



Meeting Opened 7.05pm

Welcome: Ann-Marie Donoghue (as President) and Quorum declared
Attendance: as per the Attendance Book (24 in total)
Apologies: as per the Attendance Book (1)

Review by the Secretary of the **Minutes of the Meeting dated 16th February** followed by Acceptance:
Proposed by: Sue Murphy Seconded by: Sue Blakeman

Business Arising from the Minutes:

- Continuance of School Patrol – update not available as Andy not in attendance at time raised.
- Gift for Mr Guille – Jonelle has in hand.
- Parking Committee Meeting – Rob advised the School is still waiting for the full report from Joondalup City Council.

Correspondence In/Out:

Correspondence In: circulated around the attendees with any article of interest marked as such.
Correspondence Out: Letter to Bunning's re the proposed Sausage Sizzle fundraiser.
Approvals required: None

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

The following was noted:-

- The P&C NoticeBoard had been well received and will be on display each Wednesday for Assembly. It is proposed to build on it with photos etc and any contributions gratefully received.
- A P&C get together is currently being organised for the 23rd May at the Breakwater in Hillarys. It was suggested that the Parent Class Representatives also be invited.
- It has come to light that a number of P&C sub-committees do not have formal governance in place to meet WACSSO guidelines. These are all sub-committees where money is involved and affect the Canteen, Uniforms Shop and Fundraising sub-committees. The priority at this time is to draft these guidelines to meet the needs of BPS using the base WACSSO templates and have these ratified at the next P&C meeting in May. Each sub-committee will then be fully aware of their roles and responsibilities. Each sub-committee must have 3 members, 1 of which is from the Executive Committee. It is proposed that the Canteen sub-committee will consist of Maree Eve, Sue Blakeman and 1 other, who will be the liaison point for Anna (our paid employee) and the P&C. The Fundraising sub-committee will consist of Megan Keirle, Yvonne Pree and 1 other. The Uniform Shop sub-committee will be Sharon Ray, Andy Johnson and 1 other and will be responsible for the Uniform Shop Co-ordinator. Diane will also check the previous minutes to ensure the dates of this years Disco have been minuted previously in order that the volunteers are covered by the WACSSO public liability insurance.
- All going to plan the government stimulus package may bring to the School new classrooms to replace the demountables and the P&C will be asked to meet the cost of the air conditioning, circa \$30K. It is anticipated that the classrooms will be ready late 2010. Yvonne mentioned that she would liaise with Rob and look to mention this in her next Fete letter to Parents. She will also mention in the letter that the Easter Fair is run as a fundraiser by the Student Council and not the P&C.

Treasurer Report & Financial Projection 2009 [Carl Esterhuysen]:

Carl presented the Report which in addition to the ongoing \$10K General Reserve Fund, revealed available funds of circa \$9K with committed funds required of circa \$11K. In addition \$700 is still due in respect of the F&S funding request for last year along with funds required to purchase a lawnmower, which Carl confirmed is not a priority. Canteen takings for the last 3 months of trading were up 19% with average weekly takings of \$2.2K, down slightly as a result of the public holiday on 6th March. Ultimately the figure should be nearer \$2.5K p.w and this is an area the Canteen sub-committee will be asked to look at once in place. Insurance for the Canteen equipment @ \$10.5K will cost circa \$350 p.a, however some additional work is still required before making a commitment. In addition there would be Burglary Insurance @ \$26 per \$1K. Once all the figures are available a decision will be taken whether to take out insurance or continue to run with the \$10K general reserve. Carl also confirmed that by paying the WACSSO affiliation fee all volunteers were covered under the WACSSO \$10m Public Liability Insurance.

With regard to the Slushy Machine repair invoice, the owner has stipulated that it was communicated to the school their responsibilities and Carl has requested a copy of the Contract to obtain a legal view on matters as the Canteen/school do not have a copy. Carl confirmed that the school did not instruct any repairs and the repairs were carried out by the owners. Therefore the outstanding invoice is not due to a 3rd party not part of the dispute.

Report Accepted. Proposed:- Fran Doyle

Accepted:- Megan Kierle.

Principal's Report & any associated Reports [Rob Edwards]:

Points of note were:

- Tony will hopefully be back in W10.
- Due to the size of the school, it is anticipated that we will receive the full \$3m under the government stimulus package, however still await confirmation. A request has been submitted for 2 blocks of Classrooms (cost \$1.355m & \$1.475m + 10% fees), one of which will include a sound-proofed Music Room. Matters are moving fast with a meeting planned next week with the Architect. All going well

building should start in June if included in the first round or August if 2nd round. These new Classrooms will replace the demountables beside south block. It is estimated that completion should be late 2010/early 2011.

- Parking is still an issue with a number of concerns from Teachers in North Block who are seeing Parents mount kerbs to avoid the chained entrance to get through the 'drive through'. This is putting Children, Parents and Teachers in danger as well as the possibility of damage to cars legally parked there. While we as a P&C are unable to do much, it is a community issue and the school may resort to calling in the Ranger.

