

Minutes of Meeting
Secret Harbour Primary School P&C
Meeting: 13 February 2018

1. WELCOME AND MEETING OPENED

7.08pm

2. PRESENT

Emma Pearman, Melissa Johnson, Bethan Schaecken, Carolyn Watt, Andrea Reynolds, Penny Norman, Kenneth Parker, Kristy Beard, Karen Glassborow, Ingrid van der Wel, Samantha Prentice, Lisa Fletcher, Laura Andrew

3. APOLOGIES

Emma Holley

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Kristy Beard and Samantha Prentice

5. CORRESPONDENCE IN –

- Letter from Paul Papalia re donation of BMX bike;
Now have 2 bikes to use
- Letter from WA School Canteen Association re meeting – 24 February 2018 in Geraldton;
- Working with children's card regarding Annette Morgan;
- Letter from Main Roads /Police re crossing – retaining grade of Type A (Maratea Parade – near La Spezia Drive); and
- Letter from City of Mandurah re nominations for volunteer awards.

Emma asked that Karen or Carolyn could email Emma names for nominations

6. CORRESPONDENCE OUT –

- Ongoing email and letter resent to Telstra to representative change of details

7. BUSINESS ARISING FROM PREVIOUS MEETING –

- Code of Conduct – P&C members to sign document.

Will be sent out again to members to sign

- 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.

The lady who had previous accepted the position, Sue had to decline the position. Annette Morgan has now accepted the position. Annette is now working 3 days and Emily is doing 2 days. All is going well.

- Removing Leigh Sonnekus from banking.

8. PRESIDENTS REPORT – Emma Pearman

- kitchen garden

This is not happening anymore.

- Lions Club, Terry, re fans

Lions Club have offered some funding. Discussed whether we could use the money for purchasing fans for the undercover area. Emma will discuss this with Terry at the Loins Club

- Set long term goals

Discussed the goals for the P&C.

Current goals: Air-conditioning in wet areas and virtual reality

Voted on goals – agreed to setting goal for air conditioning. Will ask Sam Letch to obtain quotes.

- Communication

Uniform shop did a great job over the holidays. Emma Pearman asked that she be cc’d into emails when discussing matters for the P&C so she is aware of what is going on.

- look at change of time for P&C meeting

Discussed change of time for P&C meeting and member's availability – possibly day time meeting or earlier in the evening.

Samantha Prentice will send around an email to ask for suggestions on time

- Set AGM date

Set for week 9 – 27 March 2018 at 7.00pm

- Social media

Discussed issues on Facebook – there are strict rules for teachers and also P&C Members about what can be said on Facebook – need to be careful.

P&C has their own Facebook page.

Emma will look into the WACSSO Rules regarding social media etc

- Crosswalk funding for CCTV

Emma Pearman has spoken to Paul Papalia regarding crosswalk funding for CCTV on Warnbro Sound crossing which Paul's office was to fund. The Rockingham Council has rejected request and said they had not received any complaints – no speeding and no problems from crossing guards.

We are to obtain statistics from WA Police re speed cameras.

Emma Pearman has asked that if people use crosswalk could they send an email to the Council and police and councillors saying what the issues people have are – Emma will prepare an example that can be used and will put up on Facebook for parents.

- President and Fundraising Positions

Need to find people who want to take over from the President and Fundraising co-ordinator positions so they can learn the positions from Emma and Sam.

Suggested put a notice upon the unfirm shop seeking interested people

9. PRINCIPAL'S REPORT – Lisa Fletcher

See report attached

Parents are needed for a review on 19 February 2018 at 2 to 2.30pm

10. TREASURER'S REPORT – Ingrid van der Wel

See report attached

11. UNIFORM REPORT – Karen Glassbarow

See also Ingrid's report

Thanks given to Carolyn, Ingrid, Sam and Kristy for helping out on Open Day.

Needed volunteers to help out in uniform shop and now have 3 new mums who want to help.

