



SOUTH PADBURY PRIMARY SCHOOL P & C ASSOCIATION (INC.)

Minutes of the General Meeting of 28th of March 2018

| ITEMS | ACTION (NAMES) |
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| <p>1. Welcome</p> <p>In attendance: Tia Tutti, Sharon Lake, Chantelle Martin, Sarah Berry, Tamara Dodd, Amanda Duckworth,</p> <p>Apologies: Erin Laurance, Darcie Fricker, Nic Errington, Verne Jones, Marisha, Liv, Ray Wilson.</p> | |
| <p>2. Confirmation of Minutes of Previous Meeting</p> <p>2.1. Resolution: That the minutes of the previous General Meeting of South Padbury Primary School P&C Association be taken as read and confirmed as a true and accurate record. Moved: Chantelle Martin Second: Tia Tutti</p> | |
| <p>3. Business Arising from Previous Minutes</p> <p>3.1. Mud Kitchens for Year 1 Area. Nic Errington has requested approval of an additional \$100 for the budget agreed to at previous meeting as purchasing two is at a cost of \$600 which works out more cost effective to purchase two. Resolution: P&C to vote for approval of additional \$100 within budget increasing it to \$600.</p> <p style="text-align: right;">Carried in a</p> <p>unanimous vote.</p> <p>3.2. Darcie's Uniform shop budget. Discussed by President – notes in that section.</p> | Nic to purchase Mud Pie Kitchens. |
| <p>4. Correspondence:</p> <p>4.1. Correspondence In: 1) Westpac Business Account Statements x 2 2) Canteen Association Meeting for Semester 1 3) WACSSO Annual Info Pack 4) Fundraising Direct Pack</p> <p>4.2. Correspondence Out: 1). WACSSO Annual Registration Information Sheet sent.</p> | Sarah Berry handed statements to Sharon Treasurer and other correspondence to current committees. |
| <p>5. Treasurer's Report</p> <p>5.1. Treasurer's report presented. Major expenses out had been the invoice paid for Nature Play Incursion for Kindy in final term of last year. Gave overview of expenditures and general account, canteen and uniform account.</p> | Treasurer – Sharon to request all account statements sent electronically. |

