



**MINUTES - General Meeting  
Monday 16 October 2023  
Bayswater Primary School, School Library**

**1. Meeting opened – 7.00pm**

A quorum for a General Meeting (eight members) was confirmed as present.

**2. Attendance and apologies**

- **Attendees:** Natalie Bedini, Damien Bosustow, Pia Castelli, Angus Cenin, Dayna Cenin (chair), David Eaton, Tania Gomm, Suzanne Harmer, Chris Hennessy, Amy Holdsworth, Bernadette O’Connell, Amy Robinson, Kylie Seal-Pollard, Sneha Shankar.
- **Apologies:** Alex Ellis, James Sawyer.

**3. Acceptance of previous meeting minutes**

- **MOTION 3.1: That the minutes of the General Meeting on Monday 28 August 2023 be accepted as a true and correct record of the meeting.**
  - Moved Dayna Cenin. Seconded Sneha Shankar. All in favour.

**4. Business arising from previous minutes**

**4.1 – Results of school parking audit**

- Audit results to be added as agenda item of the Open School Board meeting, where Cr. Dan Bull will be in attendance. Dayna Cenin to liaise with Pia Castelli to add item to agenda.

**4.2 – ACTION: Kylie Seal-Pollard to investigate digitisation of old meeting minutes.**

- Old minutes can be archived with the State Library. **COMPLETE.**

**4.3 – ACTION: Options to be investigated (relocate container, new shed, etc.)**

- Container will be cleared out over the holidays. May need a motion to dispose of some items.

**4.4 – ACTION: A call out to be made volunteers to consider ideas for 130-Year Anniversary Celebrations (in 2024)**

- One expression of interest received. To be discussed at 2024 Planning Meeting.

**4.5 – ACTION: Dayna Cenin, Bernadette O’Connell and Marlen Fahaus to discuss fundraising opportunity at Bayswater Bowling & Recreation Club.**

- Insufficient capacity to action this year. Defer to 2024.

**4.6 – ACTION: Bernadette O’Connell to investigate whether canteen oven needs replacing (and whether covered by warranty).**

- Continue to report electric faults to the school.

**4.7 – ACTION: Dayna Cenin to issue email re ideas for Term 4.**

- Email issued. **COMPLETE.**

**4.8 – ACTION: Dayna Cenin to organise meeting to discuss plans for 2024.**

- Meeting planned for 7pm Monday 23 October at the Inglewood Hotel. **COMPLETE.**

**4.9 – ACTION: James Sawyer to process Volunteer Grant acquittal of previous grant. Due 30 August 2023.**

- Acquittal completed. **COMPLETE.**

**4.10 – ACTION: Dayna Cenin to investigate Volunteer Grant application via Federal MHR. Due 1 September 2023.**

- Application submitted. Received response that application unsuccessful. **COMPLETE.**

5. **Principal's report**
  - Report tabled (see attached).
  
6. **Office Bearer reports**
  - 6.1 – **President**
    - Report tabled (see attached).
  - 6.2 – **Treasurer**
    - Report tabled (see attached).
  
7. **Motions on notice**
  - **MOTION 7.1: That the P&C approves funds (USD 463.97 / ~\$730) for domain registration and web hosting.**
    - Moved Damien Bosustow. Seconded Dayna Cenin. All in favour.
  - **MOTION 7.2: That the P&C approves funds (\$339.42) for library resources (per invoice from school)**
    - Moved Dayna Cenin. Seconded Bernadette O'Connell. All in favour.
  - **MOTION 7.3: That the P&C approves funds (\$5,085.40) for STEM resources (per invoice from school)**
    - Moved Dayna Cenin. Seconded Bernadette O'Connell. All in favour.
  - **MOTION 7.4: That the P&C approves funds (up to \$500) for archival binders for the minutes/records of the P&C prior to 2014.**
    - Moved Kylie Seal-Pollard. Seconded Natalie Bedini. All in favour.
  - **MOTION 7.5: That the P&C approves funds (up to \$900) for Christmas books for students.**
    - Moved Amy Robinson. Seconded Kylie Seal-Pollard. All in favour.
  - **MOTION 7.6: That the KPC & Gardening Committee funds be de-segregated and included with the general P&C funds.**
    - Moved Dayna Cenin. Seconded Kylie Seal-Pollard. All in favour.
  
