



# Coolbinia Primary School P&C Association

## GENERAL MEETING – MINUTES

**Monday 20<sup>th</sup> March 2017 at 7:30pm**  
**Coolbinia Primary School Staff Room**

### **1. OPENING**

- 1.1 Welcome: Christine Jordan opened the meeting at 7.35pm.
- 1.2 Attendees: Christine Jordan, Simon Rigby, Anna Scott, Erin Edwards, Lisa Eastwood, Vanessa Neri, Kylie Walford, Rebekah Melville, Julia Creasy, Oliver Pachter, Gavin McGinty, Renae Woodhams, Katie Lisle-Williams, Nigel Dennis, Roy Ager.
- 1.3 Apologies: Lisa Whitely, Katherine Dorrington, Katherine Blythe, Carina Schutte.

### **2. CONFIRMATION OF PREVIOUS MINUTES**

- 2.1 Minutes from previous P&C meeting held on 13<sup>th</sup> Feb 2017 accepted by Chris Jordan, seconded Vanessa Neri.
- 2.2 Minutes from Executive Meeting held on 27<sup>th</sup> Feb 2017 accepted by Christine Jordan, seconded by Simon Rigby.

### **3. BUSINESS ARISING FROM PREVIOUS MEETING**

- 3.1 Christine informed the committee of her requests to Bunnings Inglewood and Bunnings Morley for donations towards the purchase of a barbecue to be used at P&C events. Christine was successful in obtaining a 4-burner barbecue from Bunnings Inglewood free of charge, and a voucher of \$100 from Bunnings Morley to be put towards a prize for a future P&C event. The committee was grateful to Chris for all her efforts in securing this valuable item for the P&C.

### **4. CORRESPONDENCE**

- 4.1 In - Anna received confirmation of Working with Children Approvals for Cool Dads Volunteers: Charlie Stephens and Matthew Barrett.
- 4.2 Out - Anna sent an update of P&C Officer Bearers to WACSSO.  
- Christine sent a letter to Bunnings requesting a donation towards the purchase of a barbecue.

### **5. REPORTS**

- 5.1 Principals' Report – Julia Creasy and Rebekah Melville informed the committee of the following information:
  - student numbers have remained steady for 2017, with 456 students currently enrolled at Coolbinia Primary School.
  - Jayne Conley remains unwell and will be taking sick leave until the end of Term 1. The parent body is being kept informed of Jayne's leave via the weekly Principals' Bulletins. The Department of Education's Regional Office is also being kept updated of Jayne's circumstances and is supportive of the current staffing arrangement in Jayne's absence.
  - Staff are keen to be part of wellness initiatives within the school and Rebekah has requested that staff be involved in the P&C Colour Run Event. Lisa

Eastwood was supportive of staff involvement in the event and will ensure that the coordination of the Colour Run includes participation by staff.

- Julia has been encouraging each classroom to have a parent volunteer to be Class Representative, to assist with communication between school and the P&C, and most classrooms are currently represented.
- Department of Education 'Connect' accounts have been established for families throughout the school and these are proving to be very successful in assisting the communication between teachers and families.

### 5.2 Treasurer's Report – not available.

Handover has not yet taken place between Oli Pachter and Nigel Dennis, and bank account signatories are currently in the process of being updated to the new office bearers.

### 5.3 Events / Fundraising Sub-committee Report and proposed budget – see attached

Calendar of events is being completed and Lisa will forward to Anna to upload on the P&C Events webpage.

Radi Real Estate has requested to have the naming rights of a P&C event in 2017. Committee discussed the options of offering the naming rights for either the Quiz Night or the Colour Run, dependent on the sponsorship being offered and the suitability of the dates for these events.

Simon queried whether the Wine Drive was occurring this year. Lisa to consider.

Book Club – Erin reported that there has been strong interest from families and many orders have been received.

Lisa circulated a proposed budget for events this year, and the committee discussed details regarding the logistics of preparing coloured powder for the Colour Run.

