Start Time: 6.00pm

1. Attendance

2. Apologies

3. Visitors – Tammy McEwan, Tamsin Woodward

4. Call for amendments to Draft and Confidential Minutes July 2015

5. Acceptance of Draft and Confidential Minutes July 2015 - with amendments

6. Business Arising
   6.1 Uniform Coordinator (KV)
   6.2 Honey Drive (RH)
   6.3 Canteen Floor (JV)
   6.4 Nesting Boxes (MG)
   6.5 Entertainment Books (SW/MFH)
   6.6 Masters Sausage Sizzle (MFH)
   6.7 Joint P&C Meeting – Contact List (JW)
   6.8 WACSSO Conference (RH)

7. Correspondence
   7.1 IN
       • Annual Conference Guide (WACSSO)
       • Certificate of Membership (WACSSO)
       • SDERA News (SDERA)
       • Clothing Brochure (LW Reid)
   7.2 OUT
       • None

8. Reports
   8.1 President
   8.2 Principal
   8.3 Treasurer
   8.4 Grants Co-ordinator
   8.5 Canteen Co-ordinator
   8.6 Uniform Shop Co-ordinator
   8.7 School Banking Co-ordinator
   8.8 School Council Representative
   8.9 Book Club Co-ordinator
   8.10 Gardening Club
9. General Business
   9.1 P&C Training (RH)
   9.2 Marquee Hire for Athletics Carnival (JD)
   9.3 School Disco (RH)

10. Other Business

11. Next Meeting – to be held 6:00pm 22 September, 2015.

Meeting Closed
Hi Everyone,

I'm feeling much refreshed after my 2 week holiday in Cairns and have come back all Gung-ho! for the second semester of our P&C fundraising agenda.

Before focusing on that agenda, I would just like to briefly recap on what I understand to be the core business of the P&C. (according to WACSSO)

The aim of the P&C is to support the school community in a number of ways:

1. Running the core businesses of the P&C which support the day to day operation of the school. These include: The uniform shop – open twice a week, staffed by volunteers, The canteen, open twice a week and staffed by volunteers. We also are responsible for the Scholastic Book club - operates throughout the year and organised by volunteers and School banking - open once a week, staffed by volunteers.

2. Undertaking fundraising activities to support the educational outcomes of the school. This involves working in collaboration with fellow parents, the Principal, Vice Principle and the teachers to ensure our fundraising activities are best utilised for encouraging positive learning outcomes and enhancing the educational experience of our students. Currently our main priority is to complete the undercover area enclosure and most of the funds we raise throughout the next 12 months will be contributed to complete this long term project.

3. Supporting and assisting with school community events such as cross country runs, athletics carnivals and edudance end-of-year presentations.

I also thought this extract from the WACSSO P&C’s handbook would be useful to ensure we are all on the same page:

What are the restrictions on discussion topics at a P&C meeting?

It would be inappropriate for a General Meeting to discuss school management issues or any school community individual, parent, student or staff member. These should be private discussions held between the parents, the teachers and the principal. The P&C under the provision of the School Education Act 1999 precludes them from intervening in the control or management of a school, intervening in the educational instruction of students and exercising authority over teaching staff or other persons employed at the school.

I have personally interpreted this to mean that the current upgrades that our school is undergoing are NOT the P&C’s core business, and if parents wish to partake in discussions with the Education department, who are responsible for these changes, they can do so in their personal time.

So moving on to our fundraising plans for Semester 2!

- Entertainment books - still need to chase up late returns
- Honey drive - select a winner for the label and decide on how to best to distribute to parents
- Art Auction (Friday 11th September) - wine cheese platters, who gets responsible service of alcohol permit?
- Grants and funding applications - latest submissions, is there potential for a paid grants officer position?
- Communications - do we have a quarterly newsletter? What about a communications team?
- Masters Sausage sizzle (Saturday 29th August) - need more people
BASSENDEN PRIMARY SCHOOL P&C ASSOCIATION INC.

- Uniform Shop - BIG thank you to Ngaire for stepping up to take over as coordinator, and Sarah as helper. We need to spend about $3000 on new stock as minimum order has gone up to 30 items.
- Father Day stall (Friday 4th September) - keep the donations rolling in
- Athletics Carnival cake stall (Wednesday 26th August) - volunteers to help out at recess?
- Hawaiian Circus Festival at Bassendean Shopping Village - Jill from Tasty Pear has suggested our P&C hold a games/prize stall (for free) when this event occurs

Big thank you to everyone who volunteers their time and energy to support our P&C, and contributes to creating a vibrant and cohesive school community in Bassendean.

