



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

**Minutes of the General Meeting of 19 June 2019  
Opened at 7.00pm in the staff room**

ITEMS	ACTION (NAMES)
<p><b>1. Welcome</b>  <b>In attendance:</b> Amanda Duckworth, Darcie Fricker, Amanda Burgess, Natalie Munn, Melissa Griffin, David Knox, Glenn Dziuba, Sam Kendall, Nic Errington, Mel Moffet-Snow, Melissa Pover, Simone Duncombe, Sharon Lake, Leona Liddelow, Annette O’Regan, Tia Tutti  <b>Apologies:</b> Daniel Scudder, Brett Rae, Lori Frazier, Sam Granland, Mike Maxted</p>	
<p><b>2. Confirmation of Minutes of Previous Meeting</b>            2.1. <b>Resolution:</b> That the minutes of the previous General Meeting of South Padbury Primary School P&amp;C Association on 15<sup>th</sup> May 2019 be taken as read and confirmed as a true and accurate record.            Moved: Nic Errington      Second: Amanda Burgess</p>	
<p><b>3. Business Arising from Previous Minutes</b>            3.1. Disco – second DJ was voted and approved for new disco date at Executive Meeting but he has since hurt his back. A third DJ has been booked. There is an increase in the fee, now \$550. Requested extra \$450 to cover DJ cost and buying of extras (glowsticks etc.)            3.2. Edudance – had been a price increase however Verne Jones has requested we keep contribution at \$14 per child and keep aside some funds for an incursion (Indonesian) later in the year. Total cost for Edudance for the P&amp;C will be \$5012.00.            3.3. School Parking – CoJ has been contacted, waiting for quote for painting lines in top carpark – school/Ed Dept. to pay. Kiss ‘n Ride – still waiting for a response on painting of lines/signage. Drain flooding in top carpark – someone coming tomorrow to investigate.            3.4. Uniform coordinator job still available. Put position request out on school app. If not filled by parent volunteer uniforms will have to be outsourced to a business like ‘Lowe’s’ at Whitfords Shops. This will mean less profit, no 2nd hand uniform sales and more inconvenience for families being off school site.            3.5. Fundraising Committee -was put on hold. Terms of reference required, will use WACSSO template. Anyone on committee must adhere to these. Members can sign up name to be on new committee. Will be emailed to existing committee members first before rest of school. P&amp;C Office Bearers will automatically be a part of the committee. The P&amp;C President will set the meeting agendas for this committee.</p>	<p>Voted and Approved</p> <p>Voted and Approved</p>
<p><b>4. Correspondence:</b>            4.1. Correspondence In: Bank Statements, Invoice for Canteen/Uniform stock Insurance, Invoice for WACSSO Affiliation Fee, WACSSO P&amp;C Voice magazine, Expressions Tea Towel Sample, Uniform Catalogue, Westpac (for Michelle Overton), Science Committee SPPS letter of thanks.            4.2. Correspondence Out:            None</p>	
<p><b>5. Treasurer’s Report – attached</b>            5.1. Paid invoice \$425 for Uniform/Canteen stock insurance            5.2. Paid invoice \$947 for WACSSO Affiliation Fee            5.3. See Attached report for further bank account details</p>	

