



**MINUTES - General Meeting  
Monday 21 May 2018**

- 1 Meeting opened - 7.33pm**
- 2 Attendance and apologies -**

**Attendees:** Liz McQueen, Alex Ellis, Alison Gullick, Kim Healey, Matt Healey, Emma Thomson, Michelle Peters, Steve Hovitch, Belinda Rickert, Amber Fernandes, Natalie Diedrichs, Andrew Mack, Lea Parkinson and Leanne Frisina.

**Apologies:** Claire Baker, Maria West, Laura Rosher and Fiona Marston.
- 3 Accept previous meeting minutes (9 April 2018) - Moved Matt Healey, 2<sup>nd</sup> Alex Ellis. All in favour.**
- 4 Business arising from minutes -**
  - 4.1 MYOB permissions - Matt Healey**
    - discussions around which P&C members to be granted MYOB read/write permissions.
    - Lea Parkinson's preference is that only the Treasurer need have write permissions.
    - consensus to proceed on this basis.
  - 4.2 Incidents between students - Andrew Mack**
    - discussed at section 5
  - 4.3 P&C website - Liz McQueen**
    - reported that the website development by parent Ali Sylvestre is progressing well and outlined the inputs still being sought from P&C members.
    - discussions around the best way to seek parent permissions to use children's photos on the website. Consensus that correspondence for events should include a note giving parents the opportunity to opt out by contacting the P&C. Photographers should also try as much as possible to photograph "backs of heads".
- 5 Principal's Report -**
  - Steve Hovitch took questions on the school's Student Engagement Plan as recently circulated by email to the whole school community:
    - o What kind of feedback has been received? Very little but those that did were positive.
    - o How long has it been in place? Since 2014.
    - o Is this a common approach? Based on a Department of Education ('DoE') document that was introduced at a similar time. The school added local context and other elements.
    - o Is the document DoE endorsed? No, it's to be endorsed by the School Council.
    - o Are violent incidents within the school logged/tracked? Incidents are logged in the DoE 'Integris' student record system. This is a chronological record that is maintained wherever a student attends school.
    - o Has there been an increase in violent incidents in the school? No reporting on this as such. Belinda Rickert shared that this year she feels there has been a decline and gave some insight into behavior management and the Deputy Principals role within that.
    - o Sufficient staff to implement the Student Engagement Plan? Yes, the 'one-line' budget requires a flexible approach to budgeting. This allows resources to be channeled when needed.
  - attendees thanked Steve for this information.

## 6 Office Bearer Reports -

**6.1 President** - Matt Healey: no report

**6.2 Treasurer** - Lea Parkinson

- tabled financial statements for April 2018 and highlighted major income and expenditure items.
- IT expenditure request: The school Registrar met with Lea requested that last year's Spring Market proceeds, previously approved for IT expenditure, be passed to the school to cover some of the cost of a recent purchase of 30 ipads and a docking station. Meeting attendees unanimously agreed.
- music expenditure request: Music teacher, Mitchell Shaw, has requested \$3,000 to spend on new instruments. General discussions around what purchases the P&C would be prepared to support, namely class sets of smaller instruments like ukuleles or recorders. **MOTION: To approve in principle expenditure of up to \$3,500 for new instruments, pursuant to the P&C Executive approving a final list of planned purchases.** *Moved Lea Parkinson, 2<sup>nd</sup> Matt Healey. All in favour.*
- financial hardship: confirmed appropriate (as previously minuted) to apply school banking commissions received by the P&C against the last of the outstanding 2017 EduDance fees.

**6.3 School Council** - Alison Gullick

- work continues on the school's Student Engagement Plan before it will be endorsed.

## 7 Sub Committees -

**7.1 Canteen** - Matt Healey/Kim Healey: read report attached.

**7.1.2 Canteen management, roles and responsibilities** - Liz McQueen/Kim Healey

- Liz detailed her continuing investigation into the canteen staff employment review and noted that she will soon be in a position to prepare a report on all findings.
- suggested it would be prudent to prepare canteen management policy and noted that WACSSO has a proforma document in this regard that can be readily adopted.
- meeting attendees thanked Liz for her continuing work on this review.

