

Minutes of Meeting
Secret Harbour Primary School P&C
Meeting: 5 December 2017

1. WELCOME AND MEETING OPENED – 7.05pm

2. PRESENT

Carolyn Watt, Ingrid van der Wel, Karen Glassbarow, Amanda Porter, Emma Pearman, Samantha Prentice, Laura Andrew and Lisa Fletcher

3. APOLOGIES

Sally Lendon, Penny Norman, Emma Holley and Kristy Beard

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Amanda Porter and Samantha Prentice

5. CORRESPONDENCE IN –

- Resignation of Kristy Nicholas. **Kristy Nicholas has resigned as Vice President of P&C and from P&C generally. Thanks giving to Kristy for all her work on P&C.**
- WACSSO Newsletter (email and hardcopy)
- City of Rockingham Registration of Food Business – canteen
- Email from Globe Insurance regarding offer to settle claim. **Suggested looking at new insurer**
- WACSSO Enews

6. CORRESPONDENCE OUT –

- Ongoing email to Telstra to representative change of details
- Letter from WA Police regarding crossing results for La Spezia and Maratea Parade
- Audit to WACSSO
- Letter to Telstra re change of details

7. BUSINESS ARISING FROM PREVIOUS MEETING –

- Code of Conduct – P&C members to sign document.
- Safety House Coordinator – Mike from WA Safety House to attend to explain co-ordinator role and Heidi O’Callaghan and Kim Blacklock to discuss.
- Canteen manager position. **Position has been filled – Sue _____ will be taking over. Sue attended the Family Breakfast to see how this is run and there will be a 1 week handover with Amanda Porter next year**
- Removing Leigh Sonnekus from banking. **Documents currently with Leigh for signing**
- Sale of hair accessories - details to the Board for their review. **Now being sold in Uniform Shop**
- Finalised audit report has been received. **Sent to WACCSO and they have confirmed receipt**

8. PRESIDENTS REPORT – Emma Pearman

- Position of Vice President now open – asked for nominations. Samantha Prentice agreed to take on role
- Thanks given to Amanda Porter for all her work over the years
- Amanda Porter asked that it be noted that Margee Pryer should be nominated for canteen volunteer of the year for all her assistance.
- Thanks given to Carolyn Watt and Karen Glassbarow for the great work they have done in the uniform shop – has been a huge job and to Carolyn for banking and fundraising.
- Thanks given to Samantha Prentice for coming back to P&C and to Ingrid van der Wel for the treasurer work.

9. PRINCIPAL’S REPORT – Lisa Fletcher

- **See report attached**
- Discussed funding ideas as per report:
Student Leadership Resources – 3 books – student leader, peer mediator and general senior leadership.

Virtual reality program – software and 8 goggles – 150 different programs – teachers can direct learning, good for teaching history etc.

Agreed both good ideas. Will discuss next year purchasing these

- Discussed long term projects – Air conditioning to wet areas or update assembly area including flooring, fans and roller doors. Looking into whether we can use Reece Plumbing for air conditioning projects.

- Voted to set the following long term projects for 2018:

Air conditioning for 4 wet areas (estimated at \$50,000.00)

Upgrade to assembly area including looking into flooring and fans and roller doors (estimates have varied)

Agreed on the above long term goals.

10. TREASURER'S REPORT – Ingrid van der Wel

- Figures are looking good - \$33,000.00 in bank. Approximately \$16,000.00 raised in Term 4.
- Few invoices outstanding to be paid.
- Waiting on refund from Acme Fireworks for powder that was not useable. Sam Prentice will remove powder.
- Heidi O'Callaghan submission can now be approved.
- \$30 gift voucher for shopping centre to be purchased for graduation award – Sam Prentice will purchase. Discussed increasing value of award.
- Have sold 8 more staff shirts

11. UNIFORM REPORT – Karen Glassbarow

- Amanda Porter noted there is an evacuation plan in the Uniform Shop, should be read by all volunteers using room.
- Ordering has been done and getting through stocktake.
- Uniform Shop will be open on Thursday 25 January 2018 from 8.00am to 9.30am for online orders to be collected. Will be open Tuesday 30 January 2018 from 8 – 12 the day before school commences – school lists will be posted that afternoon.
- Karen happy to continue with uniform shop next year together with Carolyn.