8. **Tabled sub-committee/representative reports**
  - 8.1 – **Canteen**
    - Report tabled (see attached).
  - 8.2 – **Gardening and Sustainability**
    - Report tabled (see attached).
  - 8.3 – **Coordinator reports**
    - No reports.
  
9. **Other business**
  - 9.1– **School masterplan update**
    - Discussed establishing new subcommittee or modifying terms of reference for Gardening and Sustainability Subcommittee. Further discussion required. Carry over to next General Meeting.
  - 9.2– **Fathers Day Fundraiser – Update**
    - Successful fundraiser.
  - 9.3 – **Faction Athletics Carnival – Cake stall – Update**
    - Successful fundraiser.
  - 9.4– **Gardening and Sustainability Committee – Discussion of future of the committee**
    - No discussion. Carried over to next General Meeting.
  - 9.5– **Playground safety review**
    - Some discussion about playground safety.
  - 9.6– **Canteen Day WA on Friday 3 November**
    - Discussed social media post to thank canteen employees and volunteers.

#### **9.7– Planning for Term 4**

- Movie night – Bernadette O’Connell to investigate availability of equipment from ATCO.
- Telethon Community Cinemas – Probably too late for 2023. Consider for 2024.

#### **9.8– Planning for 2024 – Discussion on Monday 23 October**

- Meeting planned for 7pm Monday 23 October at the Inglewood Hotel.

#### **9.9 – SharePoint**

- Some committee members having trouble with accessing email accounts and SharePoint. Damien Bosustow to follow-up.

#### **9.10 – Volunteer thank you**

- Discussed ways of tracking and acknowledging volunteer contributions. To be developed in 2024.

#### **9.11 – Feedback/ideas page**

- Discussed adding a feedback/ideas page on the website.

#### **9.12 – Skills register**

- Add link to website. Damien Bosustow to follow-up with Amy Hollingsworth.

#### **9.13 – Vacating position – Secretary**

- Two potential candidates. Damien Bosustow to follow-up.

#### **9.14 – Leake/Murray Streets intersection**

- City of Bayswater reported delay in completion due to availability of materials.

#### **9.15 – MOTION: That the P&C donates archive material to the state Library of WA**

- Moved Kylie Seal-Pollard. Natalie Bedini. All in favour.

#### **10. Next meeting**

- General Meeting. 7.00pm, Monday 20 November 2023

#### **11. Meeting closed - 8.30pm**



# P&C Principal's Report

16 October 2023

## **Term 4**

We have a number of events on in Term 4. All classes are participating in Noongar Language classes over the next three weeks. Some classes have excursions and incursions planned. The Swimming Carnival is on 17 November. Students in Years 4-6 will be going down to use the tennis courts for their PE lessons. Our End of Year Concert will be in the evening this year and is organised by the specialist teachers.

Teachers are busy collecting assessment data over the next 5 weeks before reporting begins. Parent surveys will be sent home next week. Our Public School Review is in Week 5 and we are finalising our submission. The P&C may like to nominate two members to attend the Public School Review validation meeting.

## **School Development Day**

On the School Development Day we continued reviewing our Positive Behaviour Plan, Teaching and Learning Beliefs and NAPLAN targets. Teachers spent time collaboratively planning and drafting the 2024 Operational Plans.

## **Fear-Less Tripe P Parent Workshop**

Our School Psychologist, Emma Warner is presenting a workshop for parents on strategies to support children with anxiety. This will be held in the Library from 9.00 – 10.30pm on Thursday.

## **Minor Works**

The shade sails over the Kindy playground were ripped in a recent storm. The school is required to fund the replacement. This means that money that was targeted for the automated siren is now delayed. We hope to have smaller projects such as replacing doors and shelving in the Junior block, and new retaining walls near the cubby in PP and near Junior Primary block completed this year.

