

GOOLLELAL PRIMARY SCHOOL P&C ASSOCIATION

Meeting Minutes

Tuesday 17 October 2023

General Meeting

ATTENDEES: Jo Twomey, Sarah Burns, Paul Fuller, Stacey Cain, Megan Finkelde, Christine Cosgrave, Amy Marshall, Abi Jones, Caitlin Merritt,

APOLOGIES: Lorryne Grullis, Tina Whinnen, Laura Holloway, Linda Scrivens, Rita Tuohey, Em Yeatman, Tiesha McGill, Karen Haseldine, Cheryl Gill, Stacey Ollerenshaw, Deanne Gray, Anna Lurie, Katey O'Donovan,

1. MEETING OPENING & WELCOME

The Vice President opened the meeting at 6.34pm and welcomed all new and existing Committee members.

2. RECORD OF ATTENDANCE

Taken.

3. CONFIRMATION OF PREVIOUS MEETING'S MINUTES

Meeting minutes dated 22 August 2023 were tabled.

Motion: That the minutes presented be accepted as a true and accurate record of that meeting. Confirmed.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Class rep roles – Amy Marshall presented a PPT presentation with a renewed outlook on the role of the class reps and increasing engagement of the school community in the P&C

- Amy presented a 5 step process to build a cohesive community and increase engagement and involvement through use of social media and class representatives
 - This involves updating the roles of class reps to include being 'the voice' of the class at meetings in addition to disseminating information and answering or redirecting queries
 - Share leaders and roles on website/FB with images and profiles.
 - Engaging the community – Actively find out what people are feeling in person and online asking questions and use photos to show appreciation, inspire volunteers ask them to share photos. Did you get a Father's day gift? Share your photo etc
-

- A levelled description was introduced demonstrating how the community is already contributing and involved with the P&C at various levels and further ways we can do so, from using facilities provided by the P&C, donations, volunteering, attending meetings or P&C roles.
- Represent the community – take comments on board to take to the PC meeting
- Evaluating and sharing outcomes from fundraising events, with totals of money raised and what we have done or intend to do with it with images from events and names for special thanks.
- Improved use of social media and class reps to foster relationships with families, ensuring we cover the demographic of our school with photos and also publish successes. Actively gathering a library of photos, from families and events.

The suggestion was made to use the school fb page for P&C posts instead of a separate page.

- Discussion followed regarding how much traffic the page actually gets compared to the school page, also about the implications regarding publishing on the page how it would be managed – a separate branding to distinguish P&C and school a P&C social media representative to moderate and liaise with the office for posting.
- Concerns were raised that we may lose the P&C voice if we are part of the school page. It was discussed that the page is used very little to communicate and very few members compared to the school page
- Paul Fuller is happy to consider using the school fb group for the P&C, but we need to look at any implications first before we disrupt existing procedures, and also check with WACSSO.

Members discussed and agreed on the need to define class reps – develop the desired culture and gain parental involvement.

Action points

- Agree on new updated P&C mission statement – **for next meeting?**
- **Sarah B - check with WACSSO about any issues**
- **Amy - define the role of class rep and social media/communications before the next AGM**
- Define and publish key P&C roles (add media manager?)

4.2 Bike path – racks moved – bike path now unnecessary as children can use path

4.3 Colour run recap – Caitlin Merritt

- \$7837 raised in total - \$6915 in profit - huge increase from last year, better information and donations from outside the school community.
- Visual and online using MyCause so that people could see and prompted more to donate.
- Time consuming to get up and running but all set up now for future events with a few kinks to iron out for next year.
- Suggestion to use some of the money raised to amp up the event for next year to add wow factor. This amount can be agreed at a future meeting.

Action – Caitlin Merritt to be the lead next year and make suggestions on how to improve. P&C to help more with the planning.

5. REPORTS

5.1 *President's Report*

Sarah – including points throughout meeting – no official report

5.2 *Treasurer's Report*

- SB presented the treasurers report from Tina Whinnen – outlined are the main profits
- Paint & Sip – Profit of \$2,505
- Fathers Day Stall – Profit of \$935.40 (Up from \$852 last year)
- Sports Day Icecreams – Profit of \$321.05 (However doesn't take into account cost of icecreams, only lollies)
- Dads Sports BBQ – Profit of \$331 (Was only intended to breakeven but a small profit made due to use of leftover sausages from Bunnings sausage sizzle)
- Colour Run – Profit of \$6,915 to date (\$7,837 in total raised, still some funds to be received by My Cause as \$50 was received in Oct and they pay us monthly) They have kept roughly \$302 in fees
- Referendum Bake sale \$ 964 – unofficial figure from Megan Finkelde

New account with Commonwealth Bank is set up and running. All links to QKR and published account details have been updated.

- **Action** – Need to check entertainment book is updated as we had a payment from them to bankwest.