Karen will be doing Wednesdays and Carolyn doing Friday each with a volunteer each day.

Discussed hair accessories – they are doing a promotion where we receive 20% of sales when bought online – will send a form home to families – Sam will discuss this with Karen.

12. CANTEEN REPORT

Annette Morgan now taken on position of manager

All is going good

Winter menu is to be done by week 9

New policy to be signed – Emma and Lisa

13. FUNDRAISING REPORT

- Set fundraising dates

Discussed idea regarding Commonwealth Games type event – possibly for teachers and parents to be involved using the different nationalities – to be discussed further

Discussed fancy dress P and C dress up day for a gold coin donation and canteen will have foods for P and C items to go along with theme – to be held on 13 April 2018

Funky Mexican in Secret Harbour are doing a promotion where if you spend \$30 they will give \$5 to the school once they reach \$1000.

Discussed Subway promotion – can do a fundraiser through them.

- **Easter raffle**

Will have a special assembly on Monday, 26 March 2018 at 2.00pm for this

- **Class representatives**

Form has been prepared and given to parents – it is seeking one or two people from each class that will obtain parents information for their child's class and they will forward any P&C and general school information to the parents – this is done to save Emma and Sam from having to attend all classes.

- **New policy must be signed**

Emma and Lisa to sign regarding the canteen

- **Mother's Day stall**

Order has been done – will give information on this shortly

14. FUNDING REQUESTS / SUBMISSIONS

\$8000.00 available

- **Annette Morgan - Trolley for canteen**

This is a basket on wheels from Kmart – voted and agreed to purchase

Submissions received:

- 1. Year 1 – would like puzzles, blocks, toys etc for 3 classes – would be \$1,000.00 – voted and agreed to purchase**
- 2. Ms Cabone would like shoe pocket holder to be used for children's work – would need 2 at approximately \$20 each – voted and agreed to purchase**
- 3. Individual whiteboards needed for each class – they are \$29 for a set of 30 – would need 2 per year – totalling \$420.00 – voted and agreed to purchase**

15. ROADWISE REPORT

N/A

16. SAFETY HOUSE REPORT

N/A

17. GRANTS COMMITTEE

Penny advised nothing specific available we can apply for

18. BANKING – Carolyn Watt

See report – have a slot at the assembly on 2 March 2018 to discuss

19. BOARD REPRESENTATIVE

Ken Parker is not on Board this year. Have not had a meeting yet this year

20. NEXT MEETING - AGM – 27 March 2018

21. MEETING CLOSED

Secret Harbour Primary Principal's Report To P&C Association Tuesday 13th Feb 2018

Welcome and Thank You

Welcome, welcome to any new parents who have come along. Welcome back to previous P&C members. Thank you Emma and Sam who returned to the P&C upon hearing the difficulties the P&C were having and the President stepping down. A huge thank you to Laura, Ingrid and Carolyn for sticking with the P&C for the duration of the year. It is because of you ladies that the P&C was able to continue and did not fold. Your time and commitment to Secret Harbour Primary School is definitely noticed and greatly appreciated.

School Organisation and Structure

Even though we have enrolled a lot of new students, it has not been necessary to restructure as we did at the start of last year. The total student population, as of today, is 773. This time last year the student number was 740 and 2 years ago it was 715 so the school continues to steadily grow.

On the next page is the school structure with teachers, room numbers and student numbers. As you can see year 4, 5 and 6 classes have high student numbers. Hopefully enrolments during this year will not be years 4, 5 and 6. If numbers blew out at the top end and a restructure was necessary the only room that could house another classroom is the science room. This would be highly disruptive to the science program as well as students and teachers. As such we are not accepting any 'out of boundary' applications for enrolment in years 4 5 or 6.

