



## Ardross Primary School P&C Association 14 March 2023 7pm School Library

### **Attendees:**

Fiona Schaper (Deputy Principal), Cindy Webster (President), Justine Penno (Co-VP), Fiona Hood (Co-VP). Melissa Fletcher (Treasurer), Estabelle Ang (Secretary), Michael Rogerson, Casey Wilkins, Kelly Hallums, Matt Snare, Amy Zhang

### **Apologies:**

Sue Mikkelsen, Magdalena Siga, Tash Whitmore, Ashish Mishra, Lotta Powell, Mags and Ali Martin

#### **1. Welcome**

Meeting opened at 7.01pm

#### **2. Confirmation of previous minutes**

The previous AGM and meeting minutes were carried by Kelly Hallums and seconded by Fiona Hood. Kelly Hallums and Melissa Fletcher seconded the appointment of Fiona Hood and Justine Penno into the position of co-vice president.

#### **3. Business arising**

- None

#### **4. Correspondence**

- No outstanding correspondence

#### **5. Reports**

##### **5.1 President - Cindy Webster**

Welcome everyone, firstly can we acknowledge the traditional custodians of the land we are meeting on, the Whadjuk, Noongar People.

We have certainly started off with a bang, has been quite a bit to organise for upcoming events which Mel has kindly covered in her Events Report. All is travelling well and we are fairly sorted for these upcoming term one events.

Big thanks to Mel for her efforts in sorting all the easter fundraising stuff.

Another big thanks to Estabelle for all of our advertising on facebook etc, updating our Snapshot Info Poster and helping to update our main Notice Board next to the uniform shop which we had noticed is looking rather drab and lacking in info. We plan on updating it and adding more info about us with brighter bigger posters and info.

Thanks to Fiona for her time earlier this year to speak to the new kindy parents and looking at updating our P&C info form that's handed out.

Additional to our planned events, I'm hoping we might be able to hold something at our local Shirley Strickland Clubhouse in the future with it being so close and accessible for all and such a lovely venue, lets have a think, even something like a parents sundowner??

Year 6 leavers team, I joined their team meeting on Friday, a huge thanks to Danielle Peters who has been sorting everything, she has the leavers shirts sorted and in the final stages, being printed, they should be handed out to the kids well prior to the school photo day in early May. Huge thanks to the leavers committee, Dani Peters, Lucy Dias, Alison Hall, Christine Kelly, Penny Brown, Lela Mrdak, Francesca Cummings and Vira Werunehka.

The committee are in the process of starting the yearbooks, Christine has kindly offered to create the yearbook layouts etc. and I will stay in contact with them. I have stored away at home the two grad hats decorations, large art easel, large "Class of" light up sign, and light up numbers for the next two years. We will require sharpie signing pens again at the end of the year to go with the yearbooks, maybe utilise any Officeworks giveaways (requesting for sharpies pens to be donated). I mentioned they might like to do a special year 6 fundraiser later in the year to help raise funds towards the yearbook cost, like the pizza lunch last year, it's also a nice extra fun thing for our year 6 students.

Future spending ideas for this year?? What's our thoughts?? Previously mentioned ideas were our Playground upgrade and a Secure Bike Locker.

The playground has a vacant space next to the undercover area, next to the monkey bars, has an area of approximately 5m by 5m between the shade poles. Something to replace this area, keeping in with the natural garden feel of the school we could perhaps incorporate a more nature based looking design to tie in with the existing, similar to the style at Shirley Strickland and other schools. I've started looking online at local companies who install this type of thing and to get ideas. Fiona Schaper suggested contacted the local guy who did the playground originally (Bernt Kaizer).

If we go ahead with the Bike Locker, we need to put some planning into its location and size and really making it visible for security and usage and needs to be located near the oval. Assume a teacher will need to lock and unlock it each day, so needs to have easy access for them.

