

## Booragoon Primary School P&C Association

### Minutes of General Meeting Wednesday 25<sup>th</sup> February 2016

**Held:** Booragoon Primary School Staffroom

**Meeting Opened:** 7.30pm

#### ATTENDANCE

Barbara Horan  
Ashley Bird  
Sandra Putt  
Janine Jenkins  
Sharon Power

Hamish McElwee  
Sarah Forbes  
Kylie Buckman  
Paul Buckman  
Kendall Brown

Nicky Buchan

#### APOLOGIES

Neisha Hackett  
Karolina Plange

Irene Cooke  
Samantha Khoo

#### ITEMS

#### ACTION

<p><b>1. Confirmation of Minutes of Previous Meeting</b></p> <p><b>Motion:</b> That the minutes of the previous General Meeting of Booragoon Primary School P&amp;C Association held on 25<sup>th</sup> November 2015 be confirmed as an accurate record.</p> <p><b>Moved: Kendall Brown</b> <b>Seconded: Barbara Horan</b></p>	<p><b>Motion carried</b></p>
<p><b>2. Confirmation of Minutes of Executive Committee meeting held on 8 February 2016</b></p> <p>The minutes of an Executive Committee meeting held on 8 February 2016 were tabled. 2 motions were carried at that Executive Committee meeting:</p> <ul style="list-style-type: none"> <li>• allocation of \$1,000 to the quizz night to be held on 25 June 2016 to cover the up-front costs of the venue hire and the liquor licence</li> <li>• allocation of \$5,000 to the water fun day to be held on 20 February 2016 to cover equipment hire and other expenses.</li> </ul> <p><b>Motion:</b> That the minutes of the Executive Committee meeting held on 8 February 2016 be confirmed</p> <p><b>Moved: Kylie Buckman</b> <b>Seconded: Sharon Power</b></p>	<p><b>Motion carried</b></p>
<p><b>3. Business Arising from Previous Minutes</b></p> <p><b>2.1 [On-going carried forward item] General discussion regarding the 50th</b></p>	

***anniversary of Booragoon Primary School in 2017.***

Carried  
forward

***2.2 Fundraising 2016 updates***

*List and timetable of fundraising events for 2016*

A draft fundraising plan was prepared by Hamish McElwee, Kendall Brown, Irene Cooke and Sharon Power in late 2015 and provided to the committee at the 25 November 2015 committee meeting. Each year group was allocated a fundraising event.

Hamish  
McElwee

During the current meeting (25 February 2016) further discussion was held regarding the event list, event timing and year group allocations. Some minor changes and year group re-allocations were agreed (e.g. 2 year groups to be allocated to the quiz night – see below).

As a next step, it was agreed that:

- the event timetable and year group allocations should now be communicated to the wider school and parent community (Kylie Buckman is arranging for the current timetable to be turned into a poster to be posted around the school, plus a note home to parents).
- a contact person should be identified for each event, to serve as a central contact person for volunteers (some events already have a contact person; contact person(s) for the remaining events will be sought when the event timetable is communicated to the wider parent community)
- an immediate priority is seeking volunteers for the quiz night, given the long lead time need to organise that event (see further details below)
- the Easter Raffle is another short term priority (smaller event, but coming up fast). Kendall Brown said she may know some parents keen to help out and Sharon Power agreed to speak to pre-primary parents to seek helpers.

Kylie  
Buckman

Kendall  
Brown

Sharon  
Power

*Quizz night – 25 June 2016*

Discussion was held regarding early planning for the P&C's major fundraiser for 2016 – a quizz night planned for 25 June 2015

A preliminary venue booking has been made for the quiz night (Civic Hall – same venue the quiz night was last held 2 years ago); however it was agreed that the venue hire fee should not yet be paid until the necessary helpers/volunteers to run the event have been secured (see below). The venue hire fee needs to be made by mid March to secure the booking; so volunteers will need to be assembled by then or the preliminary venue booking will expire.