### 5.4 Canteen Sub-committee Report and P&L – see attached

### 5.5 Uniform Sub-committee Report and financial summary – see attached

### 5.6 Early Learning Sub-committee Report – see attached

Renae requested to meet with Julia and Rebekah to confirm requirements for sourcing preferred DET suppliers and insurance legalities for the proposed ELC Nature Play Space project. Rebekah has agreed to meet with Renae prior to the end of term to discuss.

### 5.7 Cool Dads – Roy expressed his appreciation towards the other fathers who assisted in painting the P&C sea container under very hot conditions.

Dad's Camp is being held this Saturday 25<sup>th</sup> March, with a great response from 70 fathers registered so far. Roy indicated that he requires 3 BBQs, each with flat cooking plates to enable the efficient cooking of breakfast for fathers and children during the camp. Nigel will determine if the old P&C BBQ still works and will attempt to source two cooking plates for the old and new BBQ. If Nigel cannot obtain plates for the BBQ, motion was passed for Roy to rent an additional BBQ for Dad's Camp up to a value of \$170.

### 5.8 Board Update – Simon Rigby reported that the Board had recently been reviewing membership and succession plans and the issue of the P&C Board position came up. The Board enjoys a strong relationship with the P&C which

benefits all students and staff, however the P&C does not hold an exclusive right to appoint a member to the School Board. Under the Constitution of the School Board, the P&C has the right to nominate a parent or community member for consideration of a Board position. However, this nomination does not have to be accepted by the Board if there are no positions then vacant. Should there be more nominations to the Board than vacancies, then the P&C nomination will be considered along with the other nominees.

### 6. GENERAL BUSINESS

- 6.1 'Coolschool' P&C website – committee agreed to cease promoting and only publicise the P&C webpage on the school website. Nigel will change the landing page on the old website to redirect people to the new website.

Committee were also directed to use the Coolschool email addresses for P&C Office Bearers where possible.

- 6.2 Original P&C Facebook page – Lisa advised that she has already removed this original Facebook page, which has been replaced by the current Closed Parents Forum.

- 6.3 Addition of signatory to P&C bank account – committee were supportive of Lisa Whitely being added as an additional signatory to the Main P&C bank account.

- 6.4 Funding request from Julia Creasy for new robots

Julia provided a powerpoint presentation to demonstrate the benefits of expanding the school's current fleet of robots by purchasing the LEGO EV3 Class Pack, targeting upper primary students. The school proposes to use the requested robots for their INSPIRE Robotics Program initially, and then for the robots to be rolled out to all students as part of the STEM initiatives currently running throughout all classrooms, as well as during the Roboclub Program. The LEGO EV3 Class Pack costs \$4,040 for 6 sets (12 children). It is anticipated that these sets would last 3-5 years, and the money that the Roboclub raises will be put toward ongoing maintenance of devices.

The committee were supportive of the purchase of these items and queried whether more value would be obtained through the purchase of 12 sets (for \$7399), so that a greater number of children would benefit from the purchase. Chris Jordan moved a motion to fund \$5,000 towards the purchase of a set of 12 sets of LEGO EV3 Robots, with the remaining cost of \$2399 to be funded by the school. Committee and Principals was unanimous in their agreement of this motion.

- 6.5 Julia requested funding for 4 sunshade tents for use at swimming carnival, school faction carnival, interschool carnival, cross country carnival, and for P&C events. Julia has obtained quotes, ranging between \$5,000-\$6,000 for four 3m x 6m tents.

The committee agreed that in order provide a considered response to further funding requests, we require a clear understanding of the school's funding priorities.

Action: Julia and Rebekah agreed to compile a wishlist outlining the items of priority for the school, that would require P&C funding. This wishlist will be compiled in consultation with teachers.

