



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

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

Parents and Citizens' Meeting Minutes – 26 October 2016

1. Welcome, attendance and apologies

Meeting declared open at 7:33pm in the staff room by Peter Withnell. Thanks to Paul Wright for chairing the previous meeting. Apologies noted.

Attendance		Apologies
Lainie Beccegato	Susanna Melanko	Stephen Bevan
Carolyne Cole	Jacqueline Murray	Justyn Bridge
Joanne Daniel	Sophy Oatey	Jenni Cangemi
Natalie Fawcett	Mariesa O'Donnell	Scott Seelander
Aimee Ingram	Shannon O'Farrell	Rachel Williams
Rochelle Kelly	Robyn Walton	
Tania Leach	Peter Withnell	
Joseph Madafferi	Paul Wright	
Stacey Mansfield-Hourigan	Steven Young	

2. Minutes of P&C General Meeting 14 September 2016

The minutes of the previous meeting held on 14 September 2016 were tabled and accepted as a true record of the meeting by Sophy Oatey and Steven Young. Peter Withnell signed each page of the minutes and this copy will be kept on file.

3. Minutes of P&C Executive Meeting 21 September 2016

The minutes of the P&C Executive meeting held on 21 September 2016 were tabled and accepted as a true record of the meeting by Mariesa O'Donnell and Paul Wright. Peter Withnell signed each page of the minutes and this copy will be kept on file.

Peter provided a summary of the minutes. Explained that Jenelle Collins has stepped down from the role of Canteen Treasurer. Although not present at the meeting, Jenelle was thanked for her willingness to volunteer for the role and her involvement in the P&C.

Signed.....

4. Canteen Update and Review

Peter Withnell advised that Shannon O'Farrell has kindly agreed to take on part of the Canteen Treasurer role for the remainder of the calendar year. Joanne Daniel is coordinating and paying the Canteen invoices and Shannon is coordinating and processing the wages. Natalie Carroll has also kindly offered her time and expertise to assist.

Motion to elect Shannon O'Farrell as Canteen Treasurer for the remainder of the 2016 calendar year, and for Shannon O'Farrell to be added as a signatory to the Canteen bank account including online access. **Voted and approved unanimously.**

Motion to increase the daily payment limit on the P&C and Canteen bank accounts to \$5,000 and to subsequently increase the approval limit for all signatories to this revised limit. **Voted and approved unanimously.**

Joanne Daniel	2016 Treasurer	Signatory to P&C & Canteen accounts including online access.
Peter Withnell	2016 President	Signatory to P&C & Canteen accounts including online access.
Paul Wright	2016 Vice-President	Signatory to P&C & Canteen accounts including online access.
Aimee Ingram	2016 Secretary	Signatory to P&C & Canteen accounts including online access.
Toni Fussell	Canteen Manager	Signatory to Canteen account including online access.
Jenelle Collins	Previous 2016 Canteen Treasurer	<i>Remove</i> as signatory to Canteen account including online access.
Shannon O'Farrell	Reinstated Canteen Treasurer	<i>Add</i> as signatory to Canteen account including online access.

Peter also advised he is in the process of investigating suppliers and possible ways to reduce costs in the canteen to make it more financially viable. He will present any findings in due course.

5. Reports

a. Principal's Report – Lainie Beccegato on behalf of Steven Bevan

- Lainie Beccegato, Deputy Principal, introduced herself and advised that Steven was attending an event at Ashdale Secondary College.
- Lainie thanked the P&C for the P&C contribution to Words their Way, which will be the literacy program for Y4-Y6. She advised that staff training is underway and the program will be fully implemented from 2017.
- Parent survey has been sent out to parents.
- The school received 16 emails/letters from parents making requests for placements in 2017. Many considerations taken in to account.
- A Remembrance Day ceremony will be held on 11 November at 10:45am.
- The Nature Play committee will meet on 1 November.

Signed.....

- Reminder regarding the Triple P Program which is being offered at the school in the coming weeks. Aimed at parents with children between the ages of 3 and 8.
- In regards to staffing, noted that schools receive an allocation of funding based on number of students enrolled, which determines the number of staff that can be employed. Requested that if you know of any families who have moved to the area to remind them to enrol their children as soon as possible.
- Noted that over the last few years the Education Department has worked to reduce the leave liability around Long Service Leave which has included strict timelines in which it must be taken. Attempting to minimise interruptions to student learning.
- Query was raised about the information session for the One-to-One Laptop Program – other schools in the cluster were notified prior to the holidays of the session. Madeley PS parents notified after the school holidays which provided minimal time to make arrangements to attend (eg: work, child minding). Action: Lainie will follow up and respond directly to the parent.

b. Board Report – Paul Wright

- A Board meeting has not been held since the last P&C meeting.
- Paul noted the Board has been working via email to finalise the Contribution and Fee Structure for 2017.
- Action: Liaise with Stephen Bevan regarding the date of the next Board and P&C meeting which are currently scheduled for Week 9. This coincides with Carols at Landsdale Farm with which many families will be involved. Suggest moving both meeting forward to Week 8, 30 November 2016.

c. Secretary's Report – Aimee Ingram

- Correspondence In: Blue Latte Photography information, completed P&C survey, Harlequin Group advertising hats and bags, RAC Little Legends information, Cookbook money \$20, WACSSO sate councillor election information, Madeley Primary School invoice 4055 for \$2210.47 for Words their Way, WACSSO P&C Voice, Madeley P&C Fundraising Sub-Committee minutes from 13 October, email from Stephen Bevan with information re: sponsorship v supporter guidance and regulations for Ed Dept Legal Services and Corporate Communications.

d. Treasurer's Report – Joanne Daniel

- Balance at the beginning of September 2016 was \$14,120.95.
- Balance at the end of September was \$15,110.20.
- Income received from the Sports Carnival and Subway expense from the day was paid. Next year will look at utilising the canteen more.
- Action: It appears the Words their Way submission was paid twice. Joanne will investigate.

