



SOUTH PADBURY
PRIMARY SCHOOL
Pursuit of Knowledge and Friendship

SOUTH PADBURY PRIMARY SCHOOL

INDEPENDENT PUBLIC SCHOOL

56 Warburton Avenue PADBURY 6025 T: (08) 9307 5833

Email: southpadbury.ps@education.wa.edu.au

Website <http://www.southpadburyprimaryschool.wa.edu.au>

**South Padbury Primary School
P & C Association (INC.)
Minutes of the General Meeting of 29th March 2017
Meeting opened at 7.00pm in the Staffroom**

Attendees: Chantelle Martin, Tracy Lamb, Kirstie Blyth, Ciara Hamilton, Sally Satriani, Darcie Fricker, Jo Pethrick, David Knox, Verne Jones, Rochelle Rhodes, Nicola Banister, Tia Tutti, Linley Udy, Sharon Lake, Kirstie Leigh

APOLOGIES: Michelle Overton, Shelley Erkelens, Sam Granland, Nic Errington, Mischa Taylor, Donna Pinniger

#	Description	Notes	Actions
1	Business Arising AGM President	Three parents have approached Chantelle asking about the role, however these parents have had little to do with the P & C in the past and have not attended meetings regularly. Chantelle put forward a motion that all P& C Executives, especially the President, have some involvement with the P & C prior to volunteering, that way they know what is required of the position. Chantelle offered to be P & C President again for 2017.	Carried – Chantelle will continue as President for 2017
	Treasurer	Chantelle outlined that although we did have a parent volunteer for Treasurer, that is no longer viable as they work full-time. Nicky along with Michelle have offered to continue the role as a team until someone else can fill the role.	Nicky and Michelle to act as co-treasurers and by the end of 2017 have another parent trained for the role in 2018. Carried
	Book Club	Possible Parent interested but is not definite yet.	Chantelle to follow up
	Canteen	Sally Satriani volunteered to take over Canteen.	Carried



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2	Confirmation of AGM Minutes	Minutes were emailed prior to meeting	Carried
3	Confirmation of Executive Committee Minutes	Minutes were emailed prior and distributed at the meeting	Carried
4	Correspondence	WASCO 2017 Booklet has arrived	
5	Treasurer's Report	See attached documents Night at The Crowne wasn't approved first e.g. costs need to be calculated and put to the P & C beforehand. A value of \$500 needed to be approved for Year 6 lunches Maximum of \$200 per month for Icy poles for the Canteen	Funds for fundraising activities to be approved by the P & C beforehand in the future. Carried Carried
6	President's Report	Great night at the Crowne. Thank you to Nic Errington and Donna Hudson. Mother's Day stall coming up will need wrappers to start soon. Thank you to Class Reps and their great start to the year.	
7	Principal's Report	Attached	
8	Catering	Chantelle spoke about this in Mischa's absence. Ice cream sales going well. Issue with Monday lunch orders. Duncraig Senior High Canteen Manager feels it is not viable anymore as orders are very few on a Monday.	It was decided that we would ask if we could trial for 5 weeks of next term to see if colder weather makes any difference. Numbers may pick up. Also notify parents that this is the case and orders may pick up
9	Uniform Committee	All stocked up for winter. Sales are in Treasurer's Report. More Tuart tops have been ordered.	
10	WACSSO	Nothing to report.	
11	Safety House	We have lost a few due to the new requirement of Working with Children Check applications	



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		being a requirement	
12	School Board	<p>David spoke to this and gave a summary of items discussed in the last meeting.</p> <p>Tia Tutti was elected as Chairperson.</p> <p>Board accepted and signed the Code of Conduct.</p> <p>A transition plan for the next few years funding was discussed so that we would not lose a valued staff member.</p> <p>Proposed a change to the Uniform Policy for the Leaver's Shirts to be discussed at the next meeting.</p>	
13	General Business	<p>Chantelle – Code of Conduct A good idea for the P & C to have one.</p> <p>Funds we have raised – what do we spend them on?</p> <p>Tia – P & C Shed Has been cleaning this out and it requires more organizing. Queried what to do with random items like tent poles and mini-tramps. 10 boxes of books leftover from stall.</p>	<p>Collaborate with David and bring to the next meeting</p> <p>Minimise fundraising activities this year except for the two Discos, Mother's and Father's Day Stalls and the Entertainment Books.</p> <p>Send out Staff wish lists</p> <p>Edu-dance</p> <p>Gazebo/Banner for Interschool and Cross Country – Darcy to investigate</p> <p>Storage tubs for P & C shed required. \$200 for purchase for tubs was requested and carried.</p> <p>Tent poles to be thrown out Books to be given to charity.</p> <p>Carried</p>



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		<p>Linley – Chalk Can sign up anytime as it is a free service. Parents can order via school like Book club or online. School gets 20c for every \$1 spent/every 20 orders \$200/every 40 orders \$500. Also bonus voucher. Need to sign up as a school. Runs from August to December.</p> <p>Kirstie – Year 6 Fundraising Required approval for the \$2000 donated by the P & C for Graduation preparation.</p> <p>“Lifecykel” Eco-friendly Mushroom boxes. \$25 per box/school gets \$10 per box sold.</p> <p>Bunnings Sausage Sizzle 3rd June. Need \$600 and approval for fundraising offsite.</p> <p>Lunches to happen early next term.</p> <p>Faction Carnival Sausage Sizzle Year 6 or P & C?</p> <p>Thermomix raffle (closed raffle) Set number of tickets Will bring in \$6000 and \$4000 for the Year 6 Fundraising effort.</p> <p>Also \$100 off Camp, Yearbook, Gift and remainder the Graduation Party.</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Need dates</p> <p>Need to apply for WACSSO license Need letter of approval from David Carried</p> <p>Carried</p>
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		<p>Nic- Readathon Money \$2000 raised. Nic suggested we purchase the top 50 Australian Children's favourite books at Big W.</p> <p>Nicole E – Is Walking to School Wednesday still happening? Need a Coordinator.</p>	<p>Carried</p> <p>Tracy Lamb volunteered. Walk it Wednesday commences again Term 2.</p>
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The meeting closed at 8.00pm

The next meeting is 17th May 2017 at 7.00pm



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P&C Meeting Wednesday 28 March 2017 Principal's Report

Term 1

This has been a successful term across the board. The quality of the new staff, structures and systems has resulted in a great start to the school year.