Discussion was held regarding the need to assemble a team of volunteers for the event, as a starting point before planning can proceed further. In initial planning in late 2015 the quiz night organisation was allocated to the Year 1 year group. It was agreed that given the size of the quizz night event relative to other events, there should be two year groups allocated rather than just one, i.e. year 1 and year 2 (to enable enough volunteers to be assembled to ensure a manageable workload for all those keen to be involved).

Sharon Power has various materials she can provide to / share with the volunteers for the 2016 quizz night (from the 2014 quizz night), including for each of the sub-tasks involved in the event such as:

- raffles

<ul style="list-style-type: none"> <li>• food,</li> <li>• liquor</li> <li>• donations</li> <li>• audio visual</li> <li>• organising MC</li> <li>• running the event on the night etc.</li> </ul> <p>Immediate next step will be to identify groups of volunteers for different tasks associated with the quiz night (following the ‘many hands make light work’ principle!) – facilitated by the communication of the event timetable and year group allocations to the wider parent community (see above).</p> <p><i>Funding projects for 2016 – Solar Power</i></p> <p>During the last committee meeting on 25 November 2015, solar power was discussed as a potential major fundraising project for 2016 (and potentially 2017). Barbara Horan said she has now spoken to the relevant Government School procurement contact, who recommended the BPS wait before costing or procuring a solar system. Due to rapidly reducing costs of solar systems (including potential reductions in the cost of associated battery storage in the near future), the cost of procuring a system may come down if the school waits. (However this doesn’t necessarily preclude the June 2016 quizz night being the first fundraiser towards the solar power funding project.)</p>	
<p><b>3. Correspondence – Hamish McElwee</b></p> <p>3.1 Correspondence In:</p> <ul style="list-style-type: none"> <li>• n/a</li> </ul> <p>3.2 Correspondence Out:</p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	
<p><b>4. Reports</b></p> <p><b>4.1 President’s Report – Hamish McElwee</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	
<p><b>4.2 Principal’s Report - Barbara Horan</b></p> <p>ADMINISTRATION</p> <ul style="list-style-type: none"> <li>➤ Current enrolment – 403 students</li> <li>➤ Staffing: Welcome to Mrs Casas and Mrs Papiermole back from Long Service Leave; Ms Wan won position at the end of last year; Mr Trenorden and Ms Banovich have been appointed on Fixed Term contracts; and Mr McGoldrick is backfilling for Mrs Dos Santos for Term One. Mrs Casas is one of the school reps on the Board – Mr Godwin was a proxy for her last year.</li> <li>➤ SDD dates for 2016 are Thurs 28th Jan, Friday 29th Jan, Tuesday 26th April, Monday 18th July, Wednesday, 3rd August (Parent Interviews), Monday 10th October and Friday, 16th December.</li> <li>➤ Mr Godwin will connect parents to their child/ren’s class Connect pages next week.</li> <li>➤ The school had a visit from the Hon Minister for Education, Mr Peter Collier on Friday morning. Mr Collier met with Tim Baldock (President, School Board), and</li> </ul>	

the Admin team, addressed the staff at morning tea; did a tour of the school; and went into a couple of classrooms and talked to the children. Tim and Barbara raised the issue of the poor state of the school's toilets.

- The school is hosting a delegation of 10 Principals from Queensland on Tues, 8th March. Qld is considering copying WA's IPS model, and they are visiting a range of schools to discuss the 'IPS' experience.

## STUDENTS

- Speeches and voting for Head of House and Faction Captain positions occurred last Friday. Successful students will be named at the assembly this Friday.
- The annual Dads and kids Camp out is on Friday, 18th March.
- The swimming carnival is on Wednesday of Week 6, (9th March), Harmony Day on Friday, 18th March and Anzac Day on the last day of term (8th April).

## CURRICULUM

- Mrs Abernethy and Mrs Fernandez led the development of our Mathematics Policy last year, and it was introduced to teachers on the SDD in January. It reinforces the whole school approach to the teaching of Maths, based on recognised best practice. We are implementing Maths Blocks across the school this year. Katrina Bonetti (WAPPA PL consultant) conducted a two hour workshop on Maths Blocks for the teachers on Tuesday afternoon.
- Teachers are currently developing a Bullying Policy in line with the Friendly Schools Plus program, which the school has been gradually implementing over the last 2 years.