**7.2 Gardening** - Alex Ellis/Liz McQueen: read report as attached.

**7.3 Uniform Service** - Shannon Jones (no report).

**7.4 KPC** - Natalie Diedrichs:

- expenditure request: directed attendees to KPC teachers proposal included in meeting papers. Natalie confirmed that KPC parents were also notified of this request for expenditure. **MOTION: To approve of expenditure of \$1,158.95 as requested by KPC teachers.** *Moved Nat Diedrichs, 2<sup>nd</sup> Matt Healey. All in favour.*
- noted that the KPC Mothers Day raffle raised a huge \$1,904.45 and thanked all parents involved.

**7.5 Fundraising** - Michelle Peters/Rae Markham (apology)/Helen Taylforth (apology)/Alison Gullick:

- read the report as attached.
- **MOTION: To hold a wine tasting fundraising event on Saturday 16 June from 5.30 to 8.30pm at the Bayswater Bowling and Recreation Club.** *Moved Michelle Peters, 2<sup>nd</sup> Matt Healey. All in favour.*
- also suggested a "1980's Op-Shop Prom Night" themed fundraising event to be held in Term 3. Meeting attendees enthusiastically agreed! Details to follow.

**7.6 Library** - Laura Rosher/Fiona Marston (apologies). Emma Thomson on behalf of the subcommittee:

- the subcommittee visited Hampton Park Primary School to discuss elements of their recent library refurbishment and picked up some good tips that will be useful moving forward.
- plans for a Bunnings Sausage Sizzle are underway - seeking assistance/advice. Michelle Peters noted there are many useful 'cheat-sheets' online.
- an application for a Telstra Kids grant is being planned.

- Michelle Peters suggested that proceeds from the planned wine-tasting fundraiser planned for June go towards the library refurbishment project.

#### **7.7 Sustainability** - Alex Ellis: read report as attached. Also:

- thanks to Leanne Frisina for the donation of IBC containers for use in the community garden.

### **8 Other business -**

#### **8.1 'Grants Hub' Subscription** - Alison Gullick

- would like to subscribe to this Hub for easy access to potential grants for the P&C.
- will keep an eye out in particular for grants suitable for the Library refurbishment, the Sustainably group etc.
- **MOTION: To approve expenditure of \$150 for a 12 month 'Grants Hub' subscription. Moved Kim Healey, 2nd Lea Parkinson. All in favour.**

#### **8.2 Gonski 2.0** - Andrew Mack

- asked whether the school had any information regarding the likely impact of recent Gonski announcements.
- Steve Hovitch responded that nothing had been provided to the school as yet.

#### **8.3 Junior Sports Grants program** - Alex Ellis

- consensus that the P&C should apply.
- **ACTION:** Alex to speak with Bruce Fraser to determine what items to request as part of the application.

#### **8.4 Bike Boulevard stage 2** - Alex Ellis

- shared that the City of Bayswater ('COB') Council has decided to cancel stage 2 of the Bike Boulevard.
- in response to communication by Alex encouraging the Council to reconsider this decision, the Council stated that the decision making process included consultation with affected COB residents.
- Alex asked if the school/meeting attendees had been approached by the COB in relation to this issue. None had and agreed another approach to the council is warranted given that Bayswater PS students could potentially make good use of this on route to John Forrest Secondary College.
- **ACTION:** Alex to write a letter on behalf of the P&C for the president to sign.

#### **8.5 Single use plastics** - Alex Ellis

- explained that the COB Council has recently introduced a policy to reduce single use plastics at COB events.
- Alex would like to see a similar policy adopted in the school for both P&C and school events.
- general consensus that this is a great initiative.

#### **8.6 Lime fundraiser** - Emma Thomson

- approached by parent Kura Perkins with a generous offer to supply lime cordial and juice at cost (at approx. \$3 each) for a P&C fundraiser. It's a commercial grade product that retails for around \$8 a bottle.
- agreed to proceed (whenever best suits Kura) and thanked the Perkins family.
- **ACTION:** Emma to liaise with Kura to arrange promotion etc.