Facilities & Services Report [Steve Offer]:

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

- Preparation for the Busy Bee is well underway with 22 job cards drawn up, the most comprehensive job being assisting in the laying of brick pavers in North Block. The P&C will provide cans of juice.
- Kindy Shed has been ordered from Modern Outdoor via Spotless. Cost will be \$5755 + GST.
- Illuminated emergency lights are required in the Undercover Area because it is deemed a public venue and we had promised Joondalup Council we would comply last year. Rob confirmed the School would cover the cost of \$1200.

School Council Report [Rob Edwards]:

Nothing to Report.

Canteen Report [Sue Blakeman]:

The Full Report is available as appendix III. Sue Blakeman as the Canteen Coordinator presented the Report on behalf of Anna Prosper the Canteen Manager. Points of note were:

- Anna thanked the School for providing access to the Canteen at weekends as agreed at the previous meeting.
- \$27 raised for the Victorian Bush Fires via the sale of heart shaped choc milk. A no vote was decided on the request to raise further funds as it was felt the school had contributed circa \$2k via the dress down day.
- Steve is currently addressing the fault on the electric oven.

Uniform Shop [Michelle Wright]:

Michelle was unable to attend the meeting and kindly provided an e-mail report to Diane. Points of note were:

- The dresses have been returned to the manufacturer due to being too long, size 12 was OK. It was an easy mistake to make and the dresses should be back by Friday week.
- Families have been able to make savings by asking APA to manufacturer the dresses as opposed to the original supplier with one parent making a saving of \$111.
- It was re-iterated that Michelle felt the quality of the current dresses is the same as that of the original supplier. This had been expressed as a concern at the recent Executive Committee Meeting.
- A comment was made about embroidery and again it was stressed that this was a School Council decision and not one for the P&C.

Fundraising Report

Fete Committee [Yvonne Pree]

Yvonne advised that the first note had gone out and there were lots of bits n pieces in the office for collection. She was also speaking with Woolworths in Currabine for their expired cook books etc and Kelly mentioned that she may be able to ask K-Mart in Joondalup for similar items too. Ann-Marie advised that she will still obtain the cupboards and that there was interest from the Joondalup Business Association in sponsoring activities e.g. the Bouncy castle and 2 others.

Book Sale [Bernie Yeo]

Agreed to hold the sale during Book Week in August and Diane will meet with Bernie and the others to look at structure.

Bunning's [Diane Ingram]

Diane confirmed the letter had been written to Bunning's Joondalup and we await a reply. It was suggested that we ask a local business to donate the buns.

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

Jane who covers off the senior school advised that with the exception of 4 Classes all had Parent Class Reps in place and that her main form of communication would be via e-mail, although she will meet with them all this Friday. Most senior school Class Reps are working mums who find it difficult to get together. Catherine did mention that it was beneficial to meet as we did last year to discuss bits n pieces prior to the P&C Meetings. Diane advised that last year the Class Reps met in the Staff Room the Wednesday afternoon prior to each P&C Meeting and that any concerns etc were then taken to the P&C. However it is becoming difficult to book free rooms and therefore the new co-ordinators may struggle to make this happen. It was decided to see how it goes.

On the Junior side Bernie & Bev advised that they had held a get together with a separate one for the Kindy Reps. All seemed really keen and were organising get togethers for their classes.

Fran and Yvonne will arrange to attend the next get together and drum up interest in the Fete.

A couple of questions were raised by Bernie and Bev and Diane agreed to meet separately to resolve.

General Business arising from the Reports

Book Club

Natalie asked if the School Book Club could be re-established as it was believed that they had made changes to their processing. Previously the sheer volume and management of the money had been cumbersome. It is believed that they now operate a credit card system. Rob confirmed that he will consider the proposal and look into the use of the office team, the number of hours involved and storage.

North Block recent vandalism

Kelly asked that following the recent vandalism of both the Kindy area's and EC2 if the school contacted the High Schools in the area to advise them of the damage. Sue (M) advised that without proof and not being a legal process this could not be done. It was suggested that the school install security cameras, however these get vandalised too and are expensive.

This led to a comment regarding a recent incident in school toilets in Clarkson. The parent asked that the school consider locking the toilets during school hours, however following a discussion both Sue and Rob clarified that there are various legal issues here that prevent this happening. In addition only legal means can be upheld in a court of law. Sue confirmed that Teachers on duty do monitor the toilets at recess and that all persons entitled to be on school premises during school hours will have a name badge. Anyone without a name badge is asked their business and to report to the Office.

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

Next P&C Meeting 11th May 2009 @ 7pm.

Minutes accepted as proposed on 11th May 2009.

Proposed Fran Doyle

Seconded Sue Murphy