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| <p>6. President's Report</p> <p>6.1. Facebook and the P&C Page. David Knox is now assisting in monitoring this page. All people who apply to be added to the page must have a photo and be approved by David and/or Chantelle Martin P&C President. Any uniforms are to be sold through the uniform shop second hand as opposed to advertised on this page.</p> <p>6.2 Chantelle presented Uniform Shop Report on behalf of Darcie Uniform Shop Manager. Chantelle had checked that budget asked for was not in addition to the \$2500 approved at previous meeting.</p> <p>6.3 Safety House Representative. Do we need a representative? Is it beneficial to our school? Does it coincide with our current Protective Behaviours Program? Voted to cancel this P&C position for this year as the safety checks make it difficult for people to participate. Resolution: P&C to vote Safety House Rep position not necessary to be filled for the year and to be assessed at the end of the year if it needs to be continued. <p style="text-align: right;">Carried</p> unanimously.</p> <p>6.4 Next Wednesday Night Chantelle attending WACSSO training. This covers how the P&C is to run efficiently, this meeting is expected to cover P&C roles.</p> <p>6.5 Chantelle asked to change the current P&C account name to avoid further confusion. It is to be changed from 'Canteen Account' to 'Year 6 Fundraising Account'. Resolution: P&C voted to change account name. Carried unanimously.</p> | <p>Chantelle to present any information gained at WACSSO at next meeting.</p> |
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| <p>7. Principal's Report –</p> <p>7.1 David Knox - Coles vouchers. Mr Knox asked that the P&C take on this as his staff has spent lots of their valuable time counting tokens. Teachers time is more valuable than this and in a budget of \$3.9million the monetary outcome is minimal for the budget.</p> <p>Resolution: P&C vote to take over all responsibilities of future Woolworths and Coles promotions.</p> <p style="text-align: right;">Carried unanimously</p> <p>by P&C.</p> <p>3.4. Easter hats and parade will be on Thursday. Older students are asked to present dioramas to encourage participation.</p> <p>3.5. Annual report – will be published on schools online. Showcasing last 3 years what has been attained including enrollment numbers. Enrollments are at capacity compared to 3 years ago struggling to maintain numbers. Still currently receiving requests at front office through word of mouth. Mr Knox stated that as no money has been spent on marketing this is a testament to the staff and students at South Padbury. Currently saying no to enrollments.</p> <p>3.6. Mental Health Program – wrote a program and have been given funds. Gatekeeper Suicide Prevention and Youth Mental Health program. Will employ staff part time to specifically teach mental health initiatives within this program to coincide with current Protective Behaviours Program. Employee will also identify those students at risk and be vigilant of those who will particularly benefit from the topics covered within this program. Program aimed at Primary students prior to reaching the significant age bracket of 13-14 years old where mental health issues are becoming more prominent. Theme of program is – Kids Matter, Minds Matter. This program will take over 4 years to implement and will be run through the Health Program within the school.</p> <p>3.7. Nut allergies. 12 students who are anaphylactic to peanuts. We as a school community need to emphasize the importance of no sharing food. No sending peanut butter or Nutella sandwiches to school. Emphasize healthy hygiene - washing hands before attending school and also within the school day. We are a 'Nut Friendly' school. Health Nurse upgrades teachers on anaphylactic information and treatment including how to use an EpiPen regularly.</p> | <p>P&C to take on organizing, collection and counting of vouchers/tokens in any Woolworths and Coles promotions from now on.</p> <p>Nut friendly information regularly placed in newsletter.</p> |
| <p>8. Catering Report</p> <p>8.1. Canteen report presented.</p> <p>8.2. Volunteers to assist in canteen currently covered and all attending.</p> <p>8.3. Sally Canteen Manager currently looking at the possibility of stocking dry stock (Popcorn, muesli bars, pretzels – items with long shelf life) in canteen for purchase at lunchtime only. Make a list of possible items. Support and ensure they are 'Nut Friendly' and refer to the current Traffic Light System endorsed by Canteens WA. Milk drinks as a possibility requested. Refer to traffic light system. Bring list, quotes and budget to next meeting.</p> <p>8.4. Buying from Peters bought up as a suggestion. Peters staff member on P&C who has offered to order and collect. These two to meet and discuss.</p> | <p>Canteen Manager to meet with Peters Rep and present list, estimated cost and budget required at next meeting.</p> |

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| <p>9. Uniform Shop Report</p> <p>9.1. Darcie's report read by Chantelle. Sales of \$1500. Stock to date. Last meeting budget approved -\$2500. Closing Uniform balances given. No vote needed for additional funds as it was approved at previous meeting. No outstanding amount owing to Permapleat as at this meeting. Meeting to be held between Uniform Shop Manager, Treasurer, President and Vice President to sort items and accounts. Discussions at this meeting to include – previously allowed to spend up to \$2500 without approval but with monthly P&C meetings is this now necessary and is it possible to wait until each meeting for budget and spend approval, is one order a term a realistic possibility. Any recommendations from this meeting will be presented at the next P&C meeting.</p> <p>9.2. Suggestion at meeting of a pre-order system and/or a survey done to help prediction of need of stock.</p> | <p>Chantelle to organize meeting and present at next meeting.</p> |
| <p>10. WACSSO Report</p> <p>-</p> | |
| <p>11. School Council Report</p> <p>11.1. School Board had met including Tia two weeks ago. Hot weather policy voted. Policy online now. Wet Weather Policy added also. IPS review also done. 30th May next School Board Meeting.</p> | <p>Tia to attend 30th May School Board meeting.</p> |
| <p>12. Book Club Report</p> <p>12.1. Bookclub – second lot or orders for Term 2 closed today. Expected arrival of books ordered next week.</p> | |

