

Minutes from the PnC Meeting held on the 4th of August 2021

Attended by : Helen Fiebig ,Aimee Jorgenson, Jessie Ngata, Kelly Leonard, Marissa Rudeforth, Daniel Bartels, Kristy Davies, Gemma Jones, Clare Pring, Nerilee Russell, Adam Panizza, Carol Michie, Nerissa Lockley, Michelle Green, Julia Boardman and Carla Drake-Brockman

Apologies sent from Sarah Cusack and Claire Pusch

Minutes from the Meeting

1. Nerissa asks that someone from the committee accepts the minutes from the last PnC meeting as true and accurate. Motioned by Nerissa and seconded by Adam.
2. ***The President's Report*** from the past meeting has been motioned but as 4/8/2021 had not yet been passed. The recommendations that were set in that report were raised as being slightly ambitious with all the current changes that have occurred. More time and consideration needs to be taken before it is passed.

The current PnC cohort agreed that the report and the budget should be discussed in more detail at the PnC meeting held at the beginning of term 4. Concerns were noted by some of the members that we need to be careful in what is locked in by the committee because it is subject to change if a new leadership group is brought in and they might not agree with the previous PnC priority areas. Concerns were also raised that there also needs to be some sort of continuity with the PnC so we can forward plan and assist with projects that require a larger time frame to finish.

Carla said some things could be locked in as a permanent fixture on the PnC budget such as uniforms, canteen and upgraded equipment but other areas would require more discussion. Everyone who agreed that this will be reviewed in the first term 4 meeting before it is passed. Motioned by Nerissa, Seconded by Carla.

3. ***PnC to help fund classroom teacher budgets?*** Helen informed the group that the school already gives each class a budget for consumables, stickers etc and felt this responsibility did not lie with the PnC. The teachers can also use the curriculum budgets for buying necessary literacy and numeracy resources.

Adam said the PnC would be happy to hear from teachers if they potentially did need additional funding for a project that they are doing and could approach the PnC for financial help. This was more the notion he felt that was being discussed in prior meetings as opposed to given a set amount to each class teacher.

Helen said it would be beneficial to the school community if the PnC could help with the cost of Edu-dance. Michelle asked does everyone participate and if they don't is it potentially because of finances. Helen said if that is the case the school has funds to assist such families. It is an expensive exercise (\$10 000) but one that is valued by the community.

Everyone agreed it is something the PnC would like to support but will be discussed in more depth at the term 4 initial meeting where we would like to focus our finances moving into 2022. Motioned by Nerissa and seconded by Carla

4. ***Parent Survey*** - Sarah and Nerissa asked the group if they feel sending out a survey would be of any benefit. It was expressed that people are always welcome to attend the PnC

meetings but there does seem to be a lack of knowledge about what the PnC actually does and almost fear amongst the parents to what they will have to commit to if they did join.

Marissa felt something along these lines would be of benefit. Even a basic run down sheet on how a PnC meeting is run so you don't feel silly when attending and are aware of the necessary protocols and why they are in place. It was agreed that people need to recognise the value of them coming to these meetings. Carla mentioned that a fact sheet could be helpful in making people aware of what the PnC does and provide some examples for the school community and that you can just volunteer as a once off.

Helen said the open night, sports carnivals and the like provide a great platform to do some face to face interactions opposed to just being this faceless entity sending out emails.

Aimee mentioned having some PnC shirts made as a way for people to easily recognise who to talk to for more information as to how they can become involved. Julia mentioned aprons with the PnC embroidered on them.

Marissa said East Hamersley PnC hold morning teas for the parent group after their assemblies in term 1 to introduce themselves to the school community and as a way to encourage people to join.

Jessie said it would be great to have a page where a new parent could access PnC details easily. The current PnC information was quite tricky to find and did not provide any email addresses. It would be great if this page included relevant email addresses and a photo as well.

It was decided that a survey was not necessarily the way forward but maybe some form of identification for members and as a way for the community to see and understand what the PnC are and do.