<p><b>6. President's Report</b></p> <p>6.1. Election Day Sausage Sizzle was a success. Busier than anticipated, more stock was required during the day. Plenty of volunteers, some doing longer shifts. Approx. \$1500 profit. Thanks Everyone who assisted in organising and running on the day.</p> <p>6.2. School Photos – Feedback requested by Verne Jones – mostly positive feedback. Pricing for K/PP photos down from \$70 per pack to \$50, greatly appreciated. Family sibling photos – may need to review queuing system in the morning. David has no objection about Duncraig High School students waiting around in the morning for sibling photos.</p>	
<p><b>7. Principal's Report - attached</b></p>	
<p><b>8. Catering Report</b></p> <p>8.1. Children still buying icy-poles</p> <p>8.2. Made some profit. See attached report for more detail</p> <p>8.3. Will have a busy bee soon to clean canteen. Possibly at same time as P&amp;C shed clean out, depending on volunteers.</p>	
<p><b>9. Uniform Committee</b></p> <p>9.1. Bit slower sales, though good turnover of 2<sup>nd</sup> hand stock.</p> <p>9.2. Reminder to bring in uniforms that are too small etc. for 2<sup>nd</sup> hand sale.</p> <p>9.3. Credit for the polos mix up has been sorted.</p> <p>9.4. Wet weather jackets have been ordered, waiting for stock to arrive.</p>	
<p><b>10. WACSSO Report</b></p> <p>10.1. Conference is on 17<sup>th</sup> &amp; 18<sup>th</sup> August.</p> <p>10.2. Will book second conference ticket</p> <p>10.3. Those who are interested in attending are requested to email the P&amp;C.</p>	
<p><b>11. School Board Report</b></p> <p>11.1. Last meeting went through updating school policies</p>	
<p><b>12. Book Club Report</b></p> <p>12.1. No issue 4. Issue 5 will be early term 3</p>	
<p><b>13. Entertainment Book Report</b></p> <p>13.1. No report</p> <p>13.2. Question raised regarding who wears the cost of unreturned books not paid for by families??</p>	
<p><b>14. General Business</b></p> <p>14.1. Tia to be added as signatory to all P&amp;C bank accounts.</p> <p>14.2. Book Fair – term 3, 19<sup>th</sup> &amp; 20<sup>th</sup> September. To coincide with Open Night on 19<sup>th</sup>. Will run book fair Thursday morning before school, after school, during open night and again Friday morning – just in case someone missed it Thursday! Mrs. Pollard has offered the use of her music room for the event.</p> <p>14.3. Open Night – 5-7pm, 19<sup>th</sup> September. Suggested to have 'Potluck Dinner'. More information next term.</p> <p>14.4. Quiz Night – Changed date to 30<sup>th</sup> August due to venue availability. Request for venue bond money \$750.</p> <p>14.5. Council Venue Online booking- further investigation required about how this will work for the P&amp;C.</p> <p>14.6. Year 6 Items - \$200 float for 22<sup>nd</sup> June and 11<sup>th</sup> August. P&amp;C shirts are available to borrow for sausage sizzle at Bunnings. Future pizza days set for week 3 and 8 in term three. Year six end of Year Celebration will be 15<sup>th</sup> November.</p>	<p>Voted and Approved</p> <p>Voted and Approved</p> <p>Voted and Approved Voted and Approved</p> <p>Voted and Approved</p>

<b>15. Next Meeting</b> The next <b>General Meeting</b> will be held: <b>31<sup>st</sup> July 2019</b> at 7.00pm in the staff room	
<b>Meeting Closed:</b> 8:10pm	



SOUTH PADBURY  
PRIMARY SCHOOL  
Pursuit of Knowledge and Friendship

# SOUTH PADBURY PRIMARY SCHOOL

## INDEPENDENT PUBLIC SCHOOL

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### **Focus**

Schools are great places and are of interest to all concerned as we all have vested interests in the functioning of the organisation. Being an institution that deals in developing young people academically, emotionally and socially, it is a great source of drama, interest and intrigue. With so many people from so many walks of life interacting and dealing with each other in such a close and transparent manner, interpersonal disputes are going to happen. Over the years I've seen cases where these issues move from the periphery to the forefront and schools lose their focus on their core business – educating our students in a safe, caring, inclusive and supportive learning environment that fosters success at whatever level the student is capable of. In this, the school's staff and I will remain vigilant in addressing our key areas of Protective Behaviours, English and Mathematics. It was for this purpose that I detailed the school's student tracking system at the last board meeting as I'm keen to keep all forums as student and curriculum focused as possible, as they are the reasons why we're all here.

### **Cross Country**

I'd like to thank everyone involved in last week's cross country event. The event was cancelled from the week before as the forecast was for lightning and the BOM radar showed limited breaks in the weather throughout the day. However, while the Tuesday forecast did also show rain, there was no sign of lightning and there were plenty of gaps in the radar that we utilised to get through the program. As it happens, we got through the program really well and I was just so impressed with ALL of our students for completing the course. Being a winter event, we'll always have this issue and will only cancel in extreme circumstances such as lightning and dangerous storm conditions.

### **School Management**

I'm often asked about the role and function of the school's board. The school board and all other committees such as the finance committee are designed to support the principal in the management of the school. The board makes decisions of a very broad nature and the school organises the details. An example is the annual camp. The board decides on whether the school has an annual camp or not. To make this decision the board members will have consulted widely, and garnished the opinions of a wide range of the school's stakeholders. From there the school takes care of the details. I decide where and when the camp takes place and base this on feedback from students who have attended camp (and their parents/caregivers), my knowledge of other camps and financial considerations.

The board also decides on the school's contributions, fees and charges and oversees how the school's finances are being managed.

The board is not involved the day to day running of the school, staffing, curriculum or any of the other operational aspects of the school's operations.

David Knox

PRINCIPAL

19 June 2019

