



Deanmore Primary School P&C Minutes

Date	Monday 25 March 2019	Attendees Steve, Lisa, Wendy, Lisle, Clare, Nici, Amanda, Kaye, Tania, Jason, Nirmala, Veronica, Mark, Ralmo, Ryan, Jade
Time	7:30pm	
Location	Deanmore Primary – Staff Room	
Frequency	Monthly	
Facilitator	Steve	
Note taker	Lisle	

WELCOME

Steve welcomed all attendees to the P&C Meeting, especially glad to see new members.

Apologies: George

CONFIRMATION OF PREVIOUS MINUTES

Accepted Steve and Clare

BUSINESS ARISING & DECISIONS OUT OF SESSION

- Clare raised \$65 for a popcorn machine off Gumtree (S) Lisa and Tania
- JFE Leavers polo invoice \$820. Raised Lisa (S) Lisle and Tania

SUMMARY OF ACTIONS ARISING FROM LAST MEETING

Action number	Action required	person responsible
1.	Lisle to Validate paid up members of the P&C	Lisle
2.	<p>Decide on online solution for storage of documentation</p> <p>Steve thinking of using companion website to Skoolbag</p> <p>Taking longer than expected</p> <p>Catch up with Danielle (account contact for school bag)</p> <p>Steve reiterated consideration of office 365</p> <p>This action has been moved to Lisa</p> <p>25/02</p> <p>Motion to approve for on line storage. Steve Raised \$600 for online storage (s) Lisa</p> <p>25/03</p> <p>Currently using Google drive storage in the short term. Will still investigate office 365. Steve to invite Ryan.</p>	<p>Steve</p> <p>Lisa</p> <p>Steve</p>
3.	<p>Steve to arrange a meeting with Toni Johnson from Ruby Advisory and have a Canteen catchup</p> <p>25/02</p> <ul style="list-style-type: none"> • Did have a canteen meeting on Friday Lisa has been talking to Toni about the possibility of doing bookkeeping for the P&C in the absence of a Treasurer filling the vacant role • Janina has also been engaged to discuss menu • Diarise a canteen meeting for term 2 	Steve
4.	<p>Clubs. Request picture of activities for Facebook updates</p> <p>25/02</p> <ul style="list-style-type: none"> • Need someone to replace Jade. Potentially Kelly Keall – but not keen on creating content. Nici to speak to her to see if P&C members create the content, will she post on our behalf? <p>25/03</p> <p>Steph Bovell has taken over the social media liaison role.</p>	Nici

5.	<p>Steve will still respond to the issue of “selling alcohol” open letter in the school newsletter</p> <p>The P&C is committed to alcohol free P&C events at school</p> <p>The P&C strongly encourages alcohol free P&C events where children are present.</p> <p>The P&C respects individual choice and supports responsible alcohol consumption at P&C adult events (e.g. Quiz night)</p> <p>25/02</p> <p>To send to Yvette for next newsletter</p> <p>25/03</p> <p>Carried over</p>	Steve
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CORRESPONDENCE – SECRETARY	
Incoming	<ul style="list-style-type: none"> • Communication to the Deanmore Netball Club 2019 • CGU Workers Comp regarding lapsed Policy: O/08-4135 • Lanie Sims photography - Mothers Day Mother's Day Fundraising Proposal • Linette from www.scholastic.com.au regarding a book fair • Kaye Hewitson -Glowstix Australia Pty • Tod Ellul CUSTOMER: School Fun Run
Outgoing	(via Treasurer. alannah.mactiernan.mlc@mp.wa.gov.au - Application for Government Grants in mid-2019

PRESIDENT'S REPORT
<ul style="list-style-type: none"> • Steve thanked all the volunteers for the excellent success of Movie night. Even though attendance was lower than hoped for, it was a great night. • Happy to see new faces at the meeting and people becoming more aware of the P & C.

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- Steve reiterated that it's important to get the message out that the P&C needs volunteers to contribute to the school fundraising efforts – even if it's a small part to play.
- Thanked Ryan for volunteering to fill the vacant Treasurer role.

PRINCIPAL'S REPORT

- Ralmo mentioned it's been a very busy start to the year. Compared to previous years (where this time in the term starts to wind down) there is a lot going on.
- The introduction of PBS has been good. The entire school has a "positive-feel" thanks to everyone committed to the programme. Special acknowledgement to Chloe Liebeck for driving this

TREASURER'S REPORT

Lisa. I can't seem to find the updates in the shared file location. The notes in yellow were the ones I made myself

Ytd ~~\$27k-20k~~ has been ~~raised~~ raised from Fundraising, mainly netball \$15k

Overall ~~total~~ banking position \$50k. There are ~~receipts outstanding~~ receipts outstanding for recent events, Canteen & Netball fees, leaving an available balance of \$30K

Only have \$30k of that

There is a shortfall in the canteen, Lisa trying to understand shortfall of \$1,100k suspect just a timing difference

Lisa discussed fundraising summary.