Actions required : Kelly was nominated to look into apparel or something to help identify the PnC members amongst its peer group and report back to the group at the next meeting. Nerissa said she will organise a photo session and will give the administration staff these photos and email contacts to put up on the official school page for Glendale. Motion passed by Nerissa and seconded by Kelly

5. ***Taya has requested that Adam provide the annual profit and loss financial reports*** for the last three years. Adam said he can do the whole thing for term 4 in regards to point 1 when the 2022 budget is discussed in detail. Motion passed Nerissa and seconded by Nerilee
6. ***Nerissa would like to introduce a time frame for the meetings*** so they are shorter and to attract more people. The aim is to finish the meetings by 2030 and we will have a time keeper to make sure everyone stays within this time limit. Everyone agreed this is a great idea. Motioned by Nerissa and seconded by Michelle.
7. ***The Secretary role is open.*** It can be split into two parts if required. The minute taking for the meetings and the second role to update new members to the WACSO site. It is a necessary requirement that all PnC meetings take minutes. If no one comes forward we will need to outsource this at a cost of \$10 to approximately \$70 per meeting to ensure we comply with the set guidelines. Marissa will do it for this meeting.

Action: Helen will include that this role is open in her next newsletter.

8. **Email Addresses** – Nerissa said moving forward that everyone is required to use their official email contact address for issues pertaining to PnC and personal emails are no longer used to communicate PnC matters. This needs to happen so anyone taking on the role in the future has archived history of what has been done and discussed. It also needs to happen so that time is not wasted chasing information that should be in an easily accessible format and there is transparency, integrity and continuity between past, present and future PnC members. It also creates unnecessary double handling and wastes time. Julia said this was discussed approximately 3 meetings ago and a list was written with passwords and relevant information.

Actions required: Nerissa will go back over the meeting minutes to find this information and will set up the necessary people with an official school email and from this point on people must use their official school emails for issues relating to PnC. Nerissa will make forward these on to put up on the school website.

Motioned by Nerissa, seconded by Julia

9. **The agenda for the meeting needs to be confirmed 7 days prior to the meeting.** This is an official requirement and needs to happen moving forward. After that it is cut off and shall be sent to all PnC members. There was some confusion as to who should be given the agenda items after it has been locked but was decided that all members so they informed and not blindsided when they attend the meeting. The agenda will be emailed ideally 7 days before the meeting to everyone not just the executive committee. Marissa said it would be great if the agenda items could be posted on the PnC page so the whole community could see what is happening and attract more people. Everyone agreed this a good idea but Michelle said this is all well and good but it just another job when we still haven't even filled the secretary role so who accepts responsibility for doing this. It was agreed that this will be explored again in the future but while there are still vacant roles at the moment keep it simple until someone is willing to accept responsibility for following this through. Motioned by Nerissa and seconded by Kristy

10. **Banking forms** are in progress in the change over.

11. Aimee reported that it was official PnC day the other day.

12. **Principal's Report**

Toilet Blocks - they are all getting replaced. The local MP has committed \$160 000 towards this and the Education Department will cover the rest. It is expected to cost \$300 000. It will either be finished by the end of the year or over the Christmas break.

Staff changes - Michelle from the front office is leaving and is commencing full time work and been successful in a promotion. Kerry is going to take over her role so it has been a seamless and easy transition. The Year 1 teacher is on maternity leave. Ms Jarvis is an experienced ECE teacher and is filling her role. Mr Marsden has been unwell and is in the process of returning slowly. His roles have been compartmentalised. We now have a new and very experienced PE teacher who is currently organising the athletics carnival. Ms Mitsal and Ms Spence are sharing the engineering role and Julia Timmis is covering the PP class that Mr Marsden took. Everyone wishes him well in his recovery

Voice Awards (Is the correct title – couldn't quite hear on the audio?)- art work is being done in each class and 5 pieces will be chosen to showcase and present to the PnC later in the year. Aimee brought up that the money for this hadn't yet approved so was querying that it wasn't being used until such time. Helen confirmed that it hasn't but is looking to present the value of this project to the PnC in future meetings.

