BASSENDEAN PRIMARY SCHOOL P&C ASSOCIATION INC.

AGENDA
Tuesday, 17 November 2015

Start Time: 6.00pm

1. Attendance

2. Apologies – Simone Zammit

3. Visitors

4. Call for amendments to Draft and Confidential Minutes October 2015
   - Add item under Principal’s Report regarding changes to the school’s evacuation plan to account for the new fence, and construction site.

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

6. Business Arising
   6.1 Honey Drive (RH)
   6.2 Canteen Floor (JV)
   6.3 Children’s Crossing (JV)
   6.4 P&C Taxation Status (JBN)
   6.5 School Disco (RH) [Report attached]
   6.6 Lapathon (TV)

7. Correspondence
   7.1 IN
      - Hire of Hall Letter (Town of Bassendean)
      - Seeds of Renewal Letter (ANZ)
      - New Sales Rep Letter (Permapleat)
      - Donation Cheque (Jane Bremer)
      - P&C Voice – Term 4 (WACSSO)
   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 Graduation Book Prize Donation and Morning Tea (CB)

10. Other Business

11. Next Meeting – to be held 6:00pm 15 December, 2015.

Meeting Closed
8.1 President’s Report

Hi Everyone,

First up, I’d like to acknowledge all the people who have devoted time and effort to recent P&C events.

Nature Play Area

The gardening group had another productive busy bee on Sunday 25th and completed another part of our beautiful little nature play area and garden. A HUGE THANK YOU to Jamie D’Emden, Snowy Maughan, Matt McMillan, Marnie Giles, Emma Slavin and Steve Veale. Thank you also to all the parents who helped with the planting in the Early Childhood area, what a great chance for our kids to develop their little green thumbs!

Spooky Disco

The Halloween Disco was a huge hit with the kids, and we managed to raise $1800 which is a super effort. Special thanks to Reija for coordinating this event, to Marnie for organising the decorations, Shane, Bec and Jane for manning the canteen, Jai for setting up the music and sound equipment, Jay for awesome DJ skills, Lily for MC-ing, Amanda for counting up the money, and all the wonderful parent helpers who made this event run smoothly.

Honey Drive

Our honey has been so popular that we have already sold out! Thanks Reija for organising this initiative (and for painstakingly sticking all the labels on the tubs!)

Lapathon

Our first Lapathon was a roaring success and already the some of the kids are looking forward to next year’s one :) Great job by Thea on organising this event and getting all the prize donations, and Tammy for organising the courses. Thanks for all your time and energy put into this. Thanks to teachers for being such great sports in dressing up on the day and making it extra fun for the kids. Thanks to all the staff and parents who helped supervise on the day. Thanks to Jacqueline and the school admin team for partnering with the P&C for this event and taking care of the logistics. The money raised from this event will be going towards the P&C’s contribution to the completion of the undercover area.

Awards Night

Jane, James and I attended the Bayswater and Noranda Community Bank grant presentation last Monday and were delighted to receive a big cheque for $1500 for literacy resources for our school. Big Thanks to Jane for putting in the successful grant application.

Edudance

Final big event for the year is Edudance - have we decided on the menu of Pulled Pork rolls and sausage sizzle (and haloumi burgers :) We still need to organise a team of volunteers to make and sell the food on the night. Does someone need to speak on behalf of the P&C on the night?
P&C Training

P&C training booked in for this Thursday from 6.30-8.30 in the library by WACSSO. Should we perhaps bring some plates to share?

Final Meeting

How does everyone feel about hosting our last P&C meeting at the Pub/ new wine bar in order to celebrate a MASSIVE year of achievements!!

Cheers,

Kim
8.2 Principal's Report

Graduation Ceremony Morning Tea

Each year we have had the generous support of our P and C at the Graduation Morning Tea. Previously, P and C members have generously supplied a lovely array of morning tea as a thank you and farewell to graduating students and their parents and families. They also helped set up the reflection garden for the morning tea, assisted with serving and packing away. This has always been a much appreciated event by parents, community and staff members. We kindly ask the P and C to once again be involved in this very important event on the school calendar.

Nature Play Garden in the ECE Area

The Early Childhood Nature Play and Garden area is looking wonderful. The students had a lovely time with parents and invited guests as they planted, watered and tended to the new area. Emma and I spoke about having an official opening of the garden on Friday 23 November. Special guests will be invited along with parent helpers and the K-1 students and staff. A very sincere thank you to all involved in creating this lovely area for the students, it looks like the fairies came in and planted a magical garden.

Lapathon

The Lapathon on Friday 6 November and Monday 9 November saw lots of excited and colourful students engage in the spirit of the day. While it initially looked like the storms might delay the event the Lapathon went ahead with much excitement. Students really enjoyed the circuit designed by Tammy and created by the many parent and staff helpers. Many students set themselves the number of laps they wanted to complete and keenly shared their successes. The oval was awash with colour with students dressed up for the event.

Special thank you to Thea who canvassed the community for prizes and Jane for her assistance, and to Tammy for the amazing Lapathon Circuit. Thank you to all the parents and staff who assisted over the two days. Your help and assistance made it a great event. Thea and I have met several times and will again early next week; prize winners will be announced at the Assembly on Thursday 19 November.

Thank you to the P and C for this joint fundraising venture with the school. The Lapathon has captured the enthusiasm of many students and families and is one that we should consider repeating.

The total amount raised at time of writing is to be officially finalised; however, it has surpassed the goal of $7,000.