#### **8.7 Baysie Rollers Volunteer Breakfast** - Emma Thomson

- confirmed Liz McQueen, Lea Parkinson and 2 others will attend to represent the P&C

#### **8.8 NAPLAN** - Alison Gullick

- witnessed for the first time (at the school where she's employed) an initiative where all students sitting for NAPLAN testing are fed fruit and milo just prior to the testing.

- attendees unanimously agreed this was a fantastic idea and that from next year the P&C could assist with funding.

#### **8.9 Any other business -**

##### **8.9.1 School song - Kim Healey**

- queried whether the school planned to use the new recording and sheet music of the school song as supplied by the P&C in March this year.
- Steve undertook to introduce asap.

##### **8.9.2 Choir shirts - Michelle Peters**

- commented that it would be good to have new choir shirts for the upcoming interschool Mass Choir performance.
- Steve advised that school branding is currently under review and this would impact the logo used on the choir shirts. The branding is on the agenda for the next School Council meeting so will revisit after this.

**Next meeting - 7.30pm Monday 18 June 2018**

**Meeting closed - 9.32pm**



## **Canteen Sub-Committee**

### **Report: 21<sup>st</sup> May 2018**

All is well and we have had a very good start to Term 2.

Sales on Fridays have increased, now averaging 80 online orders per week.

Jo is thinking of ideas to increase the hour for sushi orders on Tuesdays to 3 hours as required by the industry award.

Matt has renewed the Internet subscription for another year, invoice to follow.

The Canteen continues to be used on Tuesday and Wednesday afternoons by Kids in the Kitchen and this is likely to continue in coming terms.

The survey will be available from this week and will be available at the canteen and front office where the menus are kept, for 3 weeks. I will collect and collate the information and circulate the data after a meeting with the Canteen Sub-committee outlining our quality initiatives.

Our gratitude to Liz McQueen for her ongoing work with the industry award and back pay issues.

Sincerely,

Matt and Kim Healey, Jo Garden and Suzanne Wyatt

Attached: Sample of the 2018 Canteen Survey

**Canteen Survey 2018**

**Year level:** \_\_\_\_\_

1. Would you prefer to order sushi on Fridays instead of Wednesdays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Would you like soup in winter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Would you buy quiche?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you like to buy a wrap?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Would you like some healthy slices for recess?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have any suggestions that you would like to see added to the canteen menu? Comment:	

**Canteen Survey 2018**

**Year level:** \_\_\_\_\_

1. Would you prefer to order sushi on Fridays instead of Wednesdays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Would you like soup in winter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Would you buy quiche?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Would you like to buy a wrap?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Would you like some healthy slices for recess?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have any suggestions that you would like to see added to the canteen menu? Comment:	

## Gardening Committee Report to the 21<sup>th</sup> May 2018 P&C Meeting



Lots of behind-the-scenes work in the last few months for the Gardening Committee!! **Our Bayswater Community Garden now has a concept plan, big thanks to Eleanor once again for all her work making everyone's requests fit in logistically and creatively.** The Community Garden will be situated alongside the gardener's shed and Room 24, and Hill St. It will incorporate various garden bed items / containers that have been collected & donated, and experiment with some different vegetable gardening methods such as no dig and wicking beds. Also included is:

- a gathering space where small classes can be held
- compost bays, compost bins and worm farms
- a small shade house for seed raising
- a path to provide better connection to the Year 1 & 2 class rooms
- an area for growing small fruit trees, shrubs, herbs and insect attracting plants.

**Thanks to Jeremy Maher and the City of Bayswater, truck-loads of mulch** have been delivered to Imaginature in readiness for our **upcoming Busy Bee**. Unfortunately one of the trucks became bogged, but luckily it didn't affect our lovely new paths!!

**The Busy Bee will be held on Sunday, 3<sup>rd</sup> June, from 8am.**

We are still finalising the to-do list but, as usual, it is jam-packed and will involve planting trees, mulching (made easier this time with Hamish bringing his dingo to help move piles around), painting and getting the vegie garden and composting bays set up in the Community Garden.