Kim Veale
P&C President
8.2 Principal's Report

Undercover Area

Naylor Constructions has provided the following breakdown of the cost of enclosing the undercover area into two stages. This quote has been done in consultation with Spotless.

### BASSENDEAN PRIMARY SCHOOL - COVERED ASSEMBLY ENCLOSURE

<table>
<thead>
<tr>
<th>DESCRIPTION OF WORKS</th>
<th>STAGE ONE</th>
<th>STAGE TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGRESS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West elevation</td>
<td>2,000</td>
<td>3,400</td>
</tr>
<tr>
<td>East elevation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMERGENCY LIGHTING/EMERGENCY EGRESS SIGNAGE</td>
<td></td>
<td>2,500</td>
</tr>
<tr>
<td>ROLLER DOORS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North elevation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above masonry brickwork x 3</td>
<td>9,690</td>
<td></td>
</tr>
<tr>
<td>Full height opening x 1</td>
<td>4,080</td>
<td></td>
</tr>
<tr>
<td>East elevation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full height opening to Walkway x 1</td>
<td></td>
<td>3,985</td>
</tr>
<tr>
<td>East elevation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full height openings x 3</td>
<td></td>
<td>12,175</td>
</tr>
<tr>
<td>Consultant documentation</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Design Compliance consultant</td>
<td>1,450</td>
<td></td>
</tr>
<tr>
<td>Sub Total $ X GST</td>
<td>19,220</td>
<td>22,060</td>
</tr>
<tr>
<td><strong>Total Proposal Value</strong></td>
<td><strong>$41,280</strong></td>
<td></td>
</tr>
</tbody>
</table>

The School can commit $20,000 to the project. Alex Nugent, Registrar won a $2,500 grant from Synergy for a school project of her choice at a recent conference. Alex has asked this money be placed into the Undercover Area project. The school can proceed immediately with Stage One of the project, with the remainder of the funds, $3,280 available for Stage Two. The P and C is asked to consider whether it can support the remainder of the project, $18,780.

**Children’s Crossing**

Thea, Alex and I have discussed investigating a Children’s Crossing. If the P and C would be interested in pursuing this further, we would need a couple of parents to volunteer to complete the necessary vehicle and student movement one hour before school commences and one hour after school finishes. This survey along with the application form would then be submitted to the Children’s Crossing Unit for the committee to consider. Below is an outline of the process.

Further information is available on the WA Police Website.
Application Procedure

Who can apply for a new children’s crossing
The applicant for a new children’s crossing must be the:

- School Principal; or
- President or Secretary of a recognised school parent body.

Prior to applying for a new children’s crossing, it is recommended an applicant obtain and read the “Guidelines for Road Safety Around Schools – School Edition”, which can be accessed using the following link:

Site survey by applicant

Applicants are required to undertake informal counts of pedestrians (recording primary, secondary and other pedestrians separately), as well as vehicles and heavy vehicles (for example trucks) at the nominated location(s) using the survey count forms contained in this pack. These surveys will enable the applicant to determine the suitability of their application based on the minimum warrant requirements. One AM completed survey count form and one PM completed survey count form must be submitted with the application.

Consent by relevant Local Government

The applicant must contact their relevant Local Government (in most cases the Infrastructure or Engineering Section) and have the application endorsed. The Local Government will be able to assist by liaising with Main Roads WA regarding on-site suitability, pedestrian treatments and provide advice on any traffic management plans or any future changes for the proposed location.

It should be noted that it is ultimately the decision of the Council of elected members to agree or not agree for the relevant Local Government to install required infrastructure for a children’s crossing if that crossing is to be installed on a local road.

Pedestrian numbers and vehicle numbers

The warrant criteria for a children’s crossing are contained in the Main Roads WA publication Planning and Designing for Pedestrians: Guidelines (version 4 dated 30 November 2011). Generally, the warrant criteria of minimum student pedestrian numbers and vehicle numbers must be met for an application for a new Type A children’s crossing to be viewed favourably by the Committee; however environmental factors, risk factors and local conditions will also be considered by the Committee. Therefore, it is in the best interests of the applicant to advise the Children’s Crossings Unit of any specific factors the Committee should consider in relation to an application for a new children’s crossing.

