Start Time: 6.10pm

1. **Attendance**
   
   Jacqueline Varris (JV) [Principal], Kim Veale (KV) [President], Reija Hurry (RH) [Vice President], James West (JW) [Secretary], Thea Verrall (TV), Shane Nelson (SN), Jaye Crawford-Moore (JCM), Anne Phillips (AP), Ngaire Kasdorf (NK), Kylie Turner (KT), Emma Slavin (ES), Pam Hahnel (PH), Margo Ferguson-Hunt (MFH)

2. **Apologies**
   
   • Simon Zammit, Amanda Ricciardi, Jane Dundas, Tammy McEwan

3. **Visitors**
   
   • None

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. JV clarified that the evacuation plan was up to date, and that a practice drill had been conducted.

5. **Acceptance of Draft and Confidential Minutes October 2015**
   
   • The minutes of the meeting of Bassendean Primary School P&C Association held on 20th October 2015 are taken as a true and accurate record. Carried.

6. **Business Arising**
   
   • **Honey Drive** – RH stated that the honey drive was a very popular venture with all available honey being sold. A new batch is coming which will need to be sold at an increased price due to greater cost of the honey. It was agreed that the new jars would be sold at $10/jar, and would be on sale at the EduDance concert. This initiative will be an ongoing venture as honey becomes available. RH tabled a motion to request $300 to be spent on the new batch of honey. Carried. Item Closed.
   
   • **Canteen Floor** – Nothing will be done with the canteen floor at this point in time. Item Closed.
   
   • **Children’s Crossing** – The Children’s Crossing submission is with the Town of Bassendean for assessment. JV advised that if the application to the Children’s Crossing Committee was successful, the Town of Bassendean may have to make adjustments to the road verge – suggested to be in the order of $10K. The Town of Bassendean supports the idea of an attendant; however, any costs are to be considered by them in their budget.
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- **Taxation Status** – No progress with this item at this point in time. *Item Closed.*
- **School Disco** – RH reported that the event was popular with the students; however, the profit of $1,145 was smaller than expected given the effort involved. It was suggested that the event could be held at the school next year in the undercover area. JV advised that some school staff would have to attend if this was the case. *Item Closed.*
- **Lapathon** – TV reported that the event was enjoyed by the students, and was a great success, raising over $9,200. A large number of prizes (~70) were donated for highest fundraisers, best dressed class, etc. to be presented at the upcoming assembly. Given its success, it was suggested that the event should be repeated in the future. *Item Closed.*

7. **Correspondence**

7.1 **IN**
- Hire of Hall Letter (Town of Bassendean)
- Seeds of Renewal Letter (ANZ)
- New Sales Rep Letter (Permaplate)
- Donation Cheque (Jane Bremer)
- P&C Voice – Term 4 (WACSSO)

7.2 **OUT**
- None

8. **Reports in Agenda**

8.1 **President**
- Report accepted.
- A cheque for the $1,500 Bendigo Bank Community Grant will be presented to the school at the upcoming assembly. Dave Kelly will be in attendance in his role as local MP and Bendigo Bank board member.
- The food offerings at the EduDance concert will be pulled pork rolls, haloumi burgers, and sausage sizzle. Left over lollies will be used as treats. RH and NK will be coordinating the food – helpers will be required on the night.
- Reminder that P&C Training will be held in the school library on Thu 19th November.
- SN announced that he will be vacating the Canteen Manager’s role before the end of the year. The position will be advertised in an attempt to find a volunteer to take on this role. RH suggested that a subcommittee be formed to find a suitable replacement, and look at ways of revitalising the canteen offering. KT, AP, JCM and KV expressed an interest in being on this committee.
- KV suggested that the final P&C Meeting of the year (15th December) be held at the new wine bar.
8.2 Principal

- Report accepted.
- JV advised that the Graduation Morning Tea for outgoing students and their families would be held on 11th December. KV to send out an email to all P&C members asking for assistance.
- JV advised that the Perth International Arts Festival (PIAF) had extended an invitation to the school to participate in a project called ‘Home’. Students will be building small homes for an art installation at Langley Park.
- JV reported that the school’s AiR Grant application had been successful. The grant sum of $30K comes from the Department of Culture and the Arts, the Department of Education, and the Australia Council for the Arts. It will be used to sponsor local artists to come into the school, and work with the students to create a permanent mural. The project will commence in Semester 2 next year. Additional funding will be sought from the P&C to support the project.
- JV advised that Toni Tonkin (Senior Project Officer) from the Education Department had offered to attend a P&C meeting to discuss a Play Grounds Plan to support/develop the work already undertaken by the school and the Grounds Group. An invitation will be extended to Toni in early 2016.

8.3 Treasurer

- Report accepted.
- It was noted that an audit of the P&C finances is due; however the role of Honorary Auditor has not been filled. A registered Auditor will be required to perform an independent assessment of the P&C’s books.

8.4 Grants Coordinator

- No report received.

8.5 Canteen Coordinator

- No report received.
- KV and JV thanked SN for his significant contribution as Canteen Manager over the past 8 years.

8.6 Uniform Shop Coordinator

- Report accepted.
- NK showcased an example of a new school hat from a different supplier. The new hats are reversible with the school’s faction colours on the reverse side.

8.7 School Banking Coordinator

- No report received.

8.8 School Council Representative

- No report received.
8.9 Scholastic Book Club Coordinator

- No report received.

8.10 Gardening Club Report

- No report received.
- ES advised that the opening of the Sensory Garden was happening on 23rd November, with Mayor John Gangell doing the honours. Morning tea will be served so a call will go out asking for cake donations, small cupcakes preferred. ES stated that the Grant Acquittal submission to Coles was in hand, and will be submitted by 30th November.

9. General Business

- Book Prize Donation – A motion was tabled for the P&C to donate $50 for the book prize that goes to the Medal of Excellence winner. Carried.

10. Other Business

- Travel Smart Program – KT advocated the TravelSmart to School program which is a Department of Transport initiative designed to work with primary schools to promote safe and active ways to travel to school. KV expressed support for the concept, and suggested that the school and/or P&C consider registering for the program.

11. Next Meeting

- Next meeting to be held 6.00pm Thursday, 17th December 2015 at the local wine bar.

Meeting closed: 7:30pm