## **Positive Behaviour Plan**

We are in the process of reviewing the Positive Student Behaviour Policy. The main changes are a removal of the peg chart and buddy class as a whole school approach to managing behaviour. The focus will be on explicitly teaching positive behaviour expectations and using restorative conversations to resolve conflicts. The overarching philosophy is that we teach behaviour expectations not punish behaviour. We also view behaviour in regards to student needs through a multi-tiered system of support, understanding that some students will require higher levels of support than others. The draft policy will be sent out to parents for feedback and comment before finalising the policy for implementation in 2024.

Thank you for your ongoing support and involvement in your child's education

Ms Chris Hennessy  
Principal

## PRESIDENT'S REPORT FORM

|              |                 |
|--------------|-----------------|
| DATE:        | 16 October 2023 |
| PREPARED BY: | Dayna Cenin     |

### POINTS OF INTEREST

#### 1. Fundraising efforts – faction cake stall and father's day raffle

- Excellent result from both event
- Special thanks to Amy and Bernadette for their efforts
- Thanks to everyone who donated and assisted

#### 2. T4 Planning

- Email sent 12/9
- Some discussion but no decisions made – see agenda item

#### 3. 2024 Planning

- Scheduled for 23/10
- Venue to be decided – suggestions welcome
- Please bring all of your fundraising ideas!

#### 4. 130 yr celebration

- Senha has volunteered to take on role of coordinator
- Have spoken with Roz Collins (see email) - may be worth utilising this contact to improve efficiency of this (and future events)

#### 5. SharePoint

- Still lots of information missing – can everyone please upload relevant documentation. Put under 2023 for now.
- Record of all assets needs updating (include things like squares)
- Log in details for FB, Insta, Canva etc

#### 6. Volunteers Grant

- Unsuccessful – see email from 9/10

#### 7. Bayswater Bowls Club fundraising update

- Messaged Marlen 8/10 but still waiting to hear back

### ITEMS FOR AGENDA

FOR DISCUSSION

1. Planning for Term 4
2. Planning for 2024

|              |   |
|--------------|---|
|              | <ul style="list-style-type: none"><li><b>3. SharePoint</b></li><li><b>4. Feedback/ideas website</b></li><li><b>5. Volunteer thank you's</b></li><li><b>6. Skills register</b></li></ul> |
| FOR APPROVAL | NA  |

## TREASURER'S REPORT FORM

|              |                   |
|--------------|-------------------|
| DATE:        | 30 September 2023 |
| PREPARED BY: | James Sawyer      |

|   |
|---|
| <b>POINTS OF INTEREST</b>   |
| <ul style="list-style-type: none"> <li>Allocated Funds <b>\$25,236.36</b> (See Allocation Summary) / Available Funds <b>\$28,118.37</b></li> </ul>  |
| <ul style="list-style-type: none"> <li><b>\$5,886.57</b> of the previously approved expenditure was spent since the previous meeting (see the allocations summary for more details). Nine financial motions with a value of \$11,566.13 still remain open pending further expenditure.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Canteen is running a year-to-date loss of <b>\$1,924.31</b> at the end of Term 3. Notably this means the canteen only ran at a loss of <b>\$59.48</b> in Term 3 indicating that recent changes made by Bernadette and the team have been sufficient to return the canteen to its goal of breaking even.</li> </ul> |
| <ul style="list-style-type: none"> <li>Fundraising activities since the previous meeting have been very impressive, with the sport carnival cake stall generating net income of <b>\$1,901.13</b> and the Fathers' Day raffle generating net income of <b>\$2,092.09</b></li> </ul>   |
| <ul style="list-style-type: none"> <li>2023 income from Secondhand Uniform sales is <b>\$855.04</b>.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Pharmacy 777 donations have now reached a year-to-date total of <b>\$328.45</b></li> </ul>   |
| <b>ITEMS FOR AGENDA / Comments</b>  |
| <ul style="list-style-type: none"> <li>We still have total accumulated donations from Lisa Baker of <b>\$1,000</b> which we need to decide what to do with.</li> </ul>  |