Other ideas I had were the continued upgrade of the undercover area, is there anything in place? I've always felt the uneven concrete slab paving next to the playground and up to the oval stairs needed fixing and replacing with a concrete pad and levelled up higher to match the other main level. Maybe some painted games ideas could be painted on for the kids.

Main Entry gate off oval, having to walk off the grass onto a big sand patch then onto the concrete path, would be nice to concrete/pave this and fix it up.

## **5.2 Principal**

As Sue was unable to attend this meeting due to personal reasons, Fiona Schaper (deputy principal) was present at this meeting to present the principal's report.

Current Enrolments 2023 - 407

<b>K</b>	<b>PP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
34	55	48	49	48	49	72	52

- Pillar 1 – High Quality Teaching & Learning
  - o Swimming Yr5/6 13-24 March Cottesloe. Beach swimming has been going well.
  - o Staff working in curriculum teams.
  - o Before school reading has commenced.
  - o Mixed abilities celebration week 10
- Pillar 2 – Positive Collaboration & Partnership
  - o Community café Wednesday held in the library on the 1<sup>st</sup> March 7pm. The topic covered was – Readiness for NAPLAN (15-27/3). It was attended by 18 parents. NAPLAN started this week.
  - o Welcome morning tea for classroom parent reps to be held once a term. The first one will be on the 20/3 in the library.
  - o KISS and DRIVE improving.

- ED connect mentoring/learning support commenced.
- Pillar 3 – Fostering an Inclusive and Learning Environment
  - Nathan Hoyle – chaplain – Mon-Wed
  - Student leadership and voice – student leaders have begun their roles and duties
  - PBS
- Pillar 4 – Strong Governance & Leadership
  - Workforce – new Japanese teacher for the remainder of the term (Michelle Fraser)
  - P&C fundraising – let the office know details on how to handle queries.
  - Kiri Hussey working in the office on Mondays as the school officer.
  - Leadership team 2023
    - Sue Mikkelsen-Taylor: Principal
    - Tarryn Fraser: Manager corporate services
    - Denelle Ellery: Deputy Principal, teaching and learning
    - Fiona Schaper: Deputy Principal, inclusive learning

### **5.3 Treasurer - Melissa Fletcher**

#### **Cash at Bank**

- Cash position at 10<sup>th</sup> of March - \$43k.
- A number of payments made in first week of March, including the Lapathon payment for last year of \$22k.
- Voluntary contributions have been received from Campion (\$6,250 – about the same as last year). The remainder (hopefully!) will come via the school. Last year's total voluntary contributions were \$13,878.

#### **Post Audit Reporting**

- Confirming both WACSSO and ACNC have both been updated with last year's reports and this year's responsible people.

#### **Building Fund**

- The ATO requires the BF to be included in the P&C's Constitution (*please see information request attached*) however this isn't possible as all WA public school P&C's must maintain a particular constitution set by WACSSO in 2019. The ATO has permitted that we may instead update our By-Laws to include the Building Fund and WACSSO has also agreed to this solution. **Please find attached the by-laws to be approved.**
- Once approved they will be provided to the ATO along with the minutes of tonight's meeting (assuming approval) and the list of responsible people and quorum details as requested.
- Final step will be the setup of the bank account.

#### **Banking**

- Have been waiting for the BF to be finalised before getting Justine and Cindy added to the bank account as then we can get all setup in one go rather than 2 (long!) visits. Thanks for your patience!

**By Laws: Accepted and seconded by Justine, Cindy and Michael**

### **ARDROSS PRIMARY SCHOOL PARENTS & CITIZENS ASSOCIATION BY-LAWS**

#### **1.0 PARENTS AND CITIZENS ASSOCIATION**

1.1 For the purpose of these by-laws, Ardross Primary School Parents and Citizens Association Inc. herein shall be called "the Association".

#### **2.0 BUILDING FUND**

2.1 The Association operates the Ardross P&C Building Fund, established and maintained solely for providing money for the acquisition, construction or maintenance of Ardross Primary School buildings.

