

DEANMORE PRIMARY SCHOOL  
PARENTS AND CITIZENS ASSOCIATION INC

## ORDINARY MEETING

Monday 30 March 2015 at 7.30pm

## MINUTES

1. **Present:** Troy Vukojevich, Suzanne Croston, Annabel Anderson-Nicholls, Barbs Harvey, Bree Day, Michelle Q Jahn, Kaye Juracich, Sonja Bennetto, Lisa Dunstan, Katrina Hunter, Virginia Entriiken, Clare Lawson, Fiona Belotti, Joanne Hough, Amanda Major, Alison Murphy, Karin Hunt, Roberta Whittaker, Dan Rodgers, Greg Downes, Jo Marwick, Catherine Pfammatter

- **Apologies:** Jeannie Metcalf, Samantha Maddern, Annaliese Chapman, Nici Ogle
- Confirmation of Minutes of Ordinary General Meeting of 23 February 2015

Resolution moved by Alison Murphy, seconded by Dan Rodgers "*that the Minutes of the Ordinary Meeting on 23 February 2015 be accepted as true and correct*".

- Business Arising:

Item No.	Action Required:	Action By:
9.1	Class Representatives – amendments	Catherine Pfammatter  - Treated under General Business below.
9.2	Fundraising Plan 2015	Fundraising Committee  - See below
9.3	P&C Website update required	Amanda Collett  - Held over

## 2. Correspondence

### *Incoming:*

- Letter from the Member for Scarborough, Liza Harvey. Info on funds available.
- WACSSO: 2015 Welcome Pack, WACSSO Amended Constitution, P&C Voice.
- Various Fundraising publications (Lions Club Big Band, DJ Services, Kidz Paradise, Candlelight, etc.). Passed on to Barbara Harvey.

### *Outgoing:*

- Email to Liza Harvey's office communicating names of P&C office bearers for 2015, as requested
- WACSSO: Notification of 2015 P&C Office bearers and Executive Committee

Carried over for acceptance at next meeting as file not available for viewing at meeting.

### **3. President's Report – Troy Vukojevich**

The President summarised his debriefing meeting with Lisa Monahan re: P&C artMarket as follows:

1. Introduction of a hanging fee for the art, to ensure the hire costs of the display materials (\$15 per panel) are covered. This should help ensure that artists only submit quality, saleable art as well.
2. Sponsorship - politicians will sponsor as well providing prizes (Lisa Harvey). Also seek out grants eg. Healthways, Quit etc. Commercial sponsors - look at real estate agents and local business who would like to purchase sponsorship with their logo being placed on all marketing material as well as visible at the event. Solicit parents who have a business which may be able to offer support.
3. Set up a marketing committee to properly advertise the event. Letterbox drop, Facebook and other marketing avenues need to be explored. In 2014, a lot more marketing could have been done and a committee to handle it should get a better result in this area.
4. Raffle - Stall holders contributing a prize as part of their cost helped to keep prize costs down. Drawing of the raffle/allocation of prizes was difficult and will need to be better organised.
5. The strong eco-friendly vibe needs to continue, as it created a great point of difference with other school fairs. Seek more connections with eco-friendly organisations, this will add to the credibility of the eco theme. Extra costs: eco-friendly food packaging around 40% more expensive than traditional. Calico bag giveaways were good but costly (around \$150 ). Decision required on whether to do this again. Perhaps we can look at recycled jars, bags etc. to continue on with the Eco theme. Food labelling: professionally done? or hand written labels?
6. Entry fee - scrap this but put out a box for gold coin donations. Instead, charge for kids to have access to games and rides (with wristband).
7. No bottles of water on sale, was probably the most asked-for drink!
8. Try to get eftpos. This needs to be organised well in advance and in an individual's name (not the association's).
9. Umbrella table area well-appreciated, as were the chill-out zone, the giant games, the art and the quality of the craft.
10. Suggestion: an evening setting and serving moderate alcohol will improve the vibe, e.g. opening time of 4.30pm - 8.30pm.