Type A Crossing Attendant

For a primary school, a minimum of 20 students and a minimum of 200 vehicle movements through the crossing point in the hour immediately before school starts and in the hour immediately after school finishes.
Type B Crossing Attendant (Volunteer Guard) *This option will need further consideration

For a primary school, a minimum of 10 students and a minimum of 100 vehicle movements through the crossing point in the hour immediately before school starts and in the hour immediately after school finishes.

Applications and supporting information are submitted to the Children’s Crossings and Road Safety (Applications) Committee via the Children’s Crossings Unit which provides administrative support to the Committee, and when appropriate, advice to applicants and interested parties.

Kind regards,

Jacqueline
25 August 2015
8.3 Treasurer's Report

Financial Position

To the best of my knowledge, as at 19\textsuperscript{th} August 2015, a summary of the current financial position is as follows:

<table>
<thead>
<tr>
<th>Distribution of funds</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledges not yet paid:</td>
<td>0.00</td>
</tr>
<tr>
<td>Creditors not yet paid:</td>
<td></td>
</tr>
<tr>
<td>Westoz</td>
<td>287.90</td>
</tr>
</tbody>
</table>

| Operating Surplus:                              |       |
| Uniform Shop                                    | 2,000.00|
| Canteen                                         | 2,000.00|
| General                                         | 2,000.00|

| Funds available to pledge                       | $9,468.85|

| Balance of Reserve Funds                        |       |
| Academic                                        | 0.00  |
| Arts                                            | 0.00  |
| Infrastructure                                  | 0.00  |
8.4 Grants Report

Hi All

ASTHMA STUDY

The Bassendean Primary P&C Asthma study has been completed and is undergoing stats analysis. Participation rate was 25.2% (that is, we received info regarding 91 students out of 360 at the school). We have some really useful info from this study which is being used to support grant applications, particularly requesting funds for enclosing the undercover area based on health reasons.

Parents reported that 34.1% (+/- 4.9%) of students have experienced asthma or symptoms of asthma (at some point in their life). Comparatively, in 2012 the Health Dept reported the prevalence of asthma among WA children (5-9yrs) to be at 14.4% (+/- 0.9%). Although I am still doing number crunching to ascertain significance it would appear that asthma prevalence among students at our school is much higher than Health Dept estimates. 22.2% of all students have recently had an asthma attack (in the last 3 months). Comparatively, Health Dept estimated only 9.4% (+/- 0.8%) of WA children to have recently experienced asthma.

Parents reported that 19.1% (+/- 0.4%) of children have had asthma attacks at school and 21.1% (+/- 4.2%) have been absent from school or have not fully participated in their learning as a result of their asthma. Unadjusted data would indicate that 71.0% of asthmatic students have had their asthma detrimentally impact on their education in some way.

Summary report of findings is shown at end of report.

GRANTS

We have applied for the following grants:

- ANZ Seeds of Renewal ($10,000 towards enclosing north face of undercover area)
- iPromise Grant - Tradies (approx. $8,000 for “eco” undercover area specs eg installing skylights, one egress door/signage)
- Medibank Community Grants (up to $50,000 to enclose undercover area - and encourage kids to be physically active outside school hours)
- Bendigo Bank Local Community Grants ($1500 toward skylights in undercover area)
BASSENDEAN PRIMARY SCHOOL P&C ASSOCIATION INC.

OTHER GRANTS IDENTIFIED WITH P&C/ SCHOOL ELIGIBILITY

- Holden Homeground Advantage: close 30 Aug. Require supporting photos/entertaining video (must be submitted by P&C not the school). Potentially to cover costs of quality sunshades for athletics carnivals (quotes around $3500 for 3 shade covers with 5yr warranty)?
- Bankwest Easy Grants ($200) is anyone with Bankwest? We need a P&C member who is with Bankwest to enter this. Opens start of each month (first 20).
- Maccas Junior Sports grant (approx $1000): closes 30 Sep.
- Myer Foundation (education small grants $10,000): ongoing (allow 3.5 months prior to project)**(need to apply for this soon then to be ready for summer holiday period!)
- Whole kids small seeds community grants program ($500-$5,000): close 30 Sep. Perfect for funding OT talk/ venue hire (as we previously sought from Bassendean Council without success).
- Sporting Schools
  - Programme Delivery Grants  (for schools sports programs)
  - Sport initiative grants (pilot/concept plans)
  - Programme Delivery top up (funding to cover safety/specialised delivery requirements)
- Sunsuper - Dreams for a better world (environment/animals): closes 31 Oct
- Airport grant ($5,000): ongoing
- Cheaper than hotels  ($250-$25,000): ongoing

Fingers crossed everyone!