## GROUNDS AND FACILITIES

- Nature Play 2 has been completed, and is very popular with the students. The nature play areas are very different, and it's a delight to watch the children 'getting back to nature' with the way they play together.
- The Grounds Committee came to school on Valentine's Day and completed all the 'mudding' of the limestone paths; built and 'mudded' a wall between Nature Play 2 and the grassed area outside the Tele Block; and weeded the rose garden. Huge thanks to them.
- 2 ceilings were totally replaced during the Christmas holidays, and a further 9 rooms under-battened. Three classrooms (Rm 10, 9 and 7) will have carpets replaced in the April holidays.

### **4.3 Treasurer's Report – Ashley Bird**

- See report
- Some amounts unspent by school that could potentially be allocated back into general funds (\$1,000 unspent from amount allocated to new doors; \$1,150 unspent from last year's sports day).

Motion to be included in next month's meeting (AGM) to allocate those amounts back to general funds.

A motion also to be included in next month's AGM to allocate an appropriations amount of \$15,000 to the school (consistent with the prior year amount)

*Carried forward*

### **4.4 Canteen Report – Kendall Brown**

- Canteen going well – good start to the year

<ul style="list-style-type: none"> <li>• Have had some shortfalls of volunteers, but now have been able to fill these gaps</li> <li>• Flavoured milks previously sold no longer available; have moved instead to Brownes HiLo with flavoured sipper straws</li> <li>• Ashley Bird mentioned that the canteen surplus has also been used to progressively repay the original \$3,000 'float' provided out of from general P&amp;C funds early last year.</li> <li>• Kendall requested that an amount be allocated to the canteen so that small equipment, maintenance, repairs etc can be procured without needing to wait for the next committee meeting</li> </ul> <p><b>Motion:</b> That \$1,000 be allocated for spending on canteen equipment, up to a maximum spend per item of \$500 without committee approval required.</p> <p><b>Moved: Kendall Brown</b> <b>Seconded: Kylie Buckman</b></p> <ul style="list-style-type: none"> <li>• There was also some discussion regarding the need to budget for the longer term capital requirements of the canteen (major repairs, maintenance and equipment replacement; new/additional equipment purchases etc). It was suggested that now the canteen has repaid the the original cash float and is generating a surplus, that any surplus (i.e. profits) be retained in the canteen bank account with the intention that they be kept aside for the longer term capital needs of the canteen. If this retain surplus amount continues to build, then a potential 'cap' on that amount can be discussed/agreed at a later time.</li> </ul>	<b>Motion carried</b>
<p><b>4.5 Fundraising Updates - Various</b></p> <ul style="list-style-type: none"> <li>• n/a – discussed at 2.2 above</li> </ul>	
<p><b>4.6 Grounds Committee Report – Paul Buckman</b></p> <ul style="list-style-type: none"> <li>• Mudding of limestone walls at front of school now done. Huge thanks to Paul Buckman and all the Dads who came in on 14 February (Valentines Day!) to complete the mudding.</li> <li>• Next phase – take out coppice logs and replace with similar limestone walls.</li> <li>• There has been a recent bull ant infestation. Chemicals have been ordered in by the school to deal with them.</li> <li>• There has been a new request for the grounds committee – a sound and sensory garden. Previously tried to get a grant for this, but no luck. Paul will consider adding to grounds committee project list.</li> </ul>	
<p><b>4.7 School Board Report – Kendall Brown</b></p> <ul style="list-style-type: none"> <li>• Some discussion at last School Board meeting regarding BPS 50<sup>th</sup> Anniversary in 2017. Planning is in its early stages, but considering a mix of activities/celebrations involving Board, P&amp;C, and school &amp; teachers.</li> </ul>	