12. CANTEEN REPORT - Amanda Porter

- Canteen is now closed for the last 2 weeks of the year.
- Family Breakfast went really well – Sue _____ attended and saw how the day runs and Sue and Margee Pryer did a great job. Made \$850.00 profit. Security attended and invoice to be provided to Ingrid.
- Handover with Sue _____ will take place next year

13. FUNDRAISING REPORT

- Sam Prentice said if anyone has any ideas for fundraising next year to let her know. Will get together with fundraising committee next year to work on ideas

14. ROADWISE REPORT

- Not Discussed

15. SAFETY HOUSE REPORT

- Not Discussed

16. GRANTS COMMITTEE

- Not Discussed

17. BANKING – Carolyn Watt

- 120 students enrolled.
- 35 students banking weekly.
- Information given to kindy students for next year.
- Carolyn happy to continue doing the banking next year

18. BOARD REPRESENTATIVE

- Not Discussed

19. NEXT MEETING - 13 February 2018 at 7.00pm

20. MEETING CLOSED – 8.20pm

**Secret Harbour Primary
Principal's Report
To
P&C Association Tuesday 5th December 2017**

Thankyou, Thankyou, Thankyou

I hope that Emma and Sam know how much I appreciate them coming back to the P&C and all the work they have done this term to get the P&C out of the red and able to meet their commitments and support the school.

I would like to thank the P&C members who have served on the P&C for the duration of the year, through the unsettled and bumpy times and continued to support the executive committee as there were changes to the key roles of president and vice president. Without your continued involvement there would be no P&C which would mean no avenue for Sam and Emma to drive and fundraise. Thank you so much for your commitment, persistence and belief in the P&C and what you can do as a parent group.

Staffing

In addition to the permanent teachers appointed for next year that I informed the P&C of at previous meetings, there is one other new appointment to pre-primary – Renee Dawson. Renee is an experienced teacher who is coming to us from a language development school so her expertise is in literacy, speech development and early childhood learning.

The other permanent teachers appointed for next year are: Mrs Donna Sparke, Miss Nicole McCaan, Mrs Barbera Singleton, Mrs Casey Edlington, Miss Emily Oostdam Leenhouders and Miss Maddison Whisler.

School Structure 2018

For the first half of this term we were working with 8 variations of classroom structures. For the last few weeks this was narrowed down to two possible structures and now, based on the information we have the structure I am planning with is:

- 3 Pre-primary classes
- 1 PP/Year 1 class
- 4 Year 1 classes
- 4 Year 2 classes
- 1 Year 2/3 class
- 3 Year 3 classes
- 1 Year 3/4 class
- 3 Year 4 classes
- 1 Year 4/5 class
- 2 Year 5 classes
- 2 Year 5/6 classes
- 2 Year 6 classes

I stress that this is based on the information we have. If, at the start of next year we find 10+ students have left and did not let us know they were leaving the structure would have

to be reduced by a whole classroom – the reduction in funds from having 10 less students would be almost a whole teacher.

At the other end if 10 additional students enrol in the first week a restructure would not be necessary unless the 10 new students were all in year 5 or 6.

IPS Review

As an Independent Public School we are required to have a school review conducted by external assessors at the end of each Business Plan cycle (3 years). Our current (and first) Business Plan was for 2015-2017 with the review originally scheduled for semester two 2017. At the end of 2016 I was advised that our review had been pushed back to 2018, however no dates or schedule had been developed. At the start of this year I was informed that a date would be advised before term 4. When this had not occurred I started to agitate for dates. In hindsight agitating may have backfired on me because the response I got was:

Stage 1: Self-review information

Principal forwards the conclusions drawn from the school's self-assessment to the department of Education by Monday, 22 January 2018.

Stage 2: Review visit at school

Monday, 19 February 2018 and Tuesday, 20 February 2018.

Stage 3: Findings Report

Following the review of the school, the draft findings report is forwarded to the Principal and Board Chair to check its factual accuracy prior to finalisation.

The final report is sent to the Principal, Board Chair and Director General of Education.

_ Information principals should provide to the IPS reviewers

At least four working weeks prior to the IPS review visit the principal provides three copies of the self-review information (pdf format preferred), with each copy on a separate, clearly labelled and navigable* USB, comprising:

- an overview of the school self-review process
- a clear, concise summary of the school self-review conclusions and evidentiary data relating to:
 - _ key contextual factors influencing student learning (eg staff turnover, subject availability, student enrolment and attendance)
 - _ the extent to which the elements of the Business Plan, Teaching and Learning, Student Performance Monitoring, Program Delivery, Resourcing and Support, and School Board sections of the DPA have been met
 - _ the extent to which targets of the business plan have been met
- a copy of the signed DPA; business plan; workforce plan overview; last three annual reports
- board minutes for the past three years
- organisational structure
- *subsequent review only* – how the school and board have responded to recommendations made in the first findings report and the effectiveness of the response
- analysis of cluster effectiveness (where applicable).

Funding Considerations for 2018

Student Leadership Resource - \$799

Virtual Reality Program – software and 8 goggles - \$5000

Long term projects: Air conditioning \$50 000

Assembly area upgrade \$50 000