Kind regards,

Jane Dundas
20 Aug 2015
**AIM**
To investigate asthma prevalence among students at Bassendean Primary School; identify risk factors that trigger students’ asthma attacks; and determine the influence of asthma upon students’ school attendance/participation in school activities.

**METHOD**
Bassendean Primary School P&C conducted a school-wide survey in which parent’s/carers completed a brief questionnaire about their children/asthma.

**RESULTS**

- **Asthma prevalence among students at Bassendean Primary School, 2015 (P&C’s parent survey)**
  - Non-asthmatics: 66%
  - Asthmatics: 34%

- **Effect of asthma on students’ school attendance/participation in school activities**
  - Students missing out on school due to their asthma: 61%
  - Asthmatics whose school participation is unaffected: 39%

- **Risk factors that trigger students’ asthma attacks**
  - Asthmatic students are regularly exposed to a range of health-risk factors that can trigger asthma attacks, particularly in winter – simply by eating their lunch in the undercover area.

- **Asthma has a detrimental impact on students’ education** - decreasing school attendance and/or participation in school activities in almost two-thirds of asthmatic students at Bassendean Primary.

**REFERENCES**
Hi All,

I've received notification that one of the school banking rewards has been recalled (torch) due to the ease of unscrewing the base and accessing the button battery which has been linked to serious injury and/or death. I've copied and pasted the email that was forwarded to me from the Commonwealth Bank.

Dear School Banking Co-ordinator,

I am writing to you in regards to the ‘Cosmic Light Beam Torch’ reward item available via the Commonwealth Bank School Banking Rewards Program. Concerns have been raised regarding this reward item due to the inclusion of four button batteries that can be accessed by unscrewing the back of the torch.

While this reward has been independently tested and deemed to meet relevant product standards (including the International Standard on Electric Toys (EN62115) and Australian Standard on Safety of Toy Sets (AS8124)), we have decided to withdraw the item as a reward following a further review. We are taking this action to respond to parents’ queries and also taking into account very recent concerns raised about button batteries. We would like to also request that you dispose of the sample ‘Cosmic Light Beam Torch’ that you received as part of the Back to School kit in Term 1 thoughtfully.

We are taking steps to directly inform the parents/guardians who have already redeemed the ‘Cosmic Light Beam Torch’ of our action and to give them further information regarding toys with button batteries. We recommend all ‘Cosmic Light Beam Torches’ be disposed of appropriately and would like to offer all affected students the opportunity to order a replacement reward item (subject to availability). Please be reassured that we are working to ensure that there are sufficient reward items available through our Rewards Program to ensure that all eligible students are able to redeem their tokens for a reward item.

To simplify the process of placing an order for an alternative reward item we are currently working to reinstate 10 tokens to each of the affected students and we anticipate they will be reinstated in the School Banking Portal by late next week. We will send you a separate email notification once this is available.

To assist with this process we have also provided you with two forms of communication to share with your school community and School Bankers.

1. A paragraph to include in your school’s newsletter, and
2. A deposit wallet insert to communicate to affected students which enables them to select an alternative reward item.
BASSENEAN PRIMARY SCHOOL P&C ASSOCIATION INC.

Please note that we are also sending a letter to all participating School Principals to advise them of the actions taken.

If you’d like more information about such toys you can visit the Product Safety Australia website at www.productsafety.gov.au. We will be working proactively with relevant industry groups to ensure our offerings continue to be safe and suitable for our Youth Banking customers and their families.

If you have any questions please contact the School Banking Helpdesk on 1800 674 496, Monday to Friday 9am to 4pm (AEST).

We apologise for any inconvenience caused however believe that proactively removing this item from distribution is the most appropriate action.

Kind regards

Veronica

Commonwealth Bank

Also we are always looking for new helpers to help with school banking - it's a quick job, once a week 8.15-9.15 Tuesday mornings in the canteen.

Cheers,

Tamsin

8.8 School Council Representative's Report

- No report received.

8.9 Book Club Report

WELL DONE to everyone involved in the Book Fair!!!! We held a successful event and earned over $2000 in commission. Our wonderful school community purchased over $6500 in books and accessories over the three days that we were open. Thank you to all our helpers, Margot, Fiona, Jaye, Gemma and anyone else who pitched in, you know that Leonie and I are very grateful. Roll on next years!

There will be no book club orders this term as per usual. They will commence again next term.

Thanks again to all!

Janet Criddle

8.10 Gardening Club Report

- No report received.