2.2 The Building Fund will be operated in accordance with the Rules and is complementary to the Constitution.

2.3 Gifts to the fund will be kept separate from any other funds of the Association. A separate bank account and clear accounting procedures will be maintained.

2.4 Tax deductible receipts will be issued in the name of the fund.

2.5 The public will be invited to contribute to the fund.

2.6 The fund will operate on a non-profit basis. Moneys will not be distributed to members of the managing committee or trustees of the fund except as reimbursement for out-of-pocket expenses incurred on behalf of the fund or proper remuneration for administrative services.

2.7 The Association will maintain a Gift Fund:

2.7.1 Which will be used only for the principal purpose of the fund, authority, or institution.

2.7.2 All gifts and deductible contributions of money or property for that purpose are made to it;

2.7.3 Any money received because of such gifts or deductible contributions is credited to it; and

2.7.4 It does not receive any other money or property.

2.8 If the fund, authority, or institution is wound up or if the endorsement (if any) of the organisation as a deductible gift recipient for the operation of the fund, authority or institution is revoked, any surplus assets of the gift fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made.

2.9 The ATO will be notified of any changes to the Gift Fund Rules and Public Fund Rules.

#### **5.4 Class Parent Representative Coordinator – Fiona Hood**

##### **Class Reps**

- All class WhatsApp groups are set up.
- Just waiting on a few more completed class list spreadsheets and then I can compile the volunteer lists and distribute them.
- We've had several messages go out to the class WhatsApp groups so far and consensus is people prefer just getting WhatsApp messages rather than emails. With this in mind, we need to make sure that we send all relevant information to Sue each Monday so she can include it in the all-staff newsletter on a Tuesday each week.
- If you need any messages sent out to classes, please let me know so I can coordinate it so we are not bombarding parents.
- Sue has invited the class reps to a morning tea on 20 March in the school library.

##### **Others**

- Currently updating P&C flyer for enrolment packs.
- School newsletter- let me know if you want me to add anything to the P&C contribution. I need to know before the first Tuesday of each month (preferably the weekend before).

#### **5.5 Uniform Shop – Justine Penno and Kelly Hallums**

##### **Introduction to the P&C Uniform Shop**

- The Ardross Primary School Uniform Shop is run by P&C volunteers. We run the shop onsite to keep the prices lower and for the convenience of our families. All profits go directly into the P&C to benefit the school community.

##### **Opening Hours**

From the beginning of March, the Uniform Shop opening hours have reverted to once a fortnight on Thursday mornings from 8:30am to 9:00am.

- Thank you to our regular Thursday morning volunteers, Rachael and Dajana, you have been fabulous, and we hope you will continue to join us when you can. We welcome anyone who can spare a half hour on Thursday morning, it needn't be every opening.

##### **Accepting Orders Anytime**

- For the convenience of our school community, we welcome orders at any time by submitting the Uniform Shop Order form to the Front Office. We ask for orders to go to the Front office for safe keeping, to protect customer's sensitive information (i.e. credit card details). Once transactions are processed and closed, the order forms are shredded.

#### **Stock and Suppliers**

- Supply is still taking longer than promised, and communication is a challenge with Perm-a-Pleat. Our polo shirt stock has arrived and Kelly has filled the back orders. We are still waiting on more Medium Hats.
- Action: We need to arrange co-signing of the Spartan Agreement with the new President (Cindy) and the Spartan Area Rep (Karen Turnbull)

#### **Admin**

- Action: Organise banking access for Justine Penno.

#### **Old Logo and unsellable second-hand items**

- A reminder that we will collect old logo second hand items for recycling. Please don't send them to landfill in your red bins! In talks with a lady who collects the old uniforms, and it gets donated to kids in countries in need, giving these uniforms a second chance.

