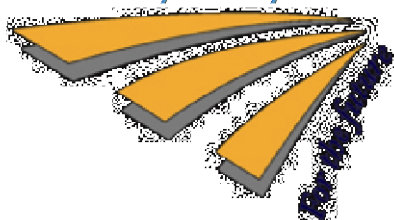


**Parents' and Citizens'
Association Inc.**
of Madeley Primary School



**Madeley Primary School Parents and Citizens' Association
Incorporated**

C/o Madeley Primary School, Martindale Ave, Madeley WA 606

Parents and Citizens' Meeting Minutes – 17th June 2015

Meeting declared open at 7:31 pm in the staff room.

Attendance	Apologies
1. Kelly Ang 2. Natalie Belcastro 3. Stephen Bevan 4. Jenni Cangemi 5. Aimee Ingram 6. Natalie Italiano 7. Gobinda Kafle 8. Rochelle Kelly 9. Tania Leach 10. Isabella McMillan 11. Susanna Melanko 12. Jacqueline Murray 13. Jeremy Nipps 14. Mariesa O'Donnell 15. Shannon O'Farrell 16. Tracey Rutter 17. Paul Wright	1. Sophy Oatey 2. Jason Rawling 3. Steven Young

1. Previous Minutes

The meeting minutes from the meeting on 6th May 2015 were declared correct.

2. Presidents Report

In summary: -.

- Apologies for not being there tonight.
- Quiet term which will change with the school disco on Friday.
- Ongoing issues with parking. We have been asked to see if the P&C will send a letter to local residents around school to provide e-mail addresses and contact numbers for them to contact. Everyone said sounds good. Sophy to draft letter to send to executive and then print and deliver. Mrs McMillan offered to help deliver the letter.

Signed.....



3. Principals Report

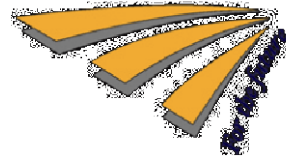
In summary: -

- The Fathering Project – good turn out to the meeting on 20th May, about 20 people came. All signed up to say interested. First event is Sunday 28th June with a soccer afternoon and sausage sizzle. The school is supporting the Fathering Project by creating a budget and a donation of nominal \$500.
<http://thefatheringproject.org/>
- Funding request – number of kids going on camp is double normal so requesting another \$1000. Was further discussed under submissions.
- Traffic and parking – met with Heart Foundation and Wanneroo Shire and we are doing way more than other schools. We have regular reminders, travelsmart, walking school bus, Your Move, P&C involvement and kiss & drive.
- Our School's a star – can vote every 24 hours. Thanks Emma Wright and Brenda Flay for their work in getting our entry completed.
<http://ourschoolsastar.com/>
- Fun Run – in a couple of weeks. Please support. Telstra Shop Kingsway and Grand Cinemas have donated prizes.
- Bendigo Bank – met with them on Monday and they have recommitted to supporting our school with their \$16,000. Please promote their business. They are keen to get more kids to start school banking with them.
- Staffing info – Employed a support teacher, Mrs Caroline Truda. Commencing next week for rest of year. For the first 6 weeks of term 3 I will be on long service leave and Ms Stitfold will be standing in.
- Holiday dates – reminder last day of term 2 is July 3rd and first day back for term 3 is 20th July.

4. Secretary's Report

- Correspondence In – MPS – invoices for Easter on the Green money for teachers, science hotplate and choir shirts. WACSSO – Certificate of Membership, affiliation and insurance renewal and P&C voice. Centrewest – workers compensation renewal. E-mails from the school about parking issues. Fundraising – smart gift ideas, Boost and Unique Elegance.
- WACSSO, annual conference, we discussed and agreed we should send someone but no volunteers
- ASG – National Excellence in teaching awards, request for nominations. We don't usually support this one we support the government run one.
- The West Australian – school's wishlist, chance to win \$20, 000 in cash. It was decided that no one really collects papers anymore so not to participate.
- School Canteen Association, canteen conference. It was agreed that we should Rebecca is she would attend. It is in school holidays though so it was suggested that we could offer to pay her for the day.