- 6.6 A funding suggestion was raised for a new portable PA system (2 x 15inch speakers for \$1,700). Committee agreed not to purchase the portable PA system, due to the current portable PA system currently used being adequate for the majority of P&C events.
- 6.7 Canteen organisation update  
Canteen subcommittee & Executive Team have been reviewing the employment conditions for the Canteen Supervisor, Stephanie Caplin, upon request from Stephanie at the beginning of Term 1. This includes both hours of pay and the Award system under which she is employed, as the current Award (Restaurant, Tearoom & Catering Award) is being phased-out. Research to date has shown that there are several possible new Awards that Stephanie could fall under, given the tasks that she is required to do as per her Job Description Form. An appropriate award will be determined under which the Canteen Supervisor should be employed with paid hours per week adjusted accordingly. All in attendance acknowledged the huge amount of time and effort that Kylie is putting into researching and resolving this important item of P&C business. Once the correct Award is established, Stephanie's contract to be updated.
- 6.8 Christine outlined the procedures for promoting P&C events:
- Committee members can promote an event themselves via the P&C Facebook Parents Forum.
  - To promote an event on the P&C pages of the school website, send to Anna
  - To promote an event via a link on the Homepage of the website or in the Principal's Bulletin, send to Christine.
  - To promote an event in the regular P&C e-newsletter, send to Katie
- 6.9 P&C trestle tables – query was raised regarding the whereabouts of the P&C trestle tables. Committee members were encouraged to search for the trestle tables, however if not found or in poor condition, the committee approves the purchase of new ones to a value of \$200.
- 6.10 Nature playground maintenance – this item was deferred to next meeting.

### **7. NEXT MEETING**

Term 3: Monday 8<sup>th</sup> May, 2017

### **8. MEETING CLOSED at 9.45pm**



## Coolbinia Primary School P&C Association

### ACTIONS REGISTER

20 March 2017

| Item                            | Topic / Description  | Who                         | Status/When                 |
|---------------------------------|--|-----------------------------|-----------------------------|
| <b>Treasurer</b>                |  |                             |                             |
| T1                              | Bank account signatories for P&C Accounts to be updated to the new office bearers, as outlined in the AGM minutes (13 <sup>th</sup> Feb 2017).   | Christine<br>Simon          | ASAP                        |
| <b>Fundraising &amp; Events</b> |  |                             |                             |
| F1                              | Calendar of Events to be completed and sent to Anna to upload to P&C webpage.  | Lisa E                      | ASAP                        |
| F2                              | Lisa to liaise with Radi Real Estate regarding the details of offering either the Colour Run or Quiz Night for their naming rights.  | Lisa E                      | ASAP                        |
| <b>Early Learning</b>           |  |                             |                             |
| E1                              | Renaë to meet with Rebekah Melville/Julia Creasy to confirm requirements for sourcing preferred suppliers and insurance legalities for the ELC Nature Play Space project.                          | Renaë                       | 7 <sup>th</sup> April 2017  |
| <b>Cool Dads</b>                |  |                             |                             |
| D1                              | Nigel to determine whether the old P&C BBQ is operational and whether he can source additional cooking plates for the existing BBQS. If not, Roy to rent a BBQ for use at Dad's Camp (up to \$170) | Nigel/Roy                   | 25 <sup>th</sup> March 2017 |
| <b>General Business</b>         |  |                             |                             |
| G1                              | Nigel to change the landing page on the old P&C website to redirect people to the new school website/P&C webpage.  | Nigel                       | ASAP                        |
| G2                              | Chris Jordan to arrange funding of \$5,000 to the school, for the co-purchase of a set of 12 sets of LEGO EV3 Robots, with the remaining cost of \$2399 being funded by the school.                | Christine                   | ASAP                        |
| G3                              | Julia and Rebekah to compile a wishlist outlining the items of priority that require P&C funding for the school.   | Julia &<br>Rebekah          | 8 <sup>th</sup> May         |
| G4                              | Committee members encouraged to search for the P&C trestle tables, however if not found or in poor condition, the committee approves the purchase of new ones to a value of \$200.                 | Simon                       | 8 <sup>th</sup> May         |
| <b>Canteen</b>                  |  |                             |                             |
| C1                              | Stephanie Caplin's pay to be adjusted and backpaid to beginning of Term 1, 2017.   | Kylie                       | ASAP                        |
| C2                              | Suitable award to be determined under which to employ Stephanie Caplin, and once established Stephanie's contract to be updated.   | Christine<br>Simon<br>Kylie | ASAP                        |