#### **P&C Uniform Shop Discount Vouchers**

- Thank you for joining the P&C for 2023! To show our appreciation, please accept this 20% off voucher, for single use up to the value of \$40. Please place your order using the Uniform Shop Order Form, with the voucher attached.
- Vouchers are valid until 31<sup>st</sup> December 2023, in a single transaction, single use only. The maximum discount applied is \$40. Vouchers are not transferrable and not exchangeable for cash.

### **5.6 Events – Melissa Fletcher**

#### **Easter Events**

- Thank you to Tash and Magdalena for their awesome initiative on the hot cross buns.
- We have 3 fundraising events for Easter – Hot Cross Bun drive, easter raffle, and colouring Comp. Estabelle has designed a poster to group all of these events under "Easter Fundraising".
- HXB's:
  - T&M have sourced a Gluten Free option from Woolworths this year too, packs of 4 for \$5. Woolworths Mt Pleasant will donate up to \$60 towards this.
  - Bakers Delight are increasing their "donation" back to us by \$2 (last year was \$1).
  - Order forms have been circulated with cash payment due back to Teachers by 22<sup>nd</sup> March. We are also offering an Eftpos option this year with payment available on the 17<sup>th</sup> and 21<sup>st</sup> between 8:30 and 9am.
  - Delivery date will be Friday 31<sup>st</sup> of March. Volunteers for distribution needed please.
- Easter Raffle:
  - Prizes have been donated from: Woolworths, Bunnings, Kmart, 2Stroke, Artem, Melville Leisureplex, and Scutti's. Tickets will be \$5 or 3 for \$10.
  - There will be 3 main prizes and 2 runners up with prizes drawn at assembly on 4<sup>th</sup> of April (week 10).
  - Due to permit laws (it's considered gambling!), ticket sales can only be made on the day of the raffle without further permit application which is cumbersome for the value of the return. We can send home a ticket order form.
  - Someone from the PC get up and present it at the assembly which will be hosted by room 5. Cindy has volunteered, with Sue or another Teacher/students from rm5 to draw the tickets.
- Colouring Competition: (This has been actioned to be postponed to a later date as there is a lot going on for easter.
  - Sue has confirmed that Paul is willing to again match donations for this event. It's a gold coin to participate from the students. Artworks will be displayed at the school this year (not Paul's Office as per prior years).

- Awaiting confirmation on whether he is providing the colouring sheets as we would like to distribute ASAP.

### Mothers Day

- Stall will run Friday 12<sup>th</sup> of May, to be staffed by Fathering Project volunteers – Matt Snare will coordinate dads to man the stall.
- Gifts have been ordered with markup proposal per below:

	466	\$2,107.29		\$1,172.71	
Items	Number	Cost		Sale Price	Profit
Simple Studs	40	\$5.70	\$228.00	\$10.00	\$4.30 \$172.00
Premium Studs	30	\$10.93	\$327.75	\$15.00	\$4.08 \$122.25
Small Dangles	30	\$10.93	\$327.75	\$15.00	\$4.08 \$122.25
Tea gift bags	50	\$1.00	\$50.00	\$2.00	\$1.00 \$50.00
Seedlings	100	\$0.00	\$0.00	\$2.00	\$2.00 \$200.00
Trophies	50	\$7.21	\$360.69	\$10.00	\$2.79 \$139.31
Socks	40	\$6.85	\$274.00	\$10.00	\$3.15 \$126.00
Love mugs	30	\$4.25	\$127.50	\$5.00	\$0.75 \$22.50
Snow Globes	36	\$3.85	\$138.60	\$5.00	\$1.15 \$41.40
Lunch totes	30	\$6.25	\$187.50	\$10.00	\$3.75 \$112.50
Magnetic photo frame	30	\$2.85	\$85.50	\$5.00	\$2.15 \$64.50

- Proposed wrapping table off to the side, we need to confirm with Sue if ok. Note, setup ready to go: paper cut, with 3 or more spots to make it quick and easy, parent to supervise. Cindy has volunteered to man this station - maybe only yr 1 and up. Wrapping paper, tape and scissors to be sourced. Potentially able to do wrapping at recess and lunchtime too. With the voucher donated from officeworks, Mel has organised business sized cards to be handed out to every student, as a thank you for supporting the P&C at the mother's day stall. This is also ensuring all students goes home with something.