**We are on the hunt for some freebies for the busy bee if you are up for the mission (just let Liz or Alex know via email):**

- Some sturdy timber to construct a cubby making exoskeleton
- Leftover black paint for various structures...
- blue metal/aggregate and widths of builders plastic for the wicking beds

**A big thank you to the School, who are providing \$400 of the \$2K worth of trees we have ordered, to plant at the Busy Bee.** This allows us to plant more established trees.

Eleanor, Marise and Steve are meeting with Mark from the City Of Bayswater tomorrow to discuss our **Street Tree request of 9 trees along Leake, Hill and Roberts streets** (oval), after we put in an application for this free venture. **Thanks to Eleanor, Marise and Steve for following this up.**

As mentioned in the last few meetings, **tree canopy management of the school's designated trees, as recommended in an arborist report late 2017, will be undertaken from 23<sup>rd</sup> to 25<sup>th</sup> May, under the guidance of a qualified arborist.** We have requested they keep the long branches, and mulch, for Imaginature, if possible. **Thanks very much to Marise for following this up.**

**Planet Ark 'National Schools Tree Day' is coming around again, on Friday, 27th July, 2018.** We usually register an event for this, and are liaising with Alex Devine from the City Of Bayswater, to have students participate in some planting opportunities at Eric Singleton Bird Sanctuary. It is a great way to get the kids involved in 'greening' their community.

Over the holidays, **Liz tirelessly poisoned areas of couch**, which are hopefully looking very sick and sorry. She is also looking into applying for a **Bankwest grant to help with the Community Garden. There are amounts of \$200 - \$1000 up for grabs. Fingers crossed! Thanks Liz!**

*Thanks!*

*Alex Ellis and Liz McQueen*

*(& on behalf of the Gardening Committee - Michelle Peters, Felicity Mitchell, Steve Hovitch, Eleanor Reuvers, Margaret Wilson, Janine Turner, Kristi Turner, Laurie Ball, Tom Hammond, Heloise Roberts, Hamish Wiggens, Maki Yamamoto, Novak DeJong, Ann Sternheim, Nerina Patroni, Belinda Rickert, Paddy Hocking and Catherine Juniper)*





## FUNDRAISING SUB-COMMITTEE

### P&C MEETING REPORT – 21 MAY 2018

Following a Fundraising Committee meeting we are suggesting to hold one major event each term, rather than a number of small ones.

#### TERM 2 PLANNING

- a. KPC Mother's Day Stall
- b. Entertainment Books – send another reminder out soon.
- c. **Wine Tasting Night & Fundraiser** – Saturday 16 or 23 June (29 June is the last Friday or term). Hold it at the Bowling Club from 5.30 – 8.30pm, BYO snacks/food. May invite The Little Cheese Shop to have a stand there? Kids can play outside if they like. Distribute order forms before the event and at the event, to parents and the wider community. Charge a small entry fee. The Bowling Club bar will be open, cut a deal with them to donate some proceeds perhaps. DeVine Cellars often run Wine Tasting Nights in the Community, so we are talking to them about what wine we can have on the order forms and make a good profit. Perhaps supply a Baysie Bowls Bus to pick people up and take them home to certain points around Bayswater – gold coin donation.

#### TERM 3 PLANNING

- a. **Quiz Night** – still researching options
- b. KPC Father's Day Stall
- c. Faction Carnival Cake Stall
- d. Gardening Committee – Mulch Fundraiser

#### TERM 4 PLANNING

- a. **Colour Fun Run** – use Lisa Baker's Bike donation, kids that raise over \$100 go into the draw to win the Bike.
- b. Halloween Disco – also thinking about doing something in the Community on Wed 31 Oct when there a lot of families "trick or treating" on the streets around the school. Perhaps selling glow sticks etc. Might be able to share space at the Anglican Church.

