



Madeley Primary School Parents and Citizens' Association Incorporated

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

Parents and Citizens' Meeting Minutes – 30 November 2016

1. Welcome, attendance and apologies

Meeting declared open at 7:35pm in the staff room by Peter Withnell. Introductions as new members attended the meeting.

Attendance	
Stephen Bevan	Stacey Mansfield-Hourigan
Bhavna Bundhoo	Sophy Oatey
Natalie Carroll	Mariesa O'Donnell
Carolyne Cole	Shannon O'Farrell
Joanne Daniel	Ashwin Teeluckdharry
Natalie Fawcett	Peter Withnell
Aimee Ingram	Paul Wright
Rochelle Kelly	
Joseph Madafferi	

2. Minutes of meeting held on 26 October 2016

The minutes of the previous meeting held on 26 October 2016 were tabled and accepted as a true record of the meeting by Sophy Oatey and Shannon O'Farrell. Peter Withnell signed each page of the minutes and this copy will be kept on file.

The role of the P&C and the objectives a P&C Association were clarified and reiterated.

3. Confirmation of P&C Meeting Dates for 2017

A draft listing of dates, following the 'Week 3-Week 8 pattern', for 2017 was agreed upon. **Voted and approved unanimously.** The dates for 2017 will be:

Date	Time
15 February (AGM)	7:00pm
29 March	7:30pm
10 May	7:30pm
21 June	7:30pm
2 August	7:30pm
13 September	7:30pm
25 October	7:30pm
6 December	7:30pm

Signed.....

4. MPS Survey Data

Stephen Bevan presented the MPS survey data results and summary. The data collected will be used to assist in communication moving forward.

- Noted that a result of 3.5 is considered to be a strong, positive result.
- Overall, Stephen noted positive results for the questions relating to the P&C.

5. Reports

a. Principal's Report – Stephen Bevan

- Thanks to the P&C members for active engagement in the life of the school throughout 2016.
- Survey data:
 - The leadership and management questions are questions asked nationally.
 - The MPS Board noted they would like stronger ratings and are looking at ways to make improvements.
 - Work on making people familiar with the Business Plan.
 - Board discussed communication results – appears to be different definitions or expectations of communication.
- One-to-one program discussed. Ashdale Secondary College promote 'bring your own device'. Noted that high schools and primary schools are differently resourced. Bringing your own device at primary school would mean that teachers would need to have a good understanding across all platforms and are likely to spend a lot of time troubleshooting technology issues.
- Nature Play – school has engaged Programmed Facility Management (PFM) to oversee the design and construction of the Nature Play area. Costings being prepared.
- Triple P Parenting Program – noted that average of 7 or 8 parents attended the sessions. Thanks to Mrs Beccegato and Miss Pullella for organising.
- Kindergarten Parent Sessions – held in early December. P&C is welcome to send a representative to talk about the P&C and its role in the school.
- Parent Thank You Morning Tea – will be held on 8 December. P&C members are welcome to attend.

b. Board Report – Paul Wright

- The Board discussed preparing a summarised version of the Business Plan to assist with key messages to parents. It will be sent to a graphic artist and then released to the school.
- Discussed survey data at length.
- Noted that staff have looked at the data – initiatives and plans have been made from feedback.
- The Board's next meeting is also their AGM.

c. Secretary's Report – Aimee Ingram

- Correspondence In: Easter on the Green Supporter Proposal from Fundraising Sub-Committee, WACSSO P&C Voice Magazine, WACSSO results of the State Council By-

Signed.....

Election, brochures from Australian Fundraising Specialists, Minutes of meeting held on 24 November from the Fundraising Sub-Committee.

d. Treasurer's Report – Joanne Daniel

- Balance at the beginning of October 2016 was \$15,110.20
- Balance at the end of October was \$12,265.20
- Balance at end of November was \$12,552.23
- Discussed possibility of a subscription licence for accounting software for the P&C. This will be deferred to 2017 and the need for software will be reassessed.
- Funding for Year 6 Camp discussed. In 2016 the P&C contributed \$1,300. Noted that Year 6 students also fundraise within the school throughout the year. Also noted that the P&C has always financially supported the last year of school (and other schools do this too). Decision made to delay further discussion until 2017 at perhaps the second meeting of the year as it should be the new committee that decides.

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

- Current balance of \$13,220.
- Natalie Carroll has completed reports – thanks expressed for this work.
- November sales = \$5,770, Expenses = \$6,250
- At the end of Term 3, sales were around \$51,000. This was down by approx. \$5,000 from 2015 but expenditure was also down by around \$5,500.
- Noted that the oven door hinges and the slushy machine are in need of repairs and maintenance.
- In previous years, the staff in the Canteen have been given a gift from the P&C. Action: rules will be checked and then Shannon to be notified if permissible to give a gift this year.

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

- Last day for canteen will be 9 December. Tania will post on Facebook.

g. Fundraising Report – Tania Leach

- Discussed Easter on the Green preparations including:
 - Support pledged by Kenny Yu. Further contact to be made with other businesses.
 - Map/layout of event drafted.
 - Rides/amusements discussed. Token v cash for rides discussed. Free activities also.
 - Need for lighting, staging and entertainment.
- Motion for the P&C to host a sausage sizzle at the school during the state election. Permission to purchase supplies. **Voted and approved unanimously.**

h. Nature Play

- Noted in Principal's report.

Signed.....

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

- Peter expressed his thanks to all who have been involved in the P&C throughout the year and noted some achievements and highlights including the successful events we've run, sense of purpose and the formation of the Fundraising Sub-Committee.
- Wished all a Merry Christmas.

6. Any Other Business

Positions needing to be filled in 2017:

- Fundraising Coordinator
- Secretary
- Canteen Treasurer
- Canteen Coordinator

Meeting closed at 9:25. Thanks to all for attendance.

Signed.....