



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

Administration

Principal: Graham Dart

Deputy: Andrea Macfarlane

Deputy: Jane Lowther

Registrar: Tracey-Anne Simpson

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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, May 10, 2017

7pm, School Library

MINUTES

1. WELCOME AND OPENING OF MEETING

1.1 Attendees – Ruth Fiorentini (chairperson), Anna Woodliff (minute taker), Michelle Lee, Ella Dennis, Brett Pearson, Dan Mitchell, Michael Hood, Garrett Bacich-Hearn, Angus Moffat, Dovidia Hickey, Rebecca Pattison, Marlon Cooray, Larissa Weise, Lisa Harry, Nicola Hope-Johnston, Melanie Love, Graham Dart

1.2 Apologies. Fiona Sweet, Pepi Smyth, Lisa Southall-Owen

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 17th March 2017 be taken as read and confirmed as a true and accurate record. Passed: Brett Pearson, Michelle Lee

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: Larissa Weise, Michelle Lee

4. Business arising from previous minutes

- 120th Anniversary badge order has now been delivered and is ready for presentation.
- 120th bumper stickers are selling steadily and Zarrafa's drive through café has given us complimentary coffee cards for anyone who purchases a sticker. Those who have already done so can claim their card retrospectively.
- Ping Pong Table to be relocated on at the end of May

- First Aid for Parents: Ruth has contacted St John's to explore cost/ logistics of St John Ambulance ½ day group training course for end of Term 3. Cost will be \$200 for up to 30 parents for a 2 hour First Aid demonstration by St John's Ambulance.
- Signing of signatories for banking and on line banking still in the process of being finalized. Rebecca is also ensuring the administrator information is changed.

5. REPORTS

5.1 President's Report – see attached report

- Notice to go out to all students to wear red t-shirts on 19th May for photo. Kindy parents to be notified as well as year 1s to change into red t-shirts after their assembly

ACTION: Ruth/Graham to notify all students

5.2 Principal's Report

- Issues with the year 1 classroom are being addressed by education department and school administration following acoustic testing in the room. All solutions are being considered including moving classes around, restructuring classes, use of demountables etc. Graham is waiting for Education Department to offer a solution but in the meantime is considering short term solutions.
- School Board and Management to develop a short term and long term plan and notify parent body who can then lobby cohesively.
- Ruth suggested holding a meeting with stakeholders (parents, teachers, deputies, etc including PP and kindy parents) asap to explain and discuss the issues and reassure parents that solutions are being sought.

Action: Ruth/Graham to follow up

5.3 Treasurer's Report

- See attached report and motions below.

Motion: that the Treasurer's report to the 1st May 2017 be accepted as true and correct.

Passed: Brett Pearson, Melanie Love

Motion: that the administrator's details on the Cottesloe Primary School P&C Association Inc. Westpac bank account be changed to those of our current treasurer, Rebecca Pattison.

Passed: Larissa Weise, Dan Mitchell

Motion that the P&C approve the purchase of a \$200 pre-paid debit card for the monthly Xero banking subscription. Passed: Larissa Weise, Lisa Harry

5.4 Fundraising Report

- Movie Night was very successful raising \$20,000

- Colour run will be the fundraising focus for the second half of the year rather than a parent night.
- Parent night could then be a social function not fundraising focused, options include a casino night, bingo again with a decade or other theme. The bowling club was a good venue and could be used again.
- Building Fund should be promoted as a tax deductible contribution prior to the end of financial year.

Action: Tracey-Anne Simpson to send email to parents in early or mid June so that everyone has time to consider it before 30 June

5.5 Uniform Shop Report – see attached report

5.6 120th Anniversary Committee Report – see attached report

Action: Larissa Weise to contact Post Newspaper about covering 19th May events

6. ITEMS FOR DISCUSSION

- **Secretary’s Position and other roles** - Fiona Sweet is absent until the end of the year due to unexpected travel. The Executive committee would welcome any new parents who haven’t had the opportunity to be a part of the management committee before, to assist with some of the secretarial role on a term by term basis. This is a great way to learn more about the P&C and play a bigger part in organizing events etc...
- Also, Nicola Hope-Johnstone has offered to be the P&C representative to contact and welcome new parents to the school. This will help families to connect with the wider community and not just their own class group.
Action: Anna to cc Nicola with all new parent details when sent to class parents.
- **The Movie Night** – 5-minute overview and feedback
- The Pre-Primary and Kindergarten **Busy Bee** held on Saturday May 29th.