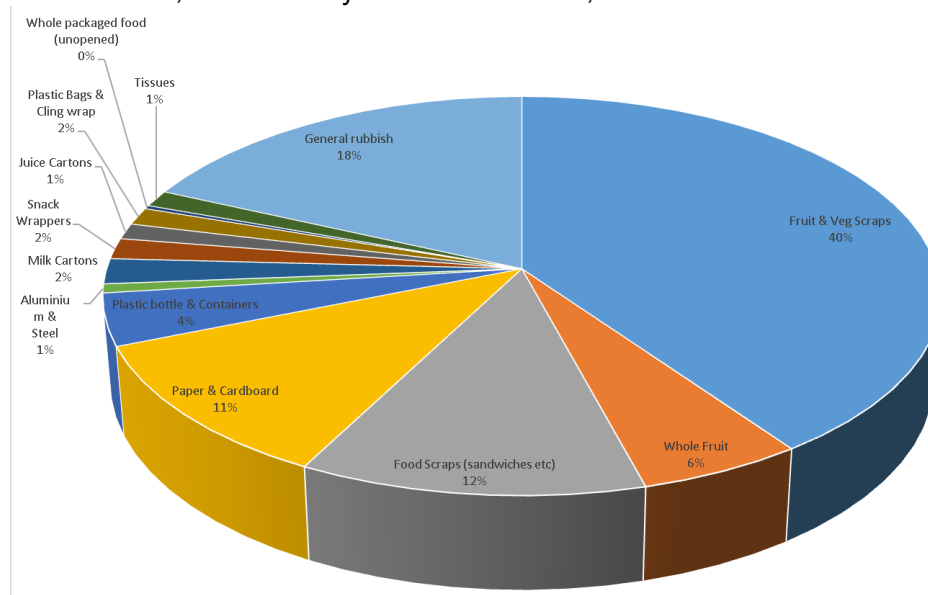
Committee Members: Michelle Peters, Rae Markham, Helen Taylforth, Alison Gullick



## Sustainability Group Report to the 21<sup>th</sup> May 2018 P&C Meeting

Hi Everyone,

We met on the 11<sup>th</sup> April to discuss our tentative plans and draft a Strategic Plan for the next 3 years, and it has not stopped since! On Wednesday, 9<sup>th</sup> May we conducted a Waste Audit with Room 10 and Room 24 (Freya Kreibich's and Anita Jacobsen's classes). **A huge thank you to Emma, Matt (thanks for being roped in at the eleventh hour Matt!), Alison, Freya, and Anita, and all the students from Room 10 and Room 24 who did a fantastic job sorting through a day's worth of our school rubbish.** All the kids got involved, and were keen beavers to learn about sustainability and how they could reduce waste. We went from a tarp load of rubbish, to half a bin going to landfill in the end. The below graph of our findings and a write-up of the event was in the last newsletter, but in case you haven't seen it, here it is:



As you can see, our imminent BPS Community Garden with compost and worm farms could not have come at a better time – this will help divert at least 58% of our rubbish from landfill.

Alison has also worked tirelessly over the last month to prepare for this audit, write up the findings, apply for BPS to become a Waste Wise® School, and to also apply for our first grant worth \$2,200. **Thank you so much Alison!!** If successful, we will be getting a state-of-the-art recycled-fridge worm farm (that can withstand summer holidays and kiddie use), a safe shredder the students can use to assist the worm farms and composts (and divert from the rubbish), new paper recycling containers (to replace the bulky and often broken ones in each class room), shelving for our future 'Re-Use' storage room, and two IBC containers (which will house cardboard boxes ready to be broken up for the compost/worm farms, and used in the Community Garden).

We have collected 21 Mundella yogurt containers to paint white and label as lidded fruit and vegie scrap bins, to put in each classroom, plus the library, music, art and staffrooms. The aim is to 'launch' these at an assembly in the near future, and have kids empty them each day into the compost area/bin/worm farm. This task may possibly be care of our new 'Kids' Sustainability Committee', headed by Emily Selliani. More news of this coming soon!!

**The School has just signed up to the City Of Bayswater's 'Recycling Education Program',** and as such we will soon receive 4 green and 2 yellow Mobile Garbage Bins (MGB's) which will be emptied fortnightly free of charge, as well as accessing incursions and excursions. **Thanks Steve and Marise, and to Binh Luong from City of Bayswater!**

*Thanks! Alex Ellis and Miho Tanabe*

*(& on behalf of the Sustainability Group - Catherine Juniper, Emma Bradley, Christie Ainsworth, Dave O'Neill, Eleanor Reuvers, Matt Davey and Alison Gullick)*