<p><b>4.8 Safety House Report – Sarah Allen</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	
<p><b>4.9 Kitchen Garden Committee’s Report – Hamish McElwee</b></p> <ul style="list-style-type: none"> <li>• <b>Gnomes club.</b> Gemma Shoemsmith has left BPS, but Kanita Nikolic, Lindsay Ferguson and Cathy Webster have volunteered to help run the Gnomes Club this year. Invitation to join the club to be advertised shortly. First offers to go to those on waiting list last year (if they still want to join). Club to be capped at 10 students; refreshed after term 2 (i.e. send new invitations).</li> <li>• <b>Timetable.</b> Day of week for Gnomes club to be decided shortly (based on Kanita’s, Lindsay’s and Cathy’s availability). Club will run for 45 minutes after school, once a week.</li> <li>• <b>Pop up shops.</b> An ‘Esky, price list and money box’ system be trialled for pop up shop this year (i.e. unmanned shop to reduce labour / time involved in running shop). Shop to be set up once a week (to commence once Booragoon Q-Fly quarantine restrictions dropped – expected to be 8 March)</li> <li>• <b>Canteen.</b> Will continue to grow and supply some veg the canteen can use, to the extent feasible.</li> <li>• <b>Signage.</b> Will possibly get corflute sign put up on the outside of the garden with information about the club and the garden in general [no action at this stage].</li> <li>• <b>Garden shed.</b> New garden shed now up</li> </ul>	
<p><b>4.10 School Banking Report –Sarah Forbes</b></p> <ul style="list-style-type: none"> <li>• School Banking now up and running for 2016. Many thanks to Sarah Forbes for taking this over from Naomi Hughes who left the school at the end of 2015.</li> <li>• Plenty of volunteers at this stage.</li> </ul>	
<p><b>4.11 Champion Dads –Paul Buckman</b></p> <ul style="list-style-type: none"> <li>• Dad’s campout is on Friday 18 March. Similar format to last year, including speakers from the Fathering Project coming in to speak on Saturday morning</li> <li>• Seeking mums to volunteer to helps with the breakfast on the Saturday morning, while Dads are attending the Fathering Project talk.</li> </ul>	
<p><b>5. General Business</b></p> <p>5.1 Water Fun Day</p> <ul style="list-style-type: none"> <li>• The Water Fun Day was held on 20 February. There were about 100 pre-event ticket sales, plus more on the day. Final numbers and fundraising amount versus event costs currently being calculated.</li> <li>• A huge thank you to the many hard working volunteers who made the event happen, including Kylie and Paul Buckman (event organisers extraordinaire), Kylie Olney &amp; team (welcome desk), Penny Farbey (drinks [‘we can’t possibly sell all these ...’]), Cathy Webster and helpers (BBQ), Claire Haskew (First Aid), Kendall Brown (Sushi</li> </ul>	

<p>Chef), Champion Dads (slide and dunk tank supervision).</p> <ul style="list-style-type: none"> <li>• Event debrief. Overall a great day was had by those who came to the water fun day. Two specific aspects of the event were discussed: <ul style="list-style-type: none"> <li>○ Safety. One reported accident on the day – one student bruised muscles on his back when he slipped off one of the slides while exiting slide. There was a high level of additional supervision of slides this year over and above the equipment hire supervisors (at least one Dad per slide); however given there was one accident it was suggested that a review of event risks and safety (risk assessment) be conducted if a similar event is intended for next year.</li> <li>○ Event cost. Some discussion on whether the cost of the event (\$20 per student) may be too high for some families with more than one child at the school, particularly at the start of the year which coincides with a lot of other school costs. While the costs of the tickets is largely due to the cost of the equipment hire (and is not out of line with other P&amp;C events – e.g. \$35 for Dads' campout), it was discussed whether the pricing structure could possibly be altered to improve equity by capping the cost per family for families with more than one child per school, as the cost precluded some families from participating. It was also discussed whether the purpose of the day should primarily be a 'welcome to the school' day for families (with a low cost to encourage maximum participation), or a fundraising event. It was noted however that if the cost was to be reduced substantially, the nature/format of the event would need to be rethought, as based on the current equipment hire cost it was unlikely to be feasible to substantially reduce the ticket cost.</li> </ul> </li> </ul>	
<p><b>6. Next Meeting</b></p> <p>The next meeting will the <b>Annual General Meeting</b> to be held on Wednesday 23 March 2016 at 7.30pm in the Staffroom.</p>	
<p><b>Meeting Closed:</b> 9.40pm</p>	