Meeting held at Bassendean Primary School Library
Tuesday, 2 August, 2016
GM

Start Time: 6.40pm

1. Attendance
   Jeanette Maddison (JM) [President], Jacinta Baptiste-Nelmes (JBN) [Vice President], James West (JW) [Secretary], Carolyn Warr (CW) [Treasurer], Sue Bartley (SB), Jaye Crawford-Moore (JCM), Reija Hurry (RH), Kylie Turner (KT), Alison Atkinson-Phillips (AAP), Dione Bilick (DB)

2. Apologies
   - Jacqueline Varris, Kim Veale, Emma Slavin

3. Visitors
   - Natalie Martin (PlayBiz)

4. Call for amendments to Draft and Confidential Minutes June 2016
   - Nil amendments tabled

5. Acceptance of Draft and Confidential Minutes June 2016
   - The minutes of the meeting of Bassendean Primary School P&C Association held on 7th June 2016 are taken as a true and accurate record. Carried.

6. Business Arising
   - OT Sessions – Natalie Martin attended the meeting to give a run-down of the OT session held in May. The purpose of the sessions is to give practical and functional guidance to parents of young children, with the aim of preparing them for school life. Natalie presented some feedback from the May workshop that was collected via a post-session questionnaire. Main topics included the length of the session, and the provision of pre and post workshop materials. Further feedback will be sought via a mail out to P&C members. Funding from the SJOG Midland grant will be used to hold a number of sessions in the community with emphasis on the schools who participated in the grant application – Bassendean, Ashfield, Lockridge, and Eden Hill. There was a suggestion that the Bassendean and Ashfield sessions could be combined given the close proximity of the schools. Item Closed.
**DRAFT AND CONFIDENTIAL MINUTES BASSENDEAN PRIMARY SCHOOL**  
**P&C ASSOCIATION INC.**

- **Uniform Shop** – JW stated that the cupboards were now in place, and being used. A big thanks to Dione Bilick for organising the donation of the cabinets from LandGate. **Item Closed.**
- **Nature Play Workshop** – Meeting with the school scheduled for 3rd August with the design process to commence shortly. At this stage, it is unknown when the design will be completed.
- **School Wish List** – SB advised that the encyclopaedia’s, atlases, and Jolly Phonics material had been ordered. The P&C will be invoiced in due course. Additional items on the Wish List related to the Nature Play proposal have been put on hold pending the outcome of the design process.

7. **Correspondence**

7.1 **IN**
- Canteen Mash Up (School Canteen Association)
- Healthy School News (Cancer Council WA)
- Fundraising Material (Partner Wines)
- Fundraising Material (Cadbury Fundraisers)
- WA Education Awards (Department of Education)

7.2 **OUT**
- None

8. **Reports in Agenda**

8.1 **President**

- Report accepted.
- JM suggested that the Year 5’s could be involved in organising the Year 6 graduation ceremony. JM to discuss the idea with the school.
- JM raised an issue regarding the fencing on the West Road side of the school, and the inaccessibility to the oval on that side. A letter outlining the concerns will be sent to the school seeking clarification.
- JM described the Children & Nature Conference to be held on 28th August, and suggested it would be beneficial if a representative of the gardening committee could attend. A motion was passed to fund the $240 registration fee for Emma Slavin to attend; however, a subsequent review of WACSSO guidelines has indicated that this action would be improper use of P&C funds.
- It was agreed that a Busy Bee would be held on 21st August to clean out the old shed. A Facebook notice regarding this activity will be posted by JM.

8.2 **Principal**

- Report accepted.
- On behalf of Tammy McEwan, SB requested that ribbons and trophies for the athletics carnivals be funded by the P&C. Given the value of the request ($800), it was agreed that confirmation was required on how many carnivals the ribbons could service. It was noted that the trophies would be for the upcoming carnivals only. It was agreed that the Executive Committee would make the final decision based on additional information from the school.
• SB mentioned the upcoming retirement of Jan Thorpe after many years at the school. The members present expressed a desire to purchase a retirement gift given her long service. A motion was passed to contribute up to $300 for a gift; however, a subsequent review of WACSSO guidelines has indicated that this action would be improper use of P&C funds. A separate collection of funds outside the auspices of the P&C will be coordinated by JM.

8.3 Treasurer

• No report received.

8.4 Fundraising Sub Committee

• Report accepted.
• Next events are the Junior and Senior Sports Carnivals, and the Father’s Day Stall. All three events to be discussed at the next fundraising meeting.

8.5 Canteen Coordinator

• No report received.
• JCM advised that she would be away the first week of Term 4.

8.6 Uniform Shop Coordinator

• No report received.

8.7 School Banking Coordinator

• No report received.

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

• Honey Drive – RH to continue with this initiative given its success last year. A new batch of honey has been purchased ($150). A new competition will be run to design a new jar label.
• State Election Day Stalls – RH suggested having additional stalls at the State Election in March 2017 to provide more fundraising opportunities. RH has volunteered to coordinate this event – will start looking at it in Nov/Dec.
10. Other Business

- Facebook Page – There was some discussion on policing the participant list of the P&C Facebook page, and what restrictions should be applied to membership. The restriction on who can post, and the ability to remove members who make inappropriate comments are suitable safeguards. RH stated that there was a Code of Conduct from WACSSO for P&C Facebook pages that could offer further guidance.

- Hawaiian Food Circus – The same group who organised the Food Circus held in January is planning to run a similar event on the first Monday of every month starting in September. It was felt that the Monday evening timeslot was not a good choice, and there was not much interest in participating. RH stated she would contact the organisers to confirm the particulars of the event. JW to send the marketing material to RH.

11. Next Meeting

- Next meeting to be held 6.30pm Tuesday, 30th August 2016 in the school library.

Meeting closed: 8:30pm