In the discussion that followed, it was resolved to:

- Check with Scarborough Primary re: the timing of their Twilight Market
- Check licensing requirements for bar area
- Put out a call in the newsletter for artMarket committee members (general/marketing/art)
- Consider how to revive the student made art (SMART art) aspect
- Provisional committee: Troy V, Annabel A-N, Karin H, Nici Ogle

#### **4. Principal's Report – Jeanette Metcalf**

In the absence of the Principal, Jo Marwick presented the report.

- Graduating classes of 2014 have funded the purchase of a lemon tree to be planted on ANZAC day.
- ANZAC day ceremony to be held at 2pm on 24 April.
- Junior primary shade sails due to be installed shortly
- Thanks to P&C committee members who have participated in welcoming new families to the school.
- National Quality Standard training programs taking place for certain staff members.
- School Board Chair, Principal and Deputy Jo Marwick to meet with Newborough School Board Chair to discuss collaboration in some activities.

#### **5. School Board Chairperson's Report – Samantha Maddern**

Apologies were sent by Sam Maddern. In her absence, the report submitted was read by the secretary.

- Two new parent representatives, Jodee Eaves and Dave Drury, welcomed to the Board
- High Quality Teaching and Leadership: upward trend since 2013. Induction session for new Board members on role and responsibilities to be held in April holidays. Generally positive feedback from 2014 parent and student exit surveys; one point which could be improved upon was the management of student behaviour. Suggested consultation with other local schools to discover their strategies.
- Distinctive Schools: draft version of 2014 annual report submitted to the Board. Will be available via website once finalised. Options for increasing feedback to parents are being discussed.
- Budget presented by the School Registrar and approved.
- Deanmore Business Plan 2015-2017 discussed, in an early draft form.
- Active After School Communities program – sincere thanks to Dan Rodgers for running the program over the last 7 years. A new program will begin later this year.
- Touch-typing: a parent's query raised this subject. Board unanimous in its support for the development of this skill.
- Junior Primary toilets: school to seek financial assistance from Ed Dept to install more cubicles in the boys' toilets.

#### **6. Financial and Fundraising Summary – Annabel Anderson-Nicholls, Treasurer**

- See reports/statements attached, as at 31 March.
- Bree Day has kindly agreed to take the banking on this year. If you have any money to be banked, please leave it at the office and let Bree know it is there to be collected. Mobile: 0417 148 857
- Apologies for Commbiz hiccups in reimbursements. Cheques to be written for outstanding reimbursements.

#### **7. Sub-Committee reports**

- **Fundraising Plan for 2015:** Barbs H: Potential fundraising gap identified, with artMarket earnings an unknown quantity.

#### **Term 2:**

- 5 cent bottles : 1.25 L bottles collected
- Mother's Day stall 6/7/8 May: estimated expenditure ~\$800. Barbara Harvey moved a motion that up to \$800 be made available to purchase materials/goods for the stall. Seconded by Roberta Whittaker. All in favour.
- ICT contribution forms to be updated and sent out in Term 2