50th Anniversary – There will be a time capsule, memorabilia such as the original principal's journal. The WAGSMS choir, band and dancers will be performing at the assembly. Invitations to former students, principals, staff and interested community members haven't been sent out yet. Carol said she is friends with one of the former principals sons so could let him know. Helen said if anyone has or knows of people please let her know. The group discussed where they would like to keep the time capsule but no decisions were made.

Name bricks – This needs to be run by the PnC based because it is a fundraising event so it falls under your banner. The bricks can have either a hand drawn design or computer generated name. The committee decided to purchase the name bricks from Malaga (supporting local business) as it was the same price as the company who offers this product over East. The bricks will be interspersed with plain bricks underneath the logs of the yarning circle and in front of the new classroom. The space is open so there are no set numbers regarding the bricks. Whatever is ordered will be made to be accommodated in that area. Helen said she wasn't keen on doing a wall just for the sake of it. Brickies, a landscaper, associated materials will cost extra and it was suggested that maybe the profits made from the name bricks be put towards this. The brickies are allowed to be sourced from our local community. Nerissa and a couple of other people mentioned they may have some contacts. It was also raised that this information should be giving to the schooling community sooner rather than later so we could have it done for the 50th Anniversary Open Day (12th of November) as well as the chance to source the required tradesmen within the schooling community.

Actions required – Name bricks promotional material to be sent out asap so families can start ordering. Nerissa to sound out her brickie contacts. Carla (Fundraising Coordinator) will oversee this project and liaise with Helen with what and where we are at with the bricks.

50th Anniversary Picnic and Fete – The school will hold a picnic on Friday. The students are going to design and create fete stalls (STEM based whole school activity) and these will be set up the night before on the grass between the canteen and ECE block. Having stalls from the community could be an additional option but the general consensus was this wasn't something that they wanted to do because of the public liability issue. Classes can sell books or create simple class based fundraising ideas if they would like to do on this day. Helen said she welcomes any further suggestions from the PnC but this is the planned framework for the day.

Canteen Sink - It has been fixed but is only running cold water and it needs to have hot to meet industry standards. Helen will follow this up.

Gifts to the School from the Graduating Class – Helen suggested a fruit tree. Julia said that maybe the centrepiece that will be used to celebrate the schools 50th Anniversary could be another idea. Helen said the year 6s from a couple of year ago donated brand new soccer shirts but they have never been seen. Does anyone know where they could be?

Loose Parts STEM Project – Kristy Press is overseeing this STEM and alternative play option project for the all year levels. The PnC approved funding for the concrete and all other associated expenses with building a path from the blue shed near the basketball courts to the Loose Parts play area. It was quoted as costing approximately \$3500. An additional \$900 was also approved by the

committee for trolleys and required storage systems for the Loose Parts Play. The pathway will also be of benefit to the canteen and fundraising team when they have use BBQs and other items stored in the same shed. Motioned by Adam and seconded by Nerilee.

Volunteer Morning Tea – Sarah has sent through a list to Carla on who needs to be sent an invite. Carla has been given small gifts of appreciation to the parents who go above and beyond each term to help our the school with their time.

13. Carla gave Sarah's report as she was unable to attend. **The uniform shop** will close from 9pm tonight until 9pm Sunday to do a stocktake. We will need new stock for the Kindy Day coming up in November. More dresses, skorts and jackets are required for next year. The uniform shop has decided to go with the printed logo opposed to the embroidered one as it is the cheaper option for parents, unless anyone objects. Motioned by Carla and seconded by Nerilee.
14. **Adam Treasurer Report** – we are currently flush with cash. \$42 000 spread over 5 accounts. The Commonwealth accounts are going to be shut down so we can just use Bank West. All members have been provided with a copy of the bank statements. Motioned by Carol, seconded by Carla
15. Aimee and Taya raised \$15 from the Covid Clinic juice boxes. This project has now ceased as a contractor is now used to collect these. Motioned by Nerissa and seconded by Carla.
16. **Canteen Report** – the new employee Natalie started today and did a brilliant job with no help and is a school mum. Thanks to Bonnie for help when she was there. A new toaster needs to be ordered because it throwing the power out. Nerilee was approved to do so. Nerissa has helped the canteen meet the necessary legislative requirements with their jobs such as time sheets. Nerilee thanked Nerissa for her hard work and support with this. These requirements only pertain to the paid staff in the canteen. Burgers and the usual menu will be on offer at the Sports Carnival. Nerilee is comfortable with this and would like to continue the traditional menu that is always on offer. A volunteer list needs to be drawn up soon as the carnival is fast approaching.

