



**COTTESLOE PRIMARY SCHOOL  
P&C ASSOCIATION INC.**

**Administration**

Principal: Graham Dart

Deputy: Andrea Macfarlane

Deputy: Jane Lowther

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**P. & C. Association Inc**

President: Ruth Fiorentini

Vice President: Brett Pearson

Secretary: Fiona Sweet

Treasurer: Rebecca Pattison

**Cottesloe Primary School P & C Association Inc.**

**General Meeting 2017**

9.10am, Staff Room

**MINUTES**

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**1. WELCOME AND OPENING OF MEETING**

**1.1 Attendees** – Ruth Fiorentini, Marilyn Bacich-Hearn, Lisa Southall-Owen, Sharron Carew-Reid, Ingrid Campbell, Anna Woodliff, Larissa Wiese, Liza-Jean Williams, Dan Mitchell, Lisa Harry, Jacqui O'Connor Smith, Helen Robertson, Michelle Lee, Jonine Cena, Nicola Hope-Johnstone, Graham Dart, Sarah Butlin, Fiona Sweet, Emma Fallourd, Karina Sherriff, Justin Cereni

**1.2 Apologies** – Rosemary Glass, Rebecca Pattison, Brett Pearson, Melanie Love, Bridie Bowman

**2. Confirmation of Minutes from the previous meeting.**

*Resolution: That the minutes of the Cottesloe Primary School P&C Association Annual General Meeting held on 13th February 2017 be taken as read and confirmed as a true and accurate record.* Passed: Liza-Jean Williams, Sharron Carew-Reid

**3. Correspondence**

*Resolution: That the correspondence in be received and the correspondence out be endorsed as read as per the notations in the correspondence book.* Passed Liza-Jean Williams, Ingrid Campbell

**4. Business arising from Previous minutes**

- 120<sup>th</sup> Anniversary badge design is still being finalized. Will now be distributed to students in Term 2.
- 120<sup>th</sup> bumper stickers available for purchase through the Uniform Shop.
- Ping Pong Table to be relocated this month.

- Maggie Dent 19<sup>th</sup> May. St Luke's Alexander Hall has been confirmed as a venue. Will seat 165 people.
- Ruth will explore cost/ logistics of St John Ambulance ½ day group training course for end of Term 3/ early Term 4 after lots of interest was received. Graham to forward details of his contact onto Ruth.
- Signing of signatories for banking and on line banking still in the process of being finalized.

## 5. REPORTS

### 5.1 Principal's Report - See attached report.

- The Hall in the current Admin Building where the existing Year 1's are being taught may be converted into a permanent classroom. The Department of Finance – Building Management and Works (BMW) will be funding the works and addressing the acoustics of the room. In the meantime, banners will be hung on the walls to absorb sound in the short term.
- Graham to clarify commencement date for Term 2 due to Anzac Day Public Holiday falling straight after day 1 of Term 2. Department of Education website Term 2 dates are Monday 24<sup>th</sup> April – Friday 30<sup>th</sup> June 2017. Notification to be sent out via TiqBiz.

### 5.2 President's Report/ 120<sup>th</sup> Committee Report – See attached report.

- Tree planting and Drone Photo date to be changed to 19<sup>th</sup> May.
- 120<sup>th</sup> grove of trees will be created on the top oval at the main entrance to the school underneath the existing gum trees (foreseeing their need for trimming/ removal in the future). There will be potential for the placement of timber benches within the grove as well.
- Larissa Wiese to contact her father about using his drone for the photo shoot.
- The P&C are looking for a small group of volunteers to help organize a parent fundraising night later in the school year. All ideas and suggestions are welcome for consideration. Some ideas for a themed event include – Casino, 80's Trivia, Great Gatsby??? Night to be hosted by a professional team.

### 5.3 Treasurer's Report

- See attached report and motions below.

*Motion: That the Treasurer's report to the 13th March 2017 be accepted as true and correct. Motion passed: Larissa Wiese, Liza-Jean Williams.*

*Motion: That the Treasurer's report to 31 December 2016 as being a statement of payments and receipts for the financial year 1st January 2016 to 31st December 2016 be accepted as true and correct. Motion to be presented again at the next General meeting.*

*Motion: The outgoing Treasurer Anna Woodliff has investigated options to upgrade the Treasurer's accounting software. MYOB and Xero contracts were explored, with Xero's online package the preferred choice due to the ease and flexibility of its program. Even though Xero is slightly more expensive than MYOB, it will save significant time for the Treasurer to be able to do their job adequately because of its ease of use. The contract includes 20 bank transactions a month. If more transactions need to occur, cash, cheque and credit card transactions can be made with all credit card transactions processed as one de-*

*posit. Payment of a monthly direct debit of \$18.75 per month (totaling \$225 per year inclusive of a 25% discount) will be debited from the P&C bank account to cover the costs of the online accounting software program Xero. The purchase of Xero on line accounting program can be done through the P&C's administrative costs.*

**Motion passed: Larissa Wiese, Anna Woodliff.**

*Motion: The P&C thanks Mr Colin Chomley for giving his time to audit by presenting him with 2 bottles of wine and a gift to the value of \$30. Motion passed: Ingrid Campbell, Sharron Carew-Reid.*

#### **5.4 Fundraising Report**

- Feedback from Election Day was it was a family friendly atmosphere. There were less voters but we matched our profit from 2016 Election with over \$3000 raised. Thank you to all the volunteers who baked and gave their time.