- Lisa thanked Ryan for volunteering for the Treasurer role
- **Lisa raised a motion for Ryan Lucas to fill the Treasurer Role (Seconded) by Steve**
- Lisa reminded everyone we are paperless this year from now on. All deposits need to have a count sheet and an email needs to be sent to the Treasurer email address
- Lisle to arrange with Amanda to add Ryan to the Treasurers email address and remove Lisa
- Lisle to send a list of current email addresses in next minutes

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- Lisa to send a summary/list of netball and leavers
- Lisa to get Toni to give Ryan access to [Xero](#) account
- Lisa mentioned she emailed Alannah Mactiernan to ask if we could be considered for their next financial year applications for funding. Karrinyup Primary received a grant of \$20000 for their naturescape
- Ralmo suggested reaching out to Karrinyup Primary to see if their [was](#) anything specific they did to secure the funding

Changes to Commonwealth Bank Signatories:

- Motion to remove Bree Day as a signatory to the bank account: moved Lisa O'Callaghan, Seconded Steve Schupp
- Motion to add Ryan Lucas as a signatory to the bank account: moved Lisa O'Callaghan, Seconded Steve Schupp
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SUB COMMITTEE REPORTS

FUNDRAISING

- There have been a few fundraising meetings this year, and the fundraising calendar shared with the Deanmore Community. This can form the basis for the budget Ryan needs to compile
- The Quiz night is a massive effort to arrange and will need a separate committee. It may be this year that we keep the Quiz night low key.
- Also, had a meeting for the art market. Tania, Angela Williams (teacher) and Kindy Mums name met to discuss the planning. The feedback included the event from a stall-holder's perspective.
- Clare asked the question is the canteen "part of us?". Lisa confirmed they were and believes it's a cultural shift for the two areas to start working closer together. The attendees discussed that in the past the P&C have viewed the canteen as separate entity. Everyone agreed to start thinking of fundraising ideas (e.g. sausage sizzle) to utilise the canteen facilities to make the canteen more

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profitable. Sausage sizzles can be had in moderation per term and doesn't break the "traffic light" guidelines.

- **Clare raised motion for \$44 for Graphic design logo artwork on Polos \$\$ (s) Steve and Lisa**
- **Clare requires two floats for upcoming fundraising and raised a motion**
- **\$150 for cake stall (5th of April) \$300 for Mother's day (s)Lisa**
- **Clare raised a motion requesting \$5000 for an Art market slush fund (s) Lisa**

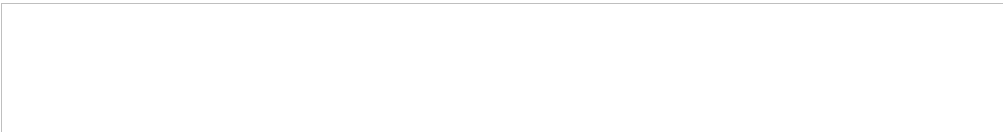
COMMUNICATION

Facebook

- Steph Bovell has taken over the social media liaison role. Jade is still in the process of handing over (she is still the Admin on the account). Steph made her first post to Facebook today!
- Jade has always tried to maintain a balance and drive engagement by mixing fun and "boring" posts.
- Jade to Check with George if we can do group shots. Need clarity on the photo guidelines
- Ralmo suggested we may need to do an audit as to who hasn't granted permission to have their photo taken
- Jade to send Stephs details through
- When Jade started as admin there were 100 likes. This has grown to over 400. Various ways to increase this has been considered e.g. a competition for a free entertainment book.

Skoolbag

- A concern was raised that we are not using it, however we are still wanting to renew it for another year.
- The intention is to still use this application.
- The take-up has been slow however 7-8classes are using it.
- Training sessions need to happen, especially for new class reps.
- Need to run a training session
- Amanda to send full list of reps to include with the minutes
- Steve to hand coordination of this over to Nici.
- **Steve raised raise a motion to cover Funding of Schoolbag P&C funding 50% (for \$643)Total \$1286.00 ex GST. (S) Nici**



DEANMORE DADS

- Good start to the year
- Dad's played some pool at the lookout bar
- Some activities are still in the planning stages
- Deanmore Dash is imminent. **Steve raised a motion for \$1500 (S) Jason.** cmspbs is a good idea to use as a launch at the same time. The anticipated date is the 24th Of May. This clashes with....steve I cant remember George to make the call
- Didn't do stand-up paddle board raffle last year -would like to do it this year. Raffle to coincide with faction Carnival or Wembley Downs Fair. **We need approval for \$2000.Motion raised by Steve (S)Lisa.** Anticipated tickets will be \$10
- Jason and Steve are coordinating camping for term 4. Thanks to Simon Lawson for the good information.

Commented [SS1]: ??

Commented [SS2]: Ummmm??

UNIFORM

- Clare has sent details of hoodies to JFE. Remaining action is to "proof" the print.