## P&C Meeting - Reconciliation of Available Funds & Allocations - 30 September 2023

### Reconciliation of Allocated Funds Since 28 August 2023 Meeting

| Funding/Allocation Description             | Meeting    | Motion | Opening | Raised | Spent      | Closing    | Allocated        | Available        |
|--|------------|--------|---------|--------|------------|------------|------------------|------------------|
| <b>Other General Allocations</b>           |            |        |         |        |            |            |                  |                  |
| - Operating Expenses (Safety Buffer)       | N/A        | N/A    |         |        |            |            | 10,000.00        |                  |
| - Hardship Fund - CBA School Banking       | N/A        | N/A    |         |        |            |            | 875.08           |                  |
| - Prize from Lisa Baker Donation           | N/A        | N/A    |         |        |            |            | 1,000.00         |                  |
| - Year Six Camp Fundraising                | N/A        | N/A    |         |        |            |            | 1,795.15         |                  |
| - Snap Display Frames for Canteen          | 14/03/2022 | 5.1    |         |        |            |            | 100.00           |                  |
| - Frog Pond Upgrades                       | 26/10/2022 | 3.2    |         |        |            |            | 250.00           |                  |
| - Decorations for Student Disco            | 17/05/2023 | 3.2    |         |        |            |            | 100.00           |                  |
| - Laptop Lease <sup>1</sup>                | 12/06/2023 | 7.1    |         |        |            |            | 7,000.00         |                  |
| - Trees & Plants for Planting Day          | 12/06/2023 | 7.3    |         |        | (36.83)    |            | -                |                  |
| - Kid's Gardening Equipment                | 12/06/2023 | 7.4    |         |        | (41.64)    |            | 265.63           |                  |
| - Pots, Soil & Plants for Buddy Bench      | 12/06/2023 | 7.5    |         |        |            |            | 2,000.00         |                  |
| - Signage for Recycling Hub                | 12/06/2023 | 7.6    |         |        |            |            | 500.00           |                  |
| - Revitalise Junior Primary Veggie Beds    | 12/06/2023 | 7.7    |         |        |            |            | 500.00           |                  |
| - Library Books                            | 24/07/2023 | 7.2    |         |        | (4,658.60) |            | -                |                  |
| - Planters & Soil for KPC/Basketball Court | 24/07/2023 | 7.3    |         |        | (1,149.50) |            | 850.50           |                  |
| <b>Total Other General Allocations</b>     |            |        |         |        |            |            | <b>25,236.36</b> |                  |
|  |            |        |         | -      | -          | (5,886.57) | -                | <b>25,236.36</b> |

Note 1: The laptop lease is a four year commitment, with \$7,000 to be paid in 2023 and \$5,000 per annum in 2024, 2025 & 2026

### Reconciliation of Available Funds

| Description                         | Balance          |
|-------------------------------------|------------------|
| General Bank Account                | 38,251.22        |
| Term Deposit                        | 15,103.51        |
| Cash On Hand                        | -                |
| <b>Total Cash*</b>                  | <b>53,354.73</b> |
| Add Accounts Receivable             | -                |
| Less Creditors & Payroll            | -                |
| Less Quarantined Funds (ie: Grants) | -                |
| Less Other Gernal Allocations       | (25,236.36)      |
| <b>Total Available Balance</b>      | <b>28,118.37</b> |

\*Excludes Canteen Account balance of \$7,245.57





## SUB-COMMITTEE REPORT FORM

|                |                      |
|----------------|----------------------|
| SUB-COMMITTEE: | Canteen              |
| DATE:          | 16 October 2023      |
| PREPARED BY:   | Bernadette O'Connell |

