1. Attendance

Jacqueline Varris (JV) [Principal], Kim Veale (KV) [President], Reija Hurry (RH) [Vice President], Amanda Ricciardi (AR) [Treasurer], James West (JW) [Secretary], Ngaire Kasdorf (NK), Jacinta Baptiste-Nelmes (JBN), Margo Ferguson-Hunt (MFH), Thea Verrall (TV), Shane Nelson (SN), Jane Dundas (JD), Simone Zammit (SZ), Sarah Watts (SW), Pam Hahnel (PH), Jaye Crawford-Moore (JCM), Linda McMahon (LM), Kristy Chester (KC), Kylie Turner (KT), Michelle Grady (MG)

2. Apologies

• Cardi Bates, Tammy McEwan, Tamsin Woodward, Emma Slavin, Marnie Giles

3. Visitors

• None

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

• Nil amendments tabled

5. Acceptance of Draft and Confidential Minutes July 2015

• The minutes of the meeting of Bassendean Primary School P&C Association held on 28th July 2015 are taken as a true and accurate record. Carried.

6. Business Arising

• Uniform Coordinator – NK has been appointed Uniform Coordinator. Item Closed.

• Honey Drive - RH advised that 18 jars were available for sale, with more to come shortly. Good response from students with regard to art work for the labels. The best two submissions have been chosen, and will be merged into a single logo. It was agreed that the honey drive would be launched next term when the additional product had been received.

• Canteen Floor – JV advised that there was no update to this item.

• Nesting Boxes – JV advised that the nesting box concept would be delayed until 2016. Item Closed.

• Entertainment Books – MFH advised that 61 books had been sold resulting in a profit of $540. There have been issues chasing down unbought books, with approx. 25 not yet returned. Feedback has indicated that some parents were unhappy that the books were sent home with students. Item Closed.
Masters Sausage Sizzle – The sausage sizzle scheduled for 22nd August has been cancelled due to issues with food license. Item Closed.

Joint P&C Meeting – The regional P&C group run through Dave Kelly’s office is organising a contact list with representatives from each of the individual committees. It was agreed that KV would be Bassendean’s contact for this group. Item Closed.

WACSSO Conference – RH gave a summary of the WACSSO Conference. The conference was themed ‘Connecting the Dots’ with an emphasis on communication. It was a worthwhile exercise not just for the quality of the speakers, but the networking opportunities with other P&C’s across the state. Particular interest in how other P&C’s are raising funds - very similar to what Bassendean does. Lapathons seem to be the most effective fundraiser, with some schools making up to $16,000 on such events. The other highlight from the conference was the stalls, and the information available on canteens, school photos, uniforms and behaviour. RH attended the Gaming breakout session which covered information on running raffles and serving alcohol. RH to hang onto information and share it as and when required. Item Closed.

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 in Agenda

8.1 President

- Report accepted.
- KV gave an outline of the roles and responsibilities of the P&C, and reiterated that school related matters were not for this forum.
- There was discussion about which forms of communication were the most effective way to broadcast the P&C message. It was decided that newsletters had limited success – adding information to the school newsletter would continue, but the release of a quarterly P&C specific newsletter was not supported. It was agreed that the Facebook forum was an effective communication tool – content to be published via forum administrators. JW suggested that a P&C specific email address could be set up through the Bassendean PS web site, and would be monitored by the Secretary. Action: JW to liaise with Alex Nugent to configure new email address.
- Confirmation received that the Art Auction would be held on Friday 11th September between 3:00 and 6:00pm. The P&C will sell food and drink – sausage sizzle, tea, coffee, and cake. JBN volunteered to organise the event catering.
• KV advised that a large order was required for the uniform shop due to low stock levels. Commitment to place order was given by the members. RH suggested that there are other suppliers that the P&C could look at (e.g. Lowes) with the possibility of outsourcing the uniform shop (percentage of sales to be returned to the school).
  *Action:* NK to investigate new suppliers, and the outsourcing option.

• KV mentioned the upcoming Hawaiian Circus Festival, and consideration for the P&C running a free stall at the event.

8.2 Principal

• Report accepted.
• JV presented a costed staging plan for the construction of the undercover area, and advised that the school would contribute $20,000 to the project. A further $2,500 from a Synergy grant has been donated to the project by Alex Nugent. It was agreed that the next stage of construction be commenced using the school donation. The P&C has committed to raising the remaining $18,780 through fundraising events.
• It was suggested that a Lapathon be held to help raise additional funding for Stage 2 of the undercover area. This would be a joint event with the school, and could be run in Term 4.
• JV advised that the school is investigating a Children’s Crossing given the busy nature of West Road and Whitfield Street. All members agreed that there was a need to improve the safety of children crossing the road. An initial audit is to be conducted to establish whether a), there is a need for a crossing attendant, and b), what type of attendant is required. Application to be submitted upon completion of the audit. There is also an option for Marianne Carey (RAC) to speak to the P&C about traffic and parking options.

8.3 Treasurer

• Report accepted.

8.4 Grants Coordinator

• Report accepted.
• JD presented the results of the asthma survey which showed that one third (34%) of students surveyed reported asthma symptoms which is much higher than the WA average of 14%. These results may assist the P&C when applying for grants to fund the undercover area.
• JD advised that a number of grants (with values ranging from $1,500 to $50,000) had been applied for, mostly requesting funding for the undercover area.
• KV revisited an earlier topic where grant money could be used to pay JD in the role of Grants Writer. It was agreed that this should be pursued further.
• JBN spoke of a tax status the P&C could attain that would allow direct donations to be tax deductible to the donating entity. A professional acquaintance of JBN has volunteered to apply for this tax status on the P&C’s behalf.

8.5 Canteen Coordinator

• No report received.
8.6 Uniform Shop Coordinator

- No report received.

8.7 School Banking Coordinator

- Report accepted.
- Email received from the Commonwealth Bank regarding the recall of the Cosmic Light Beam Torch reward item due to an issue with the battery cover, and the risk of batteries being swallowed by small children. Banking group to ensure all parents are informed.

8.8 School Council Representative

- No report received.

8.9 Scholastic Book Club Coordinator

- Report accepted.

8.10 Gardening Club Report

- No report received.

9. General Business

- **P&C Training** – RH to organise training through WACSSO to be held at the school in Term 4. Interested parties should attend to become familiar with current P&C practices.
- **Marquee Hire** – JD advised that Bendigo Bank offers complimentary marquee hire for school events e.g. sports carnivals. Members had no objections to taking up this offer.
- **School Disco** – RH suggested that a committee be formed to organise the school disco in Term 4. A number of members expressed an interest in assisting with this event.

10. Other Business

- None.

11. Next Meeting

- Next meeting to be held 6.00pm Tuesday, 22nd September 2015 in the school library.

Meeting closed: 7:55pm