CANTEEN

- Minor modifications have bene made to the menu. Teriyaki chicken is being made in-house. Barb's is permanently part of the crew roster to enable Janina and Terri to reduce their hours (see attached proposed/draft modifications)

SCHOOL BANKING

- No update

SUSTAINABILITY

- Nici met with sustainability committed (Narelle, Ashley and Gillian) regarding the community school farm.
- This year's focus is to use plants that are native and to make the farm sustainable.
- The Farm was gifted bok choy
- The chickens are producing well. Need to clarify if the canteen can use the eggs?
- The sustainability committee discussed the use of the farm area as a place for student to go to for some peace and tranquility (this is how it was designed). For example, there is a century plant there that would delight students and would be a shame not to use it
- Ralmo said it is a good idea but we have a duty of care to supervisor students there, which is not always possible. He suggested there may be a different way to expose kids to it for example get teachers to use the opportunity to take kids there for a lesson/learning
- Next meeting is Friday morning 8am sustainability meeting.

NETBALL

- Steve referred to *the Communication to the Deanmore Netball Club 2019* that had to be sent out. Regrettably, due to some unpleasant situations arising with Front-office staff and parents regarding funds being paid into an incorrect bank account, a reminder had to be sent to the netball community. The lesson learned from this is that all emphasis will be made to reiterate the correct banking details in all school communication (not just relating to netball)
- Wendy is Investigating utilising Perth Netball's application and payment facility (all online). This may mean that Fees increase slightly
- Wendy raised motion for -\$16k000, (s)Lisa. Most the money goes to P&A
- Wendy to scan in all outstanding receipts and count sheets (provide to Lisa/Ryan)

Commented [SS3]: Netball association

NATURE PLAY

- Steve, George, Anna and ~~Kaliq-Nirmala~~ are ~~retracting-moving forward with a much scaled back~~ form the original conceptual plan for the Naturescape.
- Given the exorbitant cost (\$120k) the committee will just focus on the “loose parts play”
- **Nirmala raised a request for funding of \$10k-000.** This includes \$7000-7k for a container (with all relevant permits and treatment by company called Programmed) to store the goods in and the other \$3000-3k for loose parts. **Motion was seconded by Nicky and Lisa**
- Container includes a lifetime warranty
- The idea was well supported as it show students efforts is invested in that area
- The committee will need “busy bee” type help from the Deanmore community, e.g. painting the container.
- Mark volunteered to help with the “handy-man stuff”
- Expected delivery midterm 2

SCHOOL BOARD REPORT

- No update

P&C AND PARENT COMMUNICATION AND INVOLVEMENT

- See survey in P&C Levy (general Business)

GENERAL BUSINESS

Consideration of P&C supplementing payment of Twins on camp (Steve)

- The idea presented to the P&C was to consider providing funding to alleviate costs for parents sending their twins on the Year 6 camp. Whilst the intention of the idea was generally accepted, the consideration became pertinent to all families experiencing financial hardship and would be excluded

from activities as a result. The alternate suggestion would be to make provisions for an annual “slush fund”. Steve to rather have a discussion with George

P&C Levy (Tania)

- Tania research schools in our area to see if they charged a P&C Levy (contribution). The results appeared that most do (with varying amounts and specified reasons).
- The P&C discussed at length that most parents would prefer to pay a levy than necessarily participate in fundraising events.
- This is an important consideration to explore, as volunteer participation is low – and may be an alternate for time-poor families.
- Jade and Steve will work together to put together a survey (survey monkey) that explores questions that could understand how parents feel about fundraising and what they would like to see more of (or want to do less of).
- Lisa reiterated that if we do a survey, we need to be able to deliver
- Steve to meet with George to discuss

Winter appeal for Kids

- Jade wants to do a winter appeal for kids who are less fortunate. It was well received (as a community initiative). Jade will progress it
- Lisle raised a motion for \$1200 to pay the affiliation fees for Western Australian council of State School ([WACSSO](#)) (s) Steve

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6.	Arrange with Amanda to add Ryan to the Treasurers email address and remove Lisa	Lisle
7.	Send a list of current email addresses in next minutes <ul style="list-style-type: none"> • Treasurer@deanmorepandc.org.au, • president@deanmorepandc.org.au, • secretary@deanmorepandc.org.au • Fundraising@deanmorepandc.org.au • 	Lisle
8.	Send a summary/list of netball and leavers	Lisa
9.	Arrange for Toni to give Ryan access to zero account	Lisa
10.	Ryan to arrange a fundraising budget	Ryan
11.	Skoolbag: The intention is to still use this application. Steve to hand over to Nici	Steve and Nici
12.	Discuss slush fund with George	Steve
13.	Meet with George to discuss contribution levy and survey idea	Steve
14.	Winter appeal for kids who	Jade

NEXT MEETING

- P&C Meeting 6 May 2019. **On-line/Conference only**

MEETING CLOSE

- Meeting closed at 9:20pm

25/03/2019