A recruitment process was run last year for selection of teaching staff. With close to 100 teachers applying (from all over the world), 18 were interviewed and 12 deemed successful and suitable for Secret Harbour PS. With a formal, legal process being run, the 12 successful applicants form a pool and any teaching positions (greater than one day) have to be offered to applicants in the pool. Teachers who have been offered a contract for 2018 or permanently are those who successfully applied, interviewed and made it into the pool. These teachers are; Mrs Singleton, Mrs Edlington, Ms Dawson, Miss Whisler, Mrs Sparke, Miss Massie, Ms McCann, Mrs Richardson and Mrs Gardiner.

A Principal cannot step outside the process and offer a contract to a teacher because they are 'nice' if that teacher has not demonstrated competency and been successful in the process. There are harsh penalties for schools and Principals if this were to occur. Parents can be confident that the teachers appointed have been successful and have been deemed practitioners of high quality.

Year level	No of students	Teacher/s	Room no
K	20	Mrs Singleton	5
K	20	Mrs Crabbe	5
K	20	Mrs Ahearne	6
K	20	Mrs Edlington	6
PP	23	Ms Dawson	1
PP	27	Miss Whisler	3
PP	25	Miss Hunter	4
PP/Yr 1	17	Mrs Raumati	2
1	22	Mrs Sparke	7
1	22	Ms Cub-Bon	8
1	23	Miss Massie	9
1	22	Ms McCann	10
2	23	Ms Couzens	11
2	24	Mrs Smart & Mrs McLennan	12
2	22	Mrs Gardiner	17
2	22	Ms Oostdam Leenhouders	18
2/3	22	Miss Moores	20
3	25	Miss Lewis	13
3	25	Mrs Egan & Miss Fiddes	15
3	26	Mrs Burke & Mrs Porter	16
3/4	24	Mr Back	14
4	29	Mr Jones & Mrs Richardson	19
4	30	Mrs Douthie	24
4	29	Mrs Smith & Mrs DJ	25
4/5	27	Mrs Jones & Mrs Snow	23
5	30	Mrs Kenworthy & Mrs Richardson	21
5	30	Mrs McLernon	22
5/6	32	Mr Lorenzo	29
5/6	31	Mrs Watt	26
6	31	Mr Gourdis	27
6	30	Mrs Smith	30

Start to 2018

Just about every class teacher is saying how lovely their class is and how they are very much looking forward to teaching this year! Teachers do often say this on the first day of the year but they are still commenting in week 3 how happy they are with their class. This is a good sign of a positive year.

Teachers and assistants started work two days before students and they participated in two full days of professional development. The theme of the two days was 'High Performance-

High Care' which is the title of the departments strategic plan. Over the two days staff participated in sessions around this theme including; Growing up Greatness, Smiling Minds, Instructional Intelligences, Developing Positive Relationships and Understanding Others, Challenging and Extending students and using data for inform practice. Feedback from staff has indicated that, even though a lot was squeezed in, there was a good balance of 'high performance' (academic learning) and 'high care' (looking after ourselves and students)

These two school development days at the start of the year are set by the department and cannot be changed. There are three flexible school development days which are determined by the School Board. Last year the School Board set the School Development Days for 2018 – these will remain at the start of terms 2, 3 and 4.

School Review

Independent Public Schools are (or were) required to have a school review as part of the IPS agreement. This year the Department of Education will be developing and rolling out a new three yearly school review process for schools. Secret Harbour PS will be one of the last (if not the last) school's to be part of school review in the old format.

The School Review process started in January and the reviewers will be here at the school next week to verify information that has been provided and get a greater insight into the workings and uniqueness of Secret Harbour Primary School. The agenda for the two days is very full but the reviewers are keen to meet with as many parents as possible.

2-2.30pm next Monday 19th Feb is the time that has been allocated for the reviewers to meet with parents. They will want to hear from parents about the learning environment, meeting student needs, communication between school and parents, teacher/student relationships, school culture and how safe and inclusive the school is. I had already spoken to three parents about meeting with the reviewers for 5-10 minutes but the reviewers have responded that they would prefer a group of parents for the half an hour. So, if anyone is available next Monday at 2pm please let me know.