|   |   |
|---|---|
| <b>POINTS OF INTEREST</b>   |   |
| 1.  | New Summer Menu – new menu items e.g. Beef burger, and some price increases   |
| 2.  | Sue and Sue both away for 2/3 weeks in November. Bernadette to cover their shifts.  |
| 3.  | WASCA AGM in - 25 <sup>th</sup> November  |
| 4.  | WA Canteen Day – 3 <sup>rd</sup> November   |
| 5.  | Mexican Monday planned for December – 4 <sup>th</sup> or 11 <sup>th</sup> TBC   |
| 6.  |   |
| 7.  |   |
| 8.  |   |
| <b>FINANCIAL (reconciliation or figures must be reported to the P&amp;C Treasurer prior to P&amp;C meeting)</b> |   |
| • MONEY SPENT   |   |
| • FUNDS REQUIRED  | Proposed new printer - \$159 for B&W or \$250 for colour.<br>2 x Pinboard for OHS material and promotional material @ \$47.98 ea<br>2 x A3 snap frames for menu & posters @ \$36.78 each<br>1 x cork/whiteboard @ \$29.94 |
| <b>ITEMS FOR AGENDA</b>   |   |
| • FOR DISCUSSION  | Bernadette to step down as the Canteen Coordinator – Exec position for the rest of the term/year. Wants to work as paid employee in the canteen to cover both Sue and Pene's leave.                                       |
| • FOR APPROVAL  | Signage for canteen – design, placement. And mural in undercover area?<br><br>New Printer as above. If we get grant/funding consideration to purchase new laptop and internet service.                                    |

## GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 16 October 2023

Prepared by: Kylie Seal-Pollard

| POINTS OF INTEREST   |   |
|--|---|
| 1. Hillside Harvest crew meet on Wednesday afternoons to care for the school's kitchen garden. We welcome new volunteers! Please feel free to come along and join us any time, or contact <a href="mailto:kylieseal@gmail.com">kylieseal@gmail.com</a> to join our WhatsApp group.   |   |
| 2. Planters for the ECC entrance/basketball court/kindy sandpit have arrived and will be planted soon.   |   |
| 3. Bunnings Bayswater have given us a \$100 voucher towards the buddy bench area refresh.  |   |
| 4. Parent volunteers have been watering the P&C's new trees planted on National Tree Day.  |   |
| 5. <i>A reminder about school recycling facilities:</i> <ul style="list-style-type: none"><li>• Containers for Change: The blue recycling bins are now located at the Recycling Hub. Refunds can also be donated to the school via our Scheme ID C10277186.</li><li>• Baysie Recycling Hub accepts Aluminium and Steel bottle tops and lids, bread tags, plant labels, oral care items, e-waste, batteries, pens and markers, as well as takeaway cups, lids and straws.</li></ul>   |   |
| POINTS FOR DISCUSSION  |   |
| 1. Eleanor and I are considering how to streamline GSC responsibilities and functions. What is essential and valuable, and what is expendable ... any ideas, thoughts or suggestions? <ul style="list-style-type: none"><li>i) In particular, responsibilities once GSC project/item delivered... is maintenance (watering, weeding, mulching etc a P&amp;C responsibility or does it get handed to the school. Likewise for playground and other equipment? Can we clarify this as a committee?</li><li>ii) As part of this, it appears that there is much that could be done in terms of grounds and equipment revitalisation and replacement ... this will require extensive P&amp;C input and commitment, both in terms of finance, fundraising and time... is this something we are up for as a collective?</li></ul> |   |
| FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)   |   |
| • MONEY SPENT  | \$1149.50 for wicking bed planters (motion 7.3, 24/7/2023)  |
| • ALLOCATIONS REMAINING  | - Frog Pond Upgrades 26/10/2022 3.2 <b>250.00</b><br>- Kid's Gardening Equipment 12/06/2023 7.4 (41.64) <b>265.63</b><br>- Pots, Soil & Plants for Buddy Bench 12/06/2023 7.5 <b>2,000.00</b><br>- Signage for Recycling Hub 12/06/2023 7.6 <b>500.00</b><br>- Revitalise Junior Primary Veggie Beds 12/06/2023 7.7 <b>500.00</b><br>- Planters & Soil for KPC/Basketball Court 24/07/2023 7.3 (1,149.50) <b>850.50</b> |