#### **5.5 Uniform Shop Report**

- Girl's Leisure pant for \$30 – new uniform item passed at the recent Board meeting. Fact sheet about the pants will be distributed via the class parents. Larissa will also do a FB post about new pants.
- All winter uniform orders due in by Wednesday 22<sup>nd</sup> March.
- In conjunction with Fundraising – a good quality golf style umbrella for winter sports with alternating blue/ red panels and school logo is being researched.
- School rain jacket that packs away into a pouch is also being researched.

### **6. ITEMS FOR DISCUSSION**

#### **6.1 Movie Night**

- The Jungle Book has been confirmed for this year's Movie Night.
- Anna has finalized raffle tickets/ movie tickets and food order forms and is in the process of distributing these to class parents.
- Licenses - Raffle and Liquor confirmed.
- Archival reel to be shown prior to movie.
- Cott Fathers – BBQ for hot dogs and hamburgers. Brett to organize roseter for volunteers.
- C Si Bon (Natasha Winburn-Clarke) will proceed with supply of hot meals and deserts
  - Small GF Lasagne/ Vege Lasagne and Large Beef Bourguignon
  - Frozen Raspberry Eton Mess/ Frozen Mango Eton Mess
- Popcorn machine hire – Fiona to contact Passiontails.
- Need to source adequate lighting for the night. Ruth and Fiona to explore.
- Tickets/ raffle tickets and bumper stickers to be sold before school on Wednesday. 22<sup>nd</sup> and Wednesday 29<sup>th</sup> by Ruth, Anna, Bec, Fiona and Nicola Hope-Johnstone.
- Tokens/ wrist bands/ tickets/ food orders – Ruth, Anna, Fiona and Michelle.
- Lolly bags – 30 x 200gm bags purchased. Michelle Lee to make up.
- Call for Volunteers to help set-up on Friday afternoon and help on the night. Volunteers needed to man the following stations:
  - Hot choc station – Lisa Southall-Owen
  - Hot Food station

- Popcorn/ kids drinks/ lollies station
- Raffle tickets/ token station – Liza-Jean Williams
- CottFather’s BBQ
- Face painting

## 6.2 Baker’s Delight

- Graham to confirm that the Baker’s Delight Pizza meets the Traffic Lights Guidelines for healthy food. Graham and Michelle Lee will continue to liaise with P&C.

## 7. PROPOSED MOTIONS

*Motion: That a committee be formed consisting of 2 members, to be known as the Cottesloe Primary School P&C Association CottFather’s Committee. The CottFather’s Committee will operate as a sub-committee of the Cottesloe Primary School P&C Inc. under the Fathering Project’s Terms of References. Motion passed: Anna Woodliff, Sharron Carew-Reid.*

*Motion: That the P&C purchase liner and new sand for the Kindy and Pre-Primary undercover sand pits to the value of approximately \$1200. Motion passed: Anna Woodliff, Marilyn Bacich-Hearn*

## 8. OTHER BUSINESS

- Green Scene – P&C to continue to try and gauge interest in someone filling this role. No volunteers from the school community at this stage.
- Kindy and PP Class Parents to organize a Busy Bee to refill undercover sand pit with new sand among other jobs highlighted by Kindy and PP staff.
- School Banking – P&C funds raised
  - 20 new families signed up this year to date at \$5/ account
  - Commission estimate to date for 2017 is \$232.57
  - Total commission for 2016 was \$505.71
- Discussion about circulation of Agenda and reports prior to P&C General Meetings.
  - Agenda will be finalized 3 days before the meeting in accordance with WACSSO guidelines.
  - Posters will be placed around school identifying key/ main agenda items and a TiqBiz reminder with the Poster will be sent out not less than 7 days prior to the date of the proposed meeting as per WACSSO Constitution.
  - Treasurer and sub-committee reports are the only reports that are mandatory for a General meeting. As per WACSSO guidelines they preferably can be sent out 7 days or 3 days prior to the meeting but can also be presented at the General meeting. These reports will also be distributed with the Minutes.

## 9. DATE OF NEXT MEETINGS

- 9.1 Executive Meeting Monday 1<sup>st</sup> May @ 7pm
- 9.2 Board Meeting Wednesday 3<sup>rd</sup> May @ 6pm
- 9.3 General Meeting Wednesday 10<sup>th</sup> May @ 7pm

## 10. MEETING CLOSURE @ 1050AM