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| <p>13. General Business</p> <p>13.1.Mother's Day Stall – need to start ordering stock. Need to order more each year to cover orders. Requested approval of \$2300 won't be spent but need approval. Unanimous vote. Resolution: Mother's Day Committee to start ordering stock. Mother's Day Notes to be handed out in classes this week. Mother's Day orders and all money to be placed in P&C box at front office.</p> <p>13.2.Minutes are important to be recorded accurately partially budgetary and money issues. When amounts are voted for it needs to be exact to ensure efficient meetings and correct notes for the Treasurer and Auditor. Certain things voted on need to be succinct so there is no ambiguity. Chantelle has requested approval of a \$100 budget to purchase a Voice recorder. Two quotes gotten from Officeworks were presented. Resolution: P&C vote to approve \$100 maximum budget for voice recorder.</p> <p>Carried.</p> <p>13.3.Mr Verne Jones Deputy Principal has asked Chantelle to present Incursion information for approval. Incursion suggestion. \$2095.50 cost K-6. Funding approval. Resolution: Incursion cost approved and covered by P&C.</p> <p>Carried.</p> <p>13.4.2pm P&C meeting times. With current votes we will have to keep meetings at an evening 7pm time to ensure a majority can attend. 10 voting members are required to approve a budget vote.</p> <p>13.5.Leona – Year 6 approval for fundraising for event requested. Money raised will go towards camp. Current ideas needing approval are Pizza Days and Bunnings Sausage Sizzle. Discussed 2 pizza days per term. Committee needs to be written and recorded by Leona. Leona to attend each meeting. Subway bought up as a suggestion because it was easy and well organized for Sports Day. Bunnings to be discussed next meeting. Resolution: That the P&C approve 2 Pizza Days per term. That the P&C approve a fundraising event to be held at Bunnings.</p> <p>Carried.</p> | <p>Chantelle to distribute notes to classroom teachers. Mother's Day Committee to commence purchases.</p> <p>Chantelle to purchase voice recorder.</p> <p>Mr Jones to book Incursion.</p> <p>Leona to create committee and set dates for fundraisers to be presented at the next meeting.</p> |
| <p>14. Next Meeting The next General Meeting will be held: Wednesday 16TH May, Week 3, Term 2.</p> | |
| <p>Meeting Closed: 7.34pm</p> | |

P&C

Principal's Report

March 28 2018

Coles and Woolworths vouchers

The school will no longer participate in these schemes as our staff have better things to do with their time, such as teaching our students.

Easter

This year we've broadened the parameters of the parade to include the dioramas that the Year 4, 5 & 6 students have been working on. We acknowledge that making and wearing an Easter Hat at some stage ceases to be cool, and that's why our older students now have the opportunity to still make and wear an Easter Hat but also make an Easter diorama to show off to the school community.

Annual Report

The Annual Report 2017 is about to be published. The report will be published on the school's website www.southpadburyprimaryschool.com.au and also on www.schoolsonline.com.au. I'm also more than happy to email the document to anyone who'd like to receive it this way. If you'd like the report emailed to you please contact me at David.Knox@education.wa.edu.au.

Enrolments

We continue to receive queries from out of boundary students on an almost daily basis. Many are parents seeking to move from the private or catholic sector and all telling us that it's due to the school's strong reputation via word of mouth recommendations. All enrolments are now closed.

Mental Health

This year we've been fortunate to attain extra funding to support the delivery of mental health programs with students at our school. The teacher will receive training in Gatekeeper Suicide Prevention and Youth Mental Health First Aid. We will use and work through the Kids Matters and Mind Matters frameworks. I'll keep the school community updated throughout the year on this vital initiative.

Nut Aware School

We have a significant number of children attending South Padbury PS who suffer from a severe anaphylactic reaction to peanuts/tree nuts. These reactions can be serious and even life threatening. Many of these children need to have an EPIPEN (automatic injector device to administer adrenalin) on hand in case of an emergency at school. As caregivers we need to take all precautions necessary to minimize the risk of a life threatening anaphylaxis. As a community we continue to work together to minimise risks associated with being exposed to these foods that are a trigger to such attacks.

Actions:

- No food is allowed to be shared between children.
- Awards of food/sweets will not be given that contain nut ingredients
- We ask parents/caregivers not to send peanut butter on sandwiches, or Nutella (to minimize the risk from person to person contact).
- Emphasise the importance of hygiene when eating food at home and at school – washing hands.

While we can never entirely enforce or regulate what comes from home in each child's lunch box, nor where foods contain traces of nut oil, we hope people will assist in working towards minimizing the risks and looking at alternatives from nut products.