At the end of the two days the reviewers meet with me and the School Board Chair to report their preliminary observations. A formal report of review findings is written within 3 months and once the school has received the report it is made available to the public on-line.

Lisa Fletcher
Principal
13/2/18

We presently have 121 registered bankers at our school.

We've had lots of interest from new families enquiring about the Dollarmites programme. This week four new families started banking.

Commonwealth Bank have introduced a new contributions and fundraising support structure.

Previously we would receive \$5 per \$100 banked and \$5 for each new activated account.

Effective Term 1, 2018 the following changes have been made – Each school will receive an annual contribution based on the number of students who made at least one school banking deposit in the prior year:

Number of students	Contribution
1-100	\$100
101-200	\$200
201-300	\$300
301-400	\$400
401-500	\$500
501+	\$600

We had 89 students making at least one deposit, therefore we will receive \$100 in April along with our first regular savers contribution.

A regular savers contribution of \$5 is now paid to the school for every 10 school banking deposits made per student. Each student has the opportunity to make a maximum of 39 deposits per year. (** thoughts on one extra banking day **per year** to bring this to 40. This may also appeal to those parents who cannot make Tuesday mornings).

The 'Future Savers' competition for 2018 prize is a trip for up to two adults and three children to Hawaii. To automatically go into the draw for this, students must make 15 or more deposits before end of term 3 which is very achievable.

Would like to secure a small slot at each assembly as we've been given lots of prizes for consistent savers.

Thanks, Carolyn and Penny

TREASURER REPORT

Dated: 13th February 2017
Prepared by: Ingrid van der Wel

Hello all,

Welcome back to a new school year.

The strict declining of submissions last year has led to a healthy end of year bank balance, which we really needed after last year's struggle. Our end balance was \$17.000 with all invoices paid. It made the start of this year less stressful knowing that the big uniform order invoices for the Open Day could be paid with ease.

I will do a bigger report at the AGM with more detail on last year's figures (uniform shop, canteen, donations etc). Most time has been spent on creating the new excel file for this year. Next thing to do will be preparing the 2017 files for the auditor.

Fundraising

Nothing yet to mention about fundraising – awaiting the fundraising plans for this year.

Uniform Shop

We have started the year really well with the Online pick up and Open Day for the uniform shop. We did almost \$6.000,- on the Online day (coincided with booklist pick up and a kindy day) and just over \$9.000,- on the Open Day. So far our sales match the sales from last year for January and February together and we still have 2 weeks to go. It looks like the sales have really picked up again. It also showed in our stock levels, items were moving very quickly and we have placed a few extra orders. Fresh stock is always better than old stock.

Canteen

With years 4/5 and 6 swimming the first 2 weeks the year has started off a bit slowly.

Staff shirts

At the start of this year we had 16 staff shirts left in stock. So hopefully we can get rid of most of them this and next term.

Financial Summary Position as at 12th February 2018		\$
Balance at bank and short term debtors		31,458.55
Canteen Wages Reserve - 1 month		- 3,100.00
Long Term Projects Reserve		10,000.00
Current business creditors - 30 days		- 5,356.70
		33,001.85
Balance at Bank 12th February 2018		
Westpac: Main account 109131 (deposits & payments)		8,946.45
Westpac: Online account 147330 (online canteen & uniform shop)		3,919.20
Westpac: Other deposits 158849		203.18
Bendigo: Eftpos account 2575 (canteen & uniform shop)		17,937.44
Bendigo: Savings account 2617		30.14
Bendigo: Petty cash account 2658 (petty cash withdrawl)		422.14
Awaiting approval		-
	Total at bank	31,458.55
Expected Income		-
		-
Committed Funds		
Canteen Wages Reserve (1 month)		3,100.00
Long Term Reserve		10,000.00
Uniform Shop Reserve to pay supplier invoices		5,000.00
Current month supplier invoices O/S		5,356.70
		23,456.70
Previously Approved Funding:		-
		-
	Total cost of Financial Commitments	23,456.70
	Available funds after Financial Commitments	8,001.85