Signed.....



5. Treasurers Report –

- Not much to report as no significant funds in.
- Current bank balance \$8204 so \$7204 to spend. Allow \$4000 for repeat expenditures.
- I will be available for the disco early on Friday. I will have signs with prices for the Glow products. I will have float with lots of \$5 notes.

6. Canteen Treasurers Report – refer to attached document

- Current bank balance \$10, 854
- May sales \$8370, down \$900 on last year but now open 3 days compared to 4 days last year.
- Expenses \$6635 down on last year.
- Online sales over 50%
- Received \$184 miscellaneous income from payment of yr 2 drink sales from Easter on the Green.

7. Canteen Coordinators Report

In summary: -

- Initially reported busier on Fridays. Had hoped 4 days would compact into 3 but it is quieter. Wednesday reasonable, Thursday quiet and Fridays are big days.
- It's been successful having all items available every day.
- Maybe put reminders in the newsletter that all funds go back into school to encourage parents to order more often.
- Equipment – had to change slushy machine as other one stopped working. Now only have 2 flavours at a time, used to have all the syrups available and kids could mix them together. New machine arrived Friday but by Wednesday it was all frozen and wouldn't work.
- Volunteer help appreciated, especially on Fridays.
- Online sales going well – it really helps Bec.
- Menu – soup, lasagne, Gluten Free fried rice.
- Changing supplier for cups etc as unreliable.

8. Fundraising report

- Position still vacant

9. Submissions –

- School camp extra funds. This cannot be voted on at this meeting as only submitted tonight but we discussed it. We have been donating \$1000 for at least 4 years, might have given \$500 the year before that and nothing the first year but the number of kids is increasing. It was decided that moving forward it should be a per head figure not a lump sum which doesn't take into account student numbers. We suggested \$25 per head and asked Stephen to get the submission changed and resubmitted to reflect this. To be voted on next meeting.

Signed.....



10. General Business –

- Mrs McMillan (community member) came to discuss parking. Thank you for having me. I have sent e-mails to the school. Early morning by 8:15 cars are parked on the grass wedged between trees near the tennis courts and parked there for the day. We assume they are teachers cars. They have to reverse out and can't drive forwards which is dangerous for kids and sets a bad example. Mrs McMillan has been on the phone to the shire and the school has been added back onto the dangerous parking list so rangers will come and issue fines. Stephen Bevan explained that there aren't enough parking bays for teachers and grad students so they have permission to park on the grass but it is explained in the newsletter that this is the case and that parents are not to park on the grass. Mrs McMillan asked why they can't use all the free parking bays available and it was explained that they are for parents and if teachers take the spaces then parent parking issues will get even worse. It was reminded that rangers will be fining illegal parking which is parking on footpaths, crossing footpaths and facing the wrong way. Stephen Bevan said that he has spoken at assemblies to kids and asked them to point out when their parents are parking somewhere that they shouldn't. A parent suggestion was to paint bright yellow stripes and stencil "no parking" on the curb behind the parallel parking of the early childhood carpark. It has been noted that several trees beside the overflow carpark have been knocked over again. A letter is to be written to Bunnings asking for donations of paint, new trees and high viz vests for P&C to stencil to wear at events to be more visible.
- Disco – we have asked the DJ not to use a smoke machine. DJ Tahni has been reconfirmed. DJ to announce some housekeeping at start of each session – parents to stand back and give kids room, don't leave valuables unattended, which toilets to be used for parents and kids. Using music room for senior disco for photo booth as need lit area \$2 photos with half proceeds going back to school. Linda has organised pizza, Rochelle has organised other food, Mariesa has organised DJ, Jenni has done the roster, Jason has done the glow stand. 4 people on the door, 2 on the glow stand (in 2 shifts) and 5 in the kitchen to be rotated. Jen will be there from 5 so please come down to help set up. There will be a drop off sheet. Access will be the after school care gate and the oval gates only.
- Kelly Ang – the fun run. WARP Traffic management have made us a traffic plan for a 2km or 4km course. They charge a fee for a 2 person crew and the fee starts from when they leave the warehouse to when the event finishes. Need to be there half hour before event starts. We would need volunteers in high viz on footpaths. \$1332 fee. Council needs paperwork returned by end of month to go ahead for September event. Kelly to approach other P&C's in cluster for support and to talk at their P&C meetings as a joint community event. \$10 entry fee. Coffee van,