Swimming

The past 2 weeks has seen our Years PP to Year 4 students participate in in-term swimming lessons at the Craigie Leisure Centre (CLC). Throughout the 30 hour operation extended over 10 days we've had 2,284 individual student movements to CLC, in and out of the pool and then back to school in 3 rotating shifts. In so far as our risk management planning, we factored in transport, water safety and exposure to the broader community. Mrs Hill's exemplary planning of the transport, the teachers' outstanding and vigilant adherence to the plan and well behaved and cooperative students all ensured that we had a productive and enjoyable swimming season.

Board

The new board met for the first time last Wednesday. The new line up is;

Mrs Debra Gendle- Parent / Community, Ms Chantelle Martin-Parent / Community / P&C, Ms Tia Tutti -Parent / Community-Chairperson, Mr Jason How- Parent / Community, Mrs Tracy Lamb- Parent/Community, Ms Storm Motohata- Parent / Community, Mr David Knox- South Padbury Primary School (SPPS), Mr Verne Jones- SPPS - Executive Officer, Mrs Elaine Hill- SPPS, Ms Julia Bishop- SPPS, Ms Rulan Whitefoot- SPPS.

During the meeting the board;

1. Elected Tia Tutti as the Chair
2. Were briefed by me on the Board's Terms of Reference
3. Were briefed by me and then signed the Board's Code of Conduct
4. Accepted and ratified the school's 2016 Annual Report
5. Accepted and Ratified the school's 2017 Budget
6. Were briefed by me on the school's 2017-2018 Financial Transition Plan.

At the next board meeting I will propose a change to the school's Uniform Policy whereby the Leavers' Shirt is designed by the board and organised during term 4 of Year 5 so as that all students start Year 6 with their special shirts. The design of the shirt will be very much in line with the teachers' polo necked shirts, with the students names printed on the back and a small message (Leavers 2018) on the left hand side of the shirt under the school logo. The quality of these shirts will ensure that they can be worn all year long and then kept as a memento for the future. Please contact a board member directly if you would



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like to have your opinion on this issue heard at the next board meeting.

Issues Box

As of Monday 3 April 2017 we will have an Issues Box in the front reception area of the school whereby anyone can raise an issue with me directly without the hassle of organising an appointment. So often small issues become large ones, and if you can you let me know of any issues you are facing, I can action them immediately before they escalate into a problem. Only use your name if you want to or if necessary.

David Knox

PRINCIPAL

28 March 2017

Treasurer Monthly Report
Income and Expense Statement for 23 Feb to 29 Mar
Meeting Mar 2017

General Account

	Opening Balance		17,476.99
Income	Membership Fees	18.00	
	Pizza Lunch	1,221.05	
	Pop up Market	5,805.20	
	2nd Hand Book Stall	559.55	
	Night at Crown	1,210.19	
		Sub Total	
Less Expenses	Pizza Lunch	704.80	
	Pop Up Market	1,919.21	
	Night at Crown Tickets	750.00	
	Float for 2nd Hand Book Stall	100.00	
	School Banking	70.86	
	SGranland Exp Yr 6 2016	10.00	
		Sub Total	
	Balance		22,736.11
	Bank Statement at 29 Mar		22,736.11

Uniform Account

	Opening Balance		13442.01
Income	Uniform Shop Sales	1,559.00	
		Sub Total	1,559.00
Less Expenses	Uniform Supplies	3,488.35	
		Sub Total	3,488.35
		Balance	11,512.66
	Bank Statement at 29 Mar		11,512.66

Canteen Account

	Opening Balance		1128.87
Income	Canteen Sales	323.60	
		Sub Total	323.60
Less Expenses	Canteen Expenses	329.30	
		Sub Total	329.30
	Balance		1,123.17
	Bank Statement at 29 Mar		1,123.17

Treasurer Year to Date Fundraising Report
23 Feb to 29 Mar

	<u>Mar</u>	<u>Year to date</u>
Uniform Shop		
Income	1,559.00	5,780.00
Expense	3,488.35	3,488.35
	<u>- 1,929.35</u>	Balance <u>2,291.65</u>
Canteen		
Income	323.60	323.60
Expense	329.30	329.30
	<u>- 5.70</u>	Balance <u>- 5.70</u>
School Banking		
Income	-	196.09
Expense	70.86	70.86
	<u>- 70.86</u>	Balance <u>125.23</u>
Night at Crown		
Income	1,210.19	1,210.19
Expense	750.00	750.00
	<u>460.19</u>	Balance <u>460.19</u>
Yr 6 Pop Up Market		
Income	5,805.20	5,805.20
Expense	1,919.21	1,919.21
	<u>3,885.99</u>	Balance <u>3,885.99</u>
Pizza Lunch		
Income	1,221.05	1,221.05
Expense	704.80	704.80
	<u>516.25</u>	Balance <u>516.25</u>
2nd Hand Book Stall		
Income	559.55	559.55
Expense	100.00	100.00
	<u>459.55</u>	Balance <u>459.55</u>
Jesters Fundraiser		
Income		394.00
Expense	-	-
	<u>-</u>	Balance <u>394.00</u>