### Quiz Night

- Firstly – thanks to Mags, she's been amazing getting all this sorted.
- Event has been booked and paid for Friday 4th August 2023 at Melville Bowling Club from 7pm - 12pm (quiz and games will be from 8pm - 11pm). We have also booked and paid for the quizmasters (Bamboozled).
- BYO food for the table (no kitchen available) and a Paying bar.
- \$30 a ticket - table of 10 - \$300. Tickets will be sold by the table. Mags is setting up a HumanTix account – our last ticketing account was linked to a personal email so this one will be under the name of the P&C; costing is the same as previously used. Payment will only be received by us after the event.
- Teams to think of a team name and dress accordingly (if they wish). There will be a prize for the best dressed tables.
- Fiona Schaper has also requested for a phot booth to be set up as this was proven to be loved by teachers and parents.
- Mags and Ali have begun approaching potential Donators and it's looking pretty good! I've also approached Mrs Warren and Ms Brown about student artworks and sporting "memorabilia".

### Fathers Day

- Need to organise an event lead please.
- Proposed date 1<sup>st</sup> of September, items would need to be organised at least a month in advance.
- Suggest involving the kitchen garden again.

### Arts Extravaganza

- Ms Hannah Brown is coordinating this year.

- I've reached out to her requesting confirmation of a date as soon as she knows so we can decide what to contribute to the event. Will update once I've got confirmation and we can discuss what we'd like to arrange.

#### **Dress-Up Day**

- Nothing yet confirmed. Open to suggestions and volunteers please.

#### **5.7 Fathering Project Coordinator - Matt Snare**

The Ardross primary Fathering project school camp out is on next Friday, 24/3. 38 families have registered. A coffee van has been organised to come on the Saturday morning. Matt requested for some traffic cones; they can be found in the office. Matt is further confirmed all other logistics with Sue prior to the camp day.

#### **5.8 School Board Representative - Kelly Hallums**

- Nothing to report at this meeting.

#### **5.9 Grants Applications – Lotta Powell, Ashish Mishra**

- Will have a more detailed update at the next meeting.
- Robin hood project – Cindy Webster is writing up an application and will be submitting by due date.

Grants to consider:

- Smart giving grant
- Creativity for school grant
- Lottery west
- Connecting school grants

#### **6. General business/ other items for discussion**

- Students wish list: Having a list of items the school students on what they would like P&C to purchase. Current suggestion is to students wishes to have more iPad charging cables as some iPads were not charged up enough for the class activity, hence not be able to complete tasks. Mr Hill might have some suggestions and a call out for parents to donate excess cables from home have been suggested too.
- A payment APP: An app that incorporates all payment to the P&C, such as fundraising items (HXB, raffle tickets, gold coin donation etc), uniform shop, lunch order. This was we don't have to deal with cash and also all payment details will be safe and secure.
- Uniform shop internet reception: Shop location is in a dark spot, making payment tricky and accessing MYOB etc difficult. Michael Rogerson suggested getting a booster. More information will be obtained before heading down that path.
- Fundraising bricks have finally arrived. Placement of it will need to be finalised. Quotes will be needed to lay the bricks as well. Funding for this project?
- As the newsletter to teachers and staff gets distributed every Tuesday, it is important that any items that need to be included needs to be sent to Sue or admin on time.

**7. Next meeting**

The next P&C will be held on the 2<sup>nd</sup> May, in the school library.

**8. Meeting close**

Meeting was concluded at 8.53pm.