joondalup and also Perth Zoo again seeking a donation(s). There will also be a communication bulleting for teachers via their pigeon holes which will include details of the Poster Competition being launched at the Assembly. On the day, Kindy will be first at 2pm with the rest of the school from 2.30pm onwards. Sue (M) will also be reading stories during the event. The option of

dressing up as 'Your favourite Book Character' was discussed and Rob mentioned this would require the OK from the Student Council.
Bunning's[Diane Ingram]

Some costings had been received from IGA, Beaumaris and Diane will contact Baker's Delight before passing the paperwork on to Megan/Jonelle. A Helpers Board will be placed in the Undercover Area and will circulate around the school for helpers to add their names to time slots.

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

There was nothing much to report with Jane mentioning that perhaps the Teachers did not use the Class Reps as much as they could. Tony will mention this at the next staff meeting.

AOCB

Entertainment Books [Natalie]

Natalie confirmed that she will manage the sale of the small Entertainment Books again in October this year and that the sale of the Gold Books via the staff raised \$165. She thanked the teachers for their support. Next year she will offer the Parents the opportunity to purchase the Gold Books via the School Newsletter.

Potential Fundraisers

1. It was agreed to sell 'curly' shoelaces as a fundraiser during Term 3 (1st 2 weeks) and the organisers will liaise with Megan.
2. Holding a Car Boot (Swap Market) was discussed, however with only limited school owned parking, there may be issues with both where to hold the car boot and also visitor parking. It was mentioned that the Swap Market held by Whitfords Lions Club also had a BBQ and that we need to look into insurance. Something to look into further.

Sub-Committee Terms of Reference (ToR):

Following the proposal passed at the previous Meeting along with the period of consultation for the Financial Members which expired at the end of May, and with only minor changes made to the Uniform ToR, the following versions were formally accepted by a unanimous vote.

- Fundraising Committee ToR version 2.1 dated May 2009
- Canteen Committee ToR version 2.1 dated May 2009
- Uniform Committee ToR version 2.0 dated June 2009

These versions will now be marked as 'Final' dated June09 and will be reviewed on an annual basis at each Annual General Meeting. They will also be posted on the school website within the P&C section.

There being no further items for discussion the meeting was closed at 8.26pm.

Next P&C Meeting 7th September 2009 @ 7pm.

Minutes accepted as proposed on 7th September 2009 by:-

Proposed

Seconded