Action required: Volunteer list to help Nerilee on Sports Day to be publicised on social media. Carla will follow this up?

17. **Connect** – Kristy requested that we don't have to log in for every single notice that is sent from the school. It fine for reports because they are twice a year but is painful when you have multiple notices each week. Everyone firmly agreed with this suggestion. The Connect number is hard to remember off hand not particular popular with the parents. Helen said she agrees, one click and you are there, and will follow this up. Motioned by Kristy, seconded by Carla.
18. **School Board Report** - Clare went through who is on the board. Currently the parents are Ruth Langmead, Justin and Melissa Grey and Clare. The teachers are Jude Macintyre and Matthew Sharp as well as Helen. Ruth and Clare have been on the board for four years and

there will be vacancies coming up for parents if they are interested. It focuses on the operating systems of the school. Motioned by Helen and seconded by Aimee.

19. **Fundraising Report** - Scitech was a success. Craft bags have been postponed to term 3 holidays because of lock down that occurred at the end of term 2. Subway will be on offer to the parents at the Edu-Dance Concert. Carla asked that she be approved \$100 for the Craft Bags and \$100 for the Fathers' Day Stall. The Local MP has also contributed to the Craft Bag fundraiser. Approximately \$6500 has been raised and everyone congratulated Carla and her team on their hard work and dedication. The money request made by Carla was approved. Motioned Adam and seconded by Nerissa

20. **Graduation Committee** – The venue still hasn't been decided on and there has also been thoughts on having a picnic at a park. The graduation books are ready to go. Money is still outstanding from a couple of families. Julia would like some form of farewell from the school for the year 6 children on their last day opposed to nothing which occurred last year. It is proposed that the children form an arch and the year 6 children get to run through this. In addition to this that an assembly at the end of the day is held to celebrate finishing the school year and to congratulate the year 6 children on finishing primary school. It is the 50th Anniversary so an ideal time to start a new tradition of ringing a hand held bell opposed to the one in the office with the intention of carrying this forward to future years. Parents were quite cross about last year and want to ensure that this doesn't happen again. All of these ideas were met with enthusiasm and approved but the final details of this will be confirmed closer to time.

21. **Aboriginal Cultural Advisory Report** – Today is the official birth date of all the Stolen Generation babies who never knew their real birth date. The foot bridge at The Perth Childrens' Hospital was opened today to signify the importance of this date. Carol asked that we all try incorporate the Nyoongar language into our daily lives to keep it alive. She apologised for not being able to attend the Naidoc week activities at the school because she had just come back from Cairns and did not want to expose the children to anything. She didn't contract anything but felt it was better to be safe than sorry. Riverside Drive has just been renamed(I couldn't make it out on the audio and I couldn't find the name when I looked it up?)

Naidoc events are still happening. There is a big Naidoc event happening on the 26th of September in the city and Carol encouraged everyone to attend and share this information. Helen mentioned the year 5 and 6s are doing the blanket activity tomorrow.

Marissa mentioned that Kayah Wills who has Dylan in year 3 and Kai in year 1 runs a public speaking business with her Mum, who speaks about being a child of the Stolen Generation and what being Aboriginal has been like growing up in Western Australia. She is an excellent human resource that we have available to us from our school community. It is called Ngaala Kwobba which means mother and child. Her contact details for this are – ngaalakwobba@gmail.com.

22. **Book Club** – Michelle De Groot runs this but was not present. A table was presented with figures from Book Club and Book Week. Motioned and seconded

23. ***School Banking*** - \$90 dollars since term two. The lower figures were attributed to the cold and wet weather. Motioned and seconded
24. ***Social Media*** -Julia reported that one person had left and one new person had been accepted.
25. ***General business*** – Nothing to report

Meeting Closed at 2035pm.