5.3 *Canteen Report*

Sarah Burns reported on the following:

- Oven needs servicing as not working properly – SB has booked someone to come in – is it worth repairing or replacing? Vote to agree on budget approval for repair depending on problem. Up to \$500 approved. Sarah is going to bring forward service ASAP.
- One regular volunteer is off sick and looking for another regular member. We do have a pool of volunteers so we are covered if not.
- Cleaned up filing and making sure everything is in order.
- Fly screens were cleaned and sprayed.

5.4 *Principal's Report*

Paul Fuller presented the Principals Report outlining the following points:

- Edu Dance rehearsals have started – 5:30pm start to avoid heat this year. Kindy programme is no longer offered but students will perform a Christmas dance for parents during a school day

- 2024 Class structure – this will depend on number of students – likely the same numbers as last year – if there are a few more big families join the school we could have an extra class.
- Class placement requests will be shortly announced not for specific teachers but setting and dynamics, usually requests are in line with teacher's opinions also
- Class lists will be distributed during the holidays.
- Teacher pool – a new teacher will be joining the school to cover maternity leave.
- World teacher day – Sarah Burns briefed that the P&C will organise a lunch for teachers. It was decided that each class will donate a plate. Also the opportunity to write teacher messages or cards and post in a letterbox at the office to be distributed on the day.
- Book lists – Can be purchased from anywhere, doesn't have to be Champion.
 - – Abi asked if we bring forward the date for sending items home, so not needing to reorder eg scissors –
- Appreciation was noted to the P&C for their efforts and dedication.

6. SCHOOL BOARD UPDATE

Caitlin Merritt and Paul Fuller

- At last board meeting the school behaviour policy was discussed – survey sent out – then collaborated.
- The school community is already aligned with the way things are run, but this isn't reflected in the existing written policy, therefore the new policy will show what is already happening with a positive behaviour and restorative approach. Children to be explicitly taught appropriate and expected behaviour rather than assuming every child understands desired behaviours.
- New positive behaviour policy to be presented to the board next week to be communicated with the community shortly. This will be a proactive and positive approach with the focus to 'Praise publicly, correct privately'. This is often difficult to process as it can be viewed that undesired behaviours are not being dealt with if this is not witnessed and therefor needs to be publicised that this is our approach.
- Sarah Burns asked about reflection sheets for students and Paul commented that while we don't use reflection sheets, the school does have a script that teachers use to guide children in a restorative conversation

7. UPCOMING EVENTS CALENDAR

7.1 *World Teacher Day* – 27/10 W3

- Lorraine has suggested organising a lunch for teachers – hopefully each class can provide a plate. We will delegate classes sweet or savoury dish.

Action – class reps to organise either donations to buy a dish or make one.

7.2 *Crazy sock day* – 3/11

- Gold coin donation or QKr

Action – qkr to be set up for donations

7.3 Disco - 17/11

- Linda Scrivens has designed posters and asked for volunteers to help with the disco. She has created a Signup with specific roles for volunteers and this will be added to the newsletter and FB page and distributed classes through class reps.
- Posters were reviewed and approved.

7.4 12 days of Christmas raffle – 20/11

- In the 12 weekdays leading up to the Edu Dance concert a prize will be drawn every day from a raffle.
- Accumulative, so all tickets stay in raffle except prize winner – Lorryne will draw from each location of prize every day – lowest cost of donation is \$60 so \$5 per ticket.
- Would like this to include the wider community so looking for other ways to sell raffle tix. Discussion of mycause being used but not really suitable.

Action – CM is looking into ways to sell if my cause could be an option.

7.5 Edu Dance Christmas concert 7/12

- Laura Holloway has proposed stalls at the concert like a Christmas market
- LG proposed can we move the stage to the oval – more room for parents to sit , consideration power, sun etc. bake sale or food trucks, much larger scale event than already existing.
- PF lots to consider – no food trucks for this year- possibly next year. Look into implications for oval for this year.

7.6 Chillin Tuesday

- Christine is happy to run, use separate stock to the canteen was agreed this year. To begin next week – just icy poles (zuper dupers). Cash or qkr \$1.

Action - Separate petty cash – ask Tina

Action - Caitlin will update Qkr

Action - Chris will purchase stock and get reimbursed

8. OTHER BUSINESS

8.1 Email from Jess Stojkovska MLA re: containers for change

- Would we like tags made up to give to community to donate? – Abi noted not necessary as you only need a code.
- Voted against tags as not sustainable and unnecessary, we don't want to officially or publically support any political party this way.

8.2 Nature Playground

- To be discussed at the AGM

8.3 Open Business – any ideas, questions and suggestions

- Abi Jones - Kindy orientation day - we need a P&C representative there. Date is set for 9am Monday 14 Nov. Pop uniform shop on that day and P&C info. Jane has brochures.

9. NEXT MEETING

It was suggested that the next meeting, which is the AGM be at end of year instead of next year. Tuesday

The next meeting date was confirmed for T4, W8 Tuesday 28/11/2023 @ 6:30pm.

Action – Megan Finkelde to create FB and newsletter announcement.

10. CLOSE

The meeting was closed at 8.41pm and attendees were thanked for their participation.