

# EXECUTIVE MEETING MINUTES

Applecross Primary School  
Parents and Citizens Association (Inc.)  
Tuesday, 7<sup>th</sup> March 2017

		Action
1.	<b>Meeting Commenced</b> at 7:10pm	
2.	<b>Present and Apologies</b>	
2.1	<u>Present</u> Anne Gardner, Kim Guelfi, Kate Petersen, Sanchia Dashlooty, Katrina Alilovic, Matt Batson, Naina Pereira, Sarah Graf	
2.2	<u>Apologies</u> Maria Hegbro-Tedeschi	
3.	<b>Minutes from Previous Exec Meeting -</b> Confirmed by Anne Gardner, seconded by Kate Petersen	
4.	<b>Business Arising</b>  <b>Treasurer Position Vacancy</b> Anne stated that she had had four parents approach her regarding the position of Treasurer. Following discussions with the applicants, Anne nominated Sarah Graf for the position, and this was seconded by Kate Petersen.	
5.	<b>Correspondence</b>  A large number of fundraising brochures were viewed and shared. It was generally agreed that the majority of them did not need to be retained.  A cheque was received from the school for P & C contributions to date, totaling \$5563.25.	
6	<b>Standing Committee Reports</b>	
6.1	<b>President</b>	

	<p>Anne stated that the WACCSO forms need to be signed as do the bank forms. Once located she will contact the necessary people.</p> <p>Bank Signatories: To change the bank signatories, the relevant forms need to be signed, the changes must be stated in the meeting Minutes, and these Minutes must be signed by Anne and a copy given to the Bank.</p> <p>Account signatories are listed below:</p> <p><u>Main P &amp; C Account:</u> Sarah Graf, Anne Gardner, Kate Petersen, Sharon Horak &amp; Sanchia Dashlooty</p> <p><u>Canteen Account:</u> Lorene Cranenburgh, Sally Spiers, Anne Gardner, Kate Petersen &amp; Sarah Graf</p> <p><u>Uniform Shop Account:</u> Michelle Davey, Anne Gardner, Sarah Graf, Kate Petersen and Sally Spiers</p> <p>Anne reported that Michelle Davey has lodged a Worker's Compensation Claim regarding an incident in the Uniform Shop at the end of 2016. Michelle slipped on the wet floor, and fell hitting her face and shoulder. Her face has healed, however she has ongoing bursitis in her shoulder, for which allied health support is required. Michelle has completed all the relevant forms and has the necessary receipts etc.</p>	
6.2	<b>Principal</b>	
	See attached report.	
	Kim reported that three new staff members have been employed for a ten week contract each, to work in the Grade One classrooms. It has been noted over the past two to three years that the boy students transitioning into Grade One can take a period of time to adjust to the new classroom expectations and playgrounds, and as such additional assistance is required to support them.	
	Kim stated that the school is having a Workplace Inspection on 17 <sup>th</sup> March at 9:30am. The focus of such an inspection is primarily the storage, labelling and record keeping related to chemicals, and they will also be focusing on the kitchens in the school.	
	Kim raised the prospect of removing the Zing icy-poles from the canteen, as the students are not placing the wrappers in the bin, creating rubbish on the school premises. Strategies to assist with reducing the rubbish were discussed.	
	Regarding the new Science Lab, three staff members visited Rostrata PS to look at their science facilities. The current plan for the school's science lab is to install a new science sink, an interactive TV for class projects, shelving, a large work table, extra seating, blinds and air-conditioning, as well as an IT presence i.e. 20 ipads	KG

	<p>and drones. The school has budgeted for the blinds and the air-conditioning, but will be asking the P &amp; C to assist with funding for all other aspects of the lab. Kim stated that equipping the lab will be the only request the school staff make of the P &amp; C in 2017. Kate suggested that a cap be placed on the amount spent on the lab by the P &amp; C. Kim agreed to get costings of the list of supplies required and to provide this to the P &amp; C at the next meeting.</p>	
	<p>Kim noted that the school's inter-faction swimming carnival will be held on 9<sup>th</sup> March, followed by the inter-school swimming carnival later in March. Applecross PS will be participating in Division A, against 10 local primary schools in the Melville area.</p>	
6.3	<p><b>Vice President/Communications</b></p> <p>Kate reported that going forward the communication strategy will be to provide detailed information on both the Skoolbag App and to the Class Reps, while FB posts will be more picture based and punchy! Kate stated that ideally she would like to send approximately one email per week/fortnight, with two posts on FB per week. We currently have over 185 followers on FB, and all of the Class Rep positions are filled.</p>	
	<p>Kate suggested that a timeline of P &amp; C events be drawn up, which will detail a schedule of how information regarding an event is shared. This will prevent two events being advertised simultaneously.</p>	KP & ?
	<p>Kate asked for all P &amp; C Executive members to write up a blurb regarding themselves and to provide these, as well as a photo, to be placed on the school website.</p>	All
	<p>The dates for the Mother's Day stalls have needed to be changed. The new dates are 8<sup>th</sup> May for Kindy, and the 12<sup>th</sup> May for all other classes.</p>	
	<p>Kate provided information regarding an Art Extravaganza, which she will be coordinating in Term Four, in place of the Quiz Night. Kate has met with Natalie Hellemar and four parents who are artists, and they will be working together over the course of the year to set this up.</p>	
6.4	<p><b>Treasurer</b></p> <p>See attached report.</p>	
	<p>Regarding the P &amp; C's contribution to the library, Anne suggested that in addition to the current \$3000 annual donation, an extra 25 books per term could be purchased by the P&amp; C, based on student requests and in consultation with library staff. It was agreed that placing a box in the library, into which all students could write their suggestions along with their name, would encourage all classes to participate. Sanchia offered to speak with Marilyn regarding this.</p>	SD