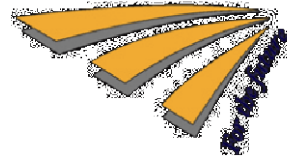
Signed.....



bouncy castle (fee applies) and sausage sizzle (fee applies) and other stalls at the end. Proposed event date Sunday 25th October. Planned to be a yearly event and take turns in cluster to host and the host school keeps the proceeds. Kelly is talking to IGA to sponsor and we suggested she approach the new Masters for sponsorship also. It was asked that Kelly work out actual costs as she mentioned every participant getting a bottle of water and medallion at the end. Kelly report back at next meeting.

- Fathering Project Update – pretty good turn out. Hearing little chats about it at kids sport. Soccer day is the 1st event but they don't know how many people are coming as there is a facebook page but people have liked the post about the event but they don't know if that means they're coming or just like the post. Makes it hard to cater. Tomorrow morning Stuart Rutter and Stephen Bevan are attending a meeting with the Fathering Project people.
- Entertainment Book Update – Tracey Rutter. Really successful. In 2013 we sold 62 books making \$800. In 2014 we sold 91 books making \$1200. This year we have sold 144 books making \$1900. We sold 103 books and 41 digital memberships. Of all the books sent home 14 are unaccounted for. If you have a book still at home please either return the money for it or return the book. Thank you.
- Cookbook update – Natalie Belcastro. Out of 198 books sent home 20 are still outstanding. If you have a cookbook at home then please either return \$10 payment for it or return the book. Thank you. Since last meeting we have sold 127 books. A stocktake is being done next week.
- Masters Sausage Sizzle – save the date! Saturday 19th September we are running the sausage sizzle at the new local Masters in Darch. We requested a Saturday as they don't open until 11am on a Sunday. Saturday sport should be finished by then. 2 hour shifts. They provide gas and BBQ's. We need to provide utensils, food, sauces and drinks. It will be 8-4.
- Nepalese Appeal – Gobinda Kafle. Gobinda is a parent at the school and was born in Nepal. He requests help for the Nepalese after the earthquake as the wet season will start soon and many have no shelter and landslides are a risk. They request no clothes. They are hoping for primarily cash donations but would also like sleeping bags, tents and blankets. New or used. They have already collected over \$2500 from family and friends. The concern is that if we donate via the government the funds don't always go where they are meant to. As the P&C we can support and promote it but we can't collect for it. Stephen Bevan said he would organize a box for donated goods and tin for cash donations to be left in the office.
- Molloy Cup e-mail. An e-mail was sent out by Tina to promote the Molloy Cup and it said at the top that it was a P&C event but it isn't.

Signed.....



- Kenny Yu requested to join our P&C facebook page. It was asked if the facebook page is for parents only but as we discussed P&C stands for parents and community so we will accept genuine requests from the community but if they don't follow the guidelines of the page they will be removed.
- A yr 4 Mum came back to school with her child's laptop that had been left at home and when she got to the classroom it was empty and unlocked. The question was asked if a laptop went missing in those circumstances would the school's insurance cover it. Mr Bevan advised that he was sure the schools insurance would cover it. Mr Bevan also said that constant reminders go out to teachers about locking empty classrooms.

11. Next Meeting –

- The next meeting will be held on Wednesday 5th August 2015 at 7:30pm in the staff room.

Meeting closed at 9:29 pm.

Thanks to all for attendance.

Signed.....