



**Madeley Primary School Parents and Citizens' Association  
Incorporated**

C/o Madeley Primary School, Martindale Ave, Madeley WA 606

**Parents and Citizens' Meeting Minutes – 14 September 2016**

**1. Welcome, attendance and apologies**

Meeting declared open at 7:38pm in the staff room by Paul Wright.

Apologies noted.

<b>Attendance</b>	<b>Apologies</b>
Stephen Bevan	Joanne Daniel
Jenni Cangemi	Natalie Fawcett
Carolyne Cole	Tania Leach
Aimee Ingram	Stacey Mansfield-Hourigan
Rochelle Kelly	Mariesa O'Donnell
Susanna Melanko	Shannon O'Farrell
Jacqueline Murray	Rachel Williams
Sophy Oatey	Peter Withnell
Scott Seelander	
Paul Wright	
Steven Young	

**2. Minutes**

Outstanding items:

- Hats – to be discussed.
- Fencing for Nature Playspace – to be discussed.
- Katie Cawthorne Cupcakes from Election BBQ – *Follow-up*.

The minutes of the previous meeting held on 3 August 2016 were tabled and accepted as a true record of the meeting by Sophy Oatey and Steven Young. Paul Wright signed each page of the minutes and this copy will be kept on file.

Signed.....

### 3. Reports

#### a. Principal's Report – Stephen Bevan

- Successful Open Night noted – thanks to parent community for support.
  - Discussion regarding P&C Sausage Sizzle on Open Night. *Revisit for 2017.*
  - Discussion regarding holding Book Week and Open Night in the same week. Opportunity for increase in book sales.
- Nature Play – 3 fencing options/quotes noted:
  - Option 1: \$25,500. Adjoining the cricket nets.
  - Option 2: \$11,250. Not a large area.
  - Option 3: \$20,000. Provides larger area between two rows of trees and provides access for overflow parking on the verge.
  - Preferred option would be Option 3.
- School Board discussed the National School Opinion Survey. This will gather information from staff, students and parents in Term 4. P&C were asked if we would like to submit questions to the survey.  
*Steve will email the P&C Executive with the questions before it is disseminated.*
- Convicts for a Cause – one of the schools' students, Sophie Anti, is one of the Junior Ambassadors for Diabetes Research WA. More information at [www.convictsforacause.org.au](http://www.convictsforacause.org.au)
- Hats – Plan for replacing caps to meet requirements of a Sunsmart school:
  - Existing stock of caps to be donated to Operation Christmas Child
  - In 2017, kindergarten and new students to the school without a hat will receive a broad brimmed hat.
  - In 2017, students with caps can trade-in for a broad brimmed hat.
  - In 2018, Reversible brimmed hats will become part of the school uniform.
  - The Board endorsed a change to the dress code to state broad brimmed hat to be worn all year round.
  - No need for financial contribution from P&C.
- Carlyne commented that the Fundraising Sub-Committee had discussed provision of sunscreen. Noted that many teachers have bottles of sunscreen in their rooms and teachers remind children to apply. If teachers would like provision of sunscreen to be considered by the P&C, they are encouraged to prepare a submission.
- Board are hoping to have the Business Plan summarised in a 1-page infographic next term. *Fundraising committee to assist in preparing summary – liaise with Stephen.*

Signed.....

- Submission: Words Their Way \$2,210.47  
'We will be introducing a new vocabulary and spelling program in Year 4-6 after undertaking professional learning on the School Development Day on 28 October. This program is seen as the best program available for upper primary in spelling instruction and will be used by all Year 4 – 6 classes for spelling.'  
School reviewed student achievement data and determined significant changes needs to occur in the phonics, vocabulary and spelling programs across the school. Words Their Way ties into an early years' program for K-Yr3 (Letters and Sounds) that will replace Diana Rigg. The school will be funding approx. \$6,500.  
The Words Their Way submission from Lainie Beccegato and the Literacy Committee for \$2,210.47 was voted and approved.

**b. Board Report – Paul Wright**

- Board meeting held prior to P&C meeting.
- Hats – dress code will be amended. Cannot enforce but students are encouraged to comply and be part of the team.
- It was noted that some people have quality second-hand uniforms they would be happy to pass on to families who may not be in a financial position to purchase themselves. Speak to Marie Lingard to make uniform donations.
- NAPLAN data – reviewed data and results from Madeley and comparisons made against 'like schools'. Some improvements. Fell short in grammar and punctuation. Noted that most data will be available on Schools Online in due course. Noted that results from Year 7 NAPLAN does not get distributed back to primary schools.

**c. Secretary's Report – Aimee Ingram**

- Correspondence In: Working with Children Check for Scott Seelander, WACSSO call for State Councillor nominations, Tax Invoice from MPS for the approved English/Literacy submission, statement from PFD foods, Fundraising Sub-Committee minutes, notification from MPS of transfer of parent contributions, DJ Ciero information, Fathering Project brochures (emailed).

**d. Treasurer's Report (tabled)– Joanne Daniel**

- Balance at the beginning of August 2016 was \$15,589.95.
- Balance at the end of August was \$14,120.95.
- Parent contributions of \$860 were transferred from Madeley Primary School.
- \$2,329 was transferred to Madeley Primary School for the English/Literacy submission that was approved at the last meeting.

**e. Canteen Treasurer's Report – Jenelle Collins**

No report.

**f. Canteen Co-ordinator's Report (tabled) –Robyn Walton**

- No new equipment purchased.
- Oven door hinges require repair. Toni is obtaining quotes.

Signed.....

- Laptop working but still receiving anti-virus messages. *Stephen will check with Marie who is responsible for this software.*
- Toni and Jillian working on summer menu and new format. Copies of new menu will be sent home in due course.

**g. Fundraising Report (tabled) – Tania Leach**

Entertainment Book

- Closed now. We sold 120 copies (65 books, 55 digital) raising \$1,560.
- Books can still be ordered via Entertainment Book.

Sports Carnival

- Subway and sushi was successful. 218 lunches ordered, raising approx. \$430.
- Carolyne noted that at the sub-committee meeting, there was discussion regarding the merchandise for next year. Wristbands popular this year, difficulty selling bandanas.

Crown Bus

- Wendy Mitchell is organising. Scheduled for 22 October 2016. Bus leaving MPS at 5:45pm and leaving the casino to return at 11pm. Cost is \$15 per head (includes meal voucher and casino tickets), we'll charge \$32. Trybooking is being set up, flyers to go home soon. Wendy is looking for someone willing to take over the management of Trybooking and the money. *Aimee to discuss with Tania.*

**h. Nature Play**

- Refer to fencing information in the Principal's Report.
- Stephen noted the first step will be to decide location and arrange fencing. Budget for 2017 will be worked on during Term 4 2016 and will have some indication of what the school can contribute partway through the term.
- Nature play Sub-committee has not yet met. *Paul to liaise with Libby Waddell to set times and dates of meetings, with first one to occur prior to the next P&C meeting.*

**i. President's Report (tabled) – Peter Withnell**

- Gratitude expressed for support and guidance from P&C and schools' administration staff and teachers.
- Been a pleasure being involved with events, seeing different people volunteer and good participation at meetings.
- Looking forward to the P&C planning for 2017 and different ideas of how to effectively utilise funds.
- Acknowledged work of sub-committees.
- Looking forward to orientation days in Term 4 and sharing the importance of the P&C with new families.

Meeting closed at 8:50pm. Thanks to all for attendance.

**The next meeting will be held on Wednesday 26 October 2016 at 7:30pm in the staffroom.**

Signed.....