Signed.....

e. Canteen Treasurer's Report – Shannon O'Farrell

- No report. Natalie Carroll is reviewing the accounts and bringing records up to date.
- As at the date of the meeting, there is Canteen bank balance of \$11,192, approx. \$2,500 owing and just over \$680 to be paid for superannuation. Therefore, balance is likely to be adjusted to around \$8,000.
- Noted that an Australian Super account has been established for relief staff.
- Action: input requested into implementing appropriate accounting software. It will need to allow multiple people to access the program from various locations (ie: not computer based). Likely to have 2-3 users and needs to be a low cost solution. Any feedback to go directly to Shannon or via email at madeleypandc@gmail.com
- The current accounting system provides far more line detail than is required and is quite cumbersome.
- If the software is updated as outlined above, it would allow the Canteen Treasurer role to potentially remain separate (wages and invoices).

f. Canteen Co-ordinator's Report–Robyn Walton

- Oven door hinges require repair. First quote received was for \$500.
Action: Robyn/Toni to obtain further quotes.
- Noted that the canteen receives 70% of its orders online. Would like to have all lunch orders online (with cash sales only for smaller items/recess). If the online sales can be increased further still, it would avoid the need to purchase a Point of Sale (POS) System.
- Action: Investigate reasons families are paying with cash instead of the utilising the online system.
- Proposed that the canteen close for the year from Friday 9th December 2016.
- Action: Laptop issues remain unresolved. Robyn to follow-up.

g. Fundraising Report – Tania Leach

- Tania noted that the event at Crown Casino was cancelled due to lack of numbers. Revisit this fundraiser next year.

Survey

- Mostly positive feedback.
- Resulted in some good suggestions and ideas. Noted that the survey is useful in gaining greater parent feedback outside of the P&C.

Easter on the Green – Supporter Proposal

- Carolyn Cole summarised the Supporter Proposal for Easter on the Green.
- Thanks to Stephen Bevan for liaising with various departments to clarify the boundaries and rules regarding sponsorship. This feedback has resulted in amendments being paid to the content of the initial Sponsorship Proposal (now Supporter Proposal). Stephen has reviewed the changes.
- Aims to decrease pressure on parents to contribute financially and will invite the local community's support. Hoping also for 'in-kind' donations of lighting and fencing.

Signed.....

- Query raised regarding tax deductibility for supporter contributions. Noted that this was acceptable when selling cookbook advertising – receipts were issued.
Action: Confirm with Natalie Belcastro and Natalie Italiano regarding previous tax deductibility.
Motion to accept and proceed with distribution of the Supporter Proposal for Easter on the Green. **Voted and approved unanimously.**

Sunscreen

- Proposed that the P&C provide sunscreen be in each classroom, 'Conditional upon the schools' sun smart policy being updated to state that during term 1 and term 4, teachers must offer sun cream to all children prior to lunchtime play.'
- Sub-committee noted funding to set up but not intended for the P&C to continually fund.
- Suggested a Sun Smart Day for future years. Wear board shorts, play 'summer games' for a gold coin to raise funds for purchase of school sunscreen.
- Noted that the P&C cannot instruct the school to change policies. Proposal will be sent to Stephen for consideration. Discuss at next meeting.

The minutes of the Fundraising Sub-Committee meeting held on 13 October 2016 were accepted as a true record of the meeting by Joanne Daniel and Stacey Mansfield-Hourigan. Peter Withnell signed each page of the minutes and will be kept on file.

h. Nature Play

- First meeting to be held on Tuesday 1 November.
- Stephen has advised the school will be required to use certain providers for fencing.
- Action: discuss possibility of tender options for fencing.

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

- Peter noted that 7th December is pre-kindergarten orientation. He will attend to speak about the Fathering Project. Invitation extended for another P&C member to speak about the P&C. Liaise with Peter if available and interested in doing this.
- Suggestion to provide tour of school for parents during orientation.
- Kindergarten Parent Information Session will be held on 21st November from 4:30-5:30pm.
- Action: Aimee to update P&C brochure ready for orientation.
- Next meeting will be the last for 2016. Peter asked for RSVPs to this meeting and will send information once the date has been confirmed.

6. Any Other Business

Parking

- Seems that Student Prac. teachers are parking in the parallel bays outside the school which are required for drop-off and pick-up.
- Noted that parents have been using the staff parking as a drop off area.

Meeting closed at 9:10. Thanks to all for attendance.

The next meeting date is to be confirmed in due course.

Signed.....