	Kate raised the datedness of some readers, and Kim recommended she speak with Louis regarding this.	KP
<b>6.5 Canteen</b>	No written report was available. In the absence of regular written reports, Kate offered to liaise with Lorene to obtain numbers of orders placed per day, including for sushi and Subway.	KP
	Anne emphasized the need for Lorene to pay herself regularly.	LC
	As the new Treasurer, Sarah agreed to approach the canteen to obtain a statement of income or expense.	SG
	Regarding the sponsors for the Sponsor Wall, we currently have one. Ashley has previously committed to sourcing sponsors.	AC
<b>6.6 Clothing Boutique</b>	No report available however anecdotally all is going well.	
<b>6.7 Safety House</b>	No report available. Kate agreed to ask Richard to provide a report once per term, including an updated map of the safety houses in the area.	
<b>6.8 Additional Associates i.e. Scholastic Book Club, Banking, Dad's Club, Entertainment Books</b>	No reports available. Kate agreed to liaise with these groups/individuals and encourage a report on a termly basis.	
<b>7 General Business</b>		
	<b>Fundraising</b> Due to time constraints, it was agreed to roll these agenda items over to the next P & C general meeting.	
	<b>Election Day Fundraiser</b> Sanchia and Katrina detailed all of the preparations for the upcoming cake stall and sausage sizzle. In addition to the stalls, a coffee van has also been booked, and Kim has organized speakers for music to be played throughout the day. With over 50 bakers, and many volunteers, Sanchia and Katrina were optimistic that it would be a good day.	SD & KA
	<b>Welcome Night</b> Kate agreed to start promoting the Welcome Night once the Election Day fundraising was conducted. Maria has agreed to organize the movie for the children, including supervision, while Kate will coordinate and organize the food and drinks for the evening. Kim has encouraged various key staff to be present to speak to new initiatives in the school.	KP & MH-T
	<b>Canteen – Lorene's Upcoming Leave</b> Kate reported that Lorene will be away from 29 <sup>th</sup> May to 17 <sup>th</sup> June,	KP & KA

	<p>which consists of two Mondays and three Wednesdays. Lorene had suggested that Zhanelle Zhang may be interested in overseeing the canteen during that time, and upon speaking with her, Kate reported that Zhanelle has committed to the three Wednesdays however is uncertain about the Mondays at this stage. Kate agreed to check with Zhanelle regarding the Mondays prior to advertising for volunteers in the school community. Kate further stated that Lorene does have a running sheet for the canteen, however as it is handwritten it is difficult to read. Katrina offered to type this up to assist with legibility.</p>	
	<p><b>Process for Communication of Events etc</b> As noted previously under VP/Communications Report.</p>	
	<p><b>Possible Muffin Supplier for the Canteen</b> Sanchia spoke to a proposal provided to the P &amp; C by a school Mother, Shilpa Tambi, and her company Brown Bakes. Shilpa provided a written proposal as well as samples of her baked goods to be tried. Brown Bakes is a whole wheat baking company, which does not use any refined products, and is low on sugar. Shilpa proposed the sale of muffins (cost \$1.30 each) and petite donuts (\$1.40 per pack of three). While all members were in favor, it was agreed that the regulations regarding suppliers of school canteens would need to be reviewed, given Brown Bakes is not certified at this stage. Anne stated that she would review this and provide an answer within two weeks.</p> <p><b>Signing of Forms</b> Will be conducted once the forms have been located.</p>	AG & SD
	<p><b>Next Meeting</b> General Meeting – Tuesday at 7pm</p> <p><b>Close of Meeting</b> 9:05 pm</p>	