Undercover Area

The Undercover Area is almost complete. Final work to paint the emergency egress areas will be undertaken within the next two weeks. The undercover area is being used more by staff and students for play and learning. With the ability to keep the roller doors down it has been a much cooler area to utilise. Camp Australia are also looking at using this area which will free up the Art/Music Room. Enclosed undercover areas are commonly used by out of school care operators as their main area.
Choir

The Choir has had a busy schedule over the last couple of weeks. They performed at the West Coast Song Festival which was greatly enjoyed. The Choir was joined by the Year 5/6 students at the Town of Bassendean Remembrance Day Ceremony at Bic Reserve. Sue Perkins, Executive Assistant to the CEO, Town of Bassendean emailed me to thank us for the involvement of the students. She commended the Choir, and the students who spoke at the Ceremony. She also commented on the exemplary behaviour of the students and the positive feedback from the community members in attendance. It was appreciated that the school was invited to be part of this remembrance event especially during the Centennial Years Commemoration.

River Rangers

The River Rangers Cadet program has been a great inclusion into the school program. I would like to acknowledge Andrea Webb and Leanne McArthur for their work leading this program and embedding it within the school context. The River Rangers have a number of events before the end of the year, including water testing and fishing. Previous water testing undertaken by the students has indicated the river is in good shape. The River Rangers last event for the year will be at the Nature Scape in Kings Park where they will join other River Ranger Cadets from the metropolitan area to celebrate the year.

Outdoor Learning and Play Zones

Toni Tonkin Senior Project Officer from the Education Department is keen to attend a P and C Meeting along with a consultant to discuss a school play and outside learning area plan. Toni is keen to work with schools to develop this concept as part of the program of works when schools have building upgrades. If the P and C is interested I will invite Toni and the consultant to the next P and C Meeting.

Walking Bus

The Walking Bus concept has been mentioned and I am wondering if there is a P and C member who is keen to work on this to see if the community is interested in developing a Walking Bus for students at our school.

Traffic around the school

I met recently with the Town of Bassendean and Main Roads to discuss the traffic concerns around the school. The Children’s Crossing Attendant application is with the Town of Bassendean for their consideration. Once returned with their endorsement the application will be forwarded to the Children’s Crossing Committee for their consideration.

Kind regards

Jacqueline Varris

17 November 2015
8.3 Treasurer's Report

Financial Position

To the best of my knowledge, as at 11\textsuperscript{th} November 2015, a summary of the current financial position is as follows:

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Cash Book balance as at 11\textsuperscript{th} November 2015</td>
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<tr>
<td><strong>Distribution of funds:</strong></td>
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<td>Pledges not yet paid:</td>
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<td>BPS undercover area – amount will be less due to lapthon fundraising</td>
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<td>Creditors not yet paid:</td>
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<td>Westoz</td>
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<td><strong>Operating Surplus:</strong></td>
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<td>Uniform Shop</td>
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<td>Canteen</td>
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<td>General</td>
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<td>Balance of Reserve Funds:</td>
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<td>Arts Festival (1\textsuperscript{st} Quarter 2016)</td>
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<td>Infrastructure</td>
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CPA Auditor – One Needed!

The statement of receipts and payments for the year 1 January to 31 December 2015 will need to be audited by a qualified CPA soon. If anyone is suitably qualified or knows of anyone who is willing to do it for free (!), please can they let me know? Thanks!
8.4 Grants Report

- No report received.

8.5 Canteen Report

- No report received.

8.6 Uniform Shop Report

Nov 11 2015

Leavers shirt order forms should be sent out early next week. Students will be able to purchase the basic leavers shirts for anticipated delivery early next year. Students will have the option to get their shirt screen printed with leavers design and students names once class structures are finalised next year.

I intend on ordering our school hats from a new supplier. New hats are reversible with the reverse side colours available in faction colours. Purchase price is a few dollars cheaper then out current supplier. I have approx. 150 hats in stock to sell prior to changing suppliers.

Representatives from various suppliers have visited me in the uniform shop. New items for potential sale in the uniform shop include school bags, library bags and rain jackets. At this stage, we have an oversupply of various items that don't sell quickly. Therefore, I feel it would be beneficial to shift some items to recoup funds prior to trailing new items.

New stock continues to arrive in preparation for a high volume of sales on the first open uniform shop 2016 towards the end of January.

Ngaire Kasdorf
Uniform Shop Co-ordinator

8.7 School Banking Report

- No report received.

8.8 School Council Representative’s Report

- No report received.

8.9 Book Club Report

- No report received.

8.10 Gardening Club Report

- No report received.
Spooky Disco Report

Hi Everyone,

Please see below for a report out on the disco.

The disco is hugely popular with the kids although not our best fundraiser in relation to the amount of money raised versus effort.

Pre-event sales

Tickets: $1,908.90 (down from last year which was $2,115). So approx. 20 tickets less sold (using $10/ticket).

On the night sales - approx. $320

Expenses

Kim - $89.93 (prizes, craft, lollies).
Marnie - $98.47 (decorations).
Reija - approx. $600 (pizzas, etc.).
Venue Hire - $294.75
Total: $1,083.15

Net Profit

Total Revenue: $2,228.90
Less Expenses: -$1,083.15
Profit: $1,145.75

Lessons Learned

- Pizza was not as popular as predicted so we lost some money on the pizza sales although they paid for themselves.
- A better coordination of helpers was required, people advised they would help but didn’t offer during the event. People need to be assigned tasks prior to the event. Recommend including e-mail addresses onto the permission slips so this can be coordinated via e-mail in advance of the event.

Cheers,

Reija Hurry