- Book Fair Week 5: 15-20 May (then Term 4, 15 October)
  - Middle pod cake stall, date TBC
  - School sausage sizzle: only one will be held in Term 2. Day will be changed to accommodate new canteen days - Monday or Tuesday? NB. Costing of sausages and drinks may be revisited following canteen menu changes
  - Year 6 to run a school disco. Monies raised: half to go to Graduation & Gift and half to a charity of their choice.
  - Sonja Bennetto raised the issue of liability: covered by the P&C or the school? The practicalities of holding a disco in the undercover area were discussed, particularly how the disco area could be effectively blocked off. Access to toilets and canteen needs to be maintained. Bunting seems to be the simplest option. Karin Hunt offered to price bunting (per metre).
  - Michelle Q Jahn raised the possibility of moving offsite. Troy Vukojevich will check with Jeannie re use of school premises. For questions of liability it will be a P&C run event with Yr 6 help.
  - For example, Yr 6 could coordinate dance comps. In addition, it was felt that the DJ could be more engaging, offering spot prizes for instance.
  - There will need to be a parent roster established to monitor behaviour and control access points. Suggestion to have two coordinators, 1 for "crowd control", the other for canteen/sales.
- **ARTMARKET** - see above, President's report.
  - **Canteen** – Sub-committee update, changes for Term 2:
    - The Canteen Committee (TV, SC, RW, Janina Dowling) – integrated input from Yr 6 survey, plus investigation of nearby schools for menus and prices. As a result, a new menu will be offered beginning in Term 2 (traffic lights still respected). Change of canteen days: Wed/Thur/Fri. This change was implemented to avoid public holidays and pupil-free days. There will be a small price increase overall, but also revised menu options and more possibilities to order in different ways. Dietary options (V, GF, etc.) have been flagged. Kindy/PP will now have recess available.
    - "Our Online Canteen". Suzie Croston investigated this facility and it looks like the way to go. Internet connection and printer will be required in canteen. Possibility of having the system up and running for the start of Term 2.
    - Troy V: These changes have been introduced because the canteen made a loss in 2014. Moving forward, these initiatives should re-establish profitability.
  - **Roadwise** Kiss and Drop (parent suggestion) as a Traffic Management and Road Safety strategy
    - Problem Parking (parent concern): corner parking / unsafe road crossing
    - SDERA non-profit group looking at guidelines for school. Established recommendations go back to school board for approval
    - The Coordinator would like to encourage those with comments to contact her

- **Newsletter** – Coordination of information for newsletter: parking, artmarket, mother's day, used uniforms, president's report to be sent to Roberta W.
- **Website** – P&C website update required. Suzie C will contact Amanda C.
- **Uniforms** – Karin H commented on sales, availability of uniforms and sizes. Gini E will empty box before end of term. Named property will be called over loudspeaker.

## 8. General Business

- **Executive Committee** – Catherine Pfammatter read WACSSO Guidelines on the role of the Executive committee to the meeting:
- “The P&C Constitution gives the Executive Committee the power to manage the finances and affairs of the P&C when the P&C is not meeting. The Executive Committee usually meets when items of business that were not dealt with at the P&C meeting have been referred to it for action or where an item of business of an urgent nature arises where a decision has to be made prior to the date of the next general meeting of the P&C. It is not usual for the Executive Committee to meet on a regular basis. [...] Minutes of such a meeting must be tabled at the next general meeting of the P&C for ratification of motions/resolutions/decisions made. A general meeting of the P&C is the higher body and has the power to override decisions made by the executive committee. Every effort should be made to avoid using an Executive Committee as the managing group of the P&C. The Executive has the power to make financial decisions on behalf of the P&C. Some of the decisions the Executive might need to make are emergency decisions, especially if there are time constraints between meetings and decisions need to be made, urgent replacement of equipment, wages and staff issue decisions are only made at Executive meetings. If the Executive make a decision that the general committee do not agree with then the decision can be overturned as long as it has not been already acted on.”

The issues raised with relation to executive committee decisions taken out of meetings were noted. Regarding the Easter raffle, procedure was not correctly followed through lack of knowledge. Future decisions shall adhere to WACSSO recommendations, i.e. be brought before the ordinary meeting to be ratified.

- Michelle Jahn then moved that the decision made by the executive committee to proceed with the Easter raffle be ratified. Seconded by Sonja Bennetto. **All in favour.**
- Reps requested to aim at 5-ish smaller prizes, try to be consistent across classes

- **Cyber Safety:** proposal for the P&C to organise a presentation from Think U Know (perhaps before a P&C meeting?). Accent on the junior end of the school, those accessing the web for the first time.

10 tips on cyber safety in last newsletter <http://thinkuknow.org.au/>

There was support from members and admin staff for this initiative. AAN to investigate.

- Due to the date of the next meeting falling on a public holiday, it is proposed to move the meeting to the following Monday, 4 May.  
Moved by Barbara Harvey, seconded Annabel Anderson-Nicholls. **All in favour.**

DATE OF NEXT GENERAL MEETING:

4 May 2015