Retrospective approval for expenditure

Motion: That the expenses, up to the amount of \$500, relating to the provision of gardening and catering supplies for the Busy Bee held on Saturday April 29th be reimbursed in full and that all receipts are supplied for the Treasurer’s records. Passed: Brett Pearson, Ella Dennis

- **Upcoming Events on May 19, 2017.**

Tree Planting Ceremony – Planning and purchase

Each year group to be responsible for adopting a tree in the new grove. While gold coin donations will help with the cost the P&C may need to help with the full purchase cost.

Motion: That the P&C assist with the purchase of commemorative trees for the tree-planting ceremony on May 19th up to the amount of \$800. Passed: Larissa Weise, Lisa Harry

120th Anniversary Commemorative Badges will be presented to all students and staff, along with dignitaries chosen by the school principal, Graham Dart. The badges have been very kindly donated by the Bacich-Hearn family.

Drone Photograph

Following the tree-planting ceremony, Marcus Locke has offered to take drone imagery of the school children forming the number 120 on the school oval. We will need some parental assistance to help mark lines and marshal the kids to their correct spots.

Maggie Dent – Real Kids in an Unreal World – 6:30pm, Alexandra Hall, St Luke’s Monument Street.

Tickets are on sale and St Luke’s Alexandra Hall is booked and confirmed. Ruth and Dan have offered to manage set-up and ticket checks. All help welcome!

Morning and evening teas on May 19th

Liza-Jean Williams has offered to set up a morning tea in the library after the tree-planting ceremony and also a tea/coffee service at the Maggie Dent talk in the evening. If anyone can assist with either, please Liza-Jean know.

7. Items to Consider

- **Major Fundraising Event**

The Foundation Day Fun Run will be held on Friday October 27th, 2017. This will be an all school event that will also mark the 120th anniversary of the School. It is proposed that the event is made into a larger occasion than in past years with coloured powder, entertainment and food vans added in for a bit of fun! The children will be encouraged to fundraise to take part in the event and parents can come along too. We could also consider opening the event to past students. We would like to investigate the idea of selling t-shirts for the event with the 120th banner on them. These would need to be pre-ordered to ensure delivery on time.

The Foundation Day Colour Run would replace the annual parents’ social fundraiser for 2017. There will be a major event planned for early in 2018, possibly a marquee in the undercover area to celebrate the school’s refurbishment/120th and the new walkway, which is to be completed in the July holidays. Samples of coloured powder from Australian supplier Quality Coloured Powder were circulated and received an enthusiastic response. Ruth to provide costings by next P&C meeting.

Farewell for Marguerite Andel

Sadly, our wonderful art teacher, Marguerite Andel has decided to retire. In light of her enormous contribution to Cottesloe Primary School over many years it would be fitting for the P&C to celebrate her work.

One possibility would be to mount a small display of artworks at Camelot when the Year 6 musical takes place in September. This could be an occasion to also display some archival pieces marking the 120th Anniversary. All suggestions are welcome!

8. OTHER BUSINESS

- Garrett raised concerns that we don't have a plan for future funds raised. Discussed that Graham is consulting with the teachers to see what resources they most need in order to benefit the education of the children. There is also the longer term plan to complete stage 2 of the undercover area once stage 1 is completed, in line with the Building Committee's plans.
- Gourmet To Go is closing in a few weeks and we don't yet have another alternative for Monday and Friday lunch orders. Suggested we could ask the Bonwick's at IGA Mosman Park if they are interested in taking this over.
Action: Michelle Lee will speak to Geoff Bonwick to see if they are interested, if not another solution will need to be found.
- Angus Moffat raised issues with parking and drop off zones around the school. As it currently stands it is very unsafe, with the streets blocked and cars reversing out of driveways to turn around, the danger is that a child stepping out from behind a car could not be seen and be hit by a car. It is the council's duty of care to provide a safe environment for children, and this isn't currently the case.
Action: Graham to follow up with council about what could be done differently to improve safety
- Graham has received the following requests for funding from staff:
 - Year 4 – A3 sized whiteboards to the value of \$400 to be used for literacy and maths
 - Year 1 – Osmo Genius kits to be used with ipads, would like 6 valued at \$160 each
 - Andrea Macfalaine would like more phonics readers for early primary, valued at \$980.

The following motions were raised

That the P&C approve the purchase of A3 sized whiteboards to the value of \$400.

Passed: Angus Moffat, Ella Dennis

That the P&C approve the purchase of 6 Osmo Genius units to the value of \$1000.

Passed: Angus Moffat, Ella Dennis

That the P&C approve the purchase of lower primary phonics readers to the value of \$1000. Passed: Rebecca Pattison, Lisa Harry

9. DATE OF NEXT MEETINGS

9.1 Executive Meeting - 20th July – 6:30pm

9.2 Board Meeting

9.3 General Meeting - 28th July – 9:10am

10. MEETING CLOSURE @ 9:10PM