



## Rossmoyne Primary School Minutes of Committee Meeting

Monday, 24<sup>th</sup> October, 2016

No.	Item	Discussion	Action Assigned To
	Meeting opened at 7.38pm		
1	Present:  Apologies:	Joanna Ashby, Rochelle Williamson, John Coombe, Rowan Stokes, Shelley Stokes, Sarah Haddow, Jade Furness, Kate Sewell, Nigel Deeks, Secretary/Anon  Natasha Mews, Jo Turner, Debbie Flegg, Mathilde Ton, Hayley Wiggers, Darren Wiggers	
2	Acceptance of previous Minutes	Moved by John Coombe and Seconded by Rochelle Williamson	
3	Matters arising from the minutes – Monday, 5 September 2016	<p><i>3.1 Nature Play Status Update</i> Installation to commence on 7 November, with a combined delivery with the Rossmoyne Kindergarten so cheaper delivery rate. Once installed, Kidsafe will audit the area.</p> <p><i>3.2 Digital Hub Status Update</i> The order for flexible shelving, chairs and tables has been placed with assembly occurring during the holidays ready for the first day of school Term 1, 2016. The final cost is \$27,000 with \$20, 000 from P&amp;C donation – thank you!  The quote for replacement carpet is \$24,000, but it is looking promising that Building Management and Works may cover this cost. (Note: Rooms 9 and 11 were re-carpeted by this avenue). The library may be out of action for a period of time during carpet re-lay.  Future works include updating the ICT in this space.</p> <p><i>3.3 Walking School Bus Status Update</i></p>	<p><b>Rochelle Williamson - Ongoing.</b></p> <p><b>Works dependant on a working P&amp;C – currently suspended.</b></p> <p><b>Rochelle Williamson to make a</b></p>

		<p>It is proving difficult to get this initiative off the ground – parents may not understand this is a one day per week only commitment; being Wednesdays. It may still be possible to get Murdoch University students involved.</p> <p>It may be prudent to have a rep from each year group attend future P&amp;C meetings.</p> <p><i>3.4 School Banking Update</i></p> <p>This Friday will be the third week this initiative has been running. Bendigo Bank has been very supportive. Banking is available every Friday from 8.10 to 8.30am in Room 7 with a representative from Bendigo Bank in attendance. Children learn about how and why to save, and receive instruction on counting with a bankbook to collate their balance, and a piggy bank to encourage saving.</p> <p>A colouring in competition is being run with a first prize being a \$10 account, and two further prizes of \$5 accounts up for grabs.</p> <p>Accounts can be opened on the Friday morning with 100 points of ID – child’s birth certificate, Medicare card with child listed, and parent’s driver’s licence, or at a Bendigo Bank branch. Information packs are available at the front office.</p> <p><i>3.5 Orchestra / Choir Uniform</i></p> <p>No update at this stage.</p>	<p>presentation to the Rossmoyne Kindy parents at the upcoming PP meeting.</p> <p><b>Rochelle Williamson</b> to add class or year reps to the 2017 request to volunteer list.</p>
4	Correspondence		
5	Office Bearers Reports	Nothing to report.	
	5.1 President		
	5.2 Treasurer	<p>There has been little movement but an unknown amount of money has been deposited in the amount of \$928.60. Minus funding commitments, there is about \$10,600 in the account.</p> <p>Files are with the auditor now so there will be a neat handover for the incoming Treasurer.</p> <p>There may need to be action for signatories to the bank account.</p>	<p><b>Rochelle Williamson</b> to ensure Registrar contacts Treasurer when deposits made to P&amp;C account.</p> <p><b>Rochelle Williamson</b> to investigate deposit of \$928.60.</p> <p><b>Rowan Stokes</b> to investigate</p>

			requirements for a change of signatories to the P&C account, and report by email.
5.3 Principal	<p>It has been a busy start to Term 4. The Professional Learning Day on 10 October 2016 centred on reflection and ideas for where to from here, asking where are we at? What are we doing well? What areas do we need to improve upon? Resources for answering these questions included: the School Plan 2015-2018, the recent school survey results, research on the key attributes of the high performing schools, and consultation of the Education Department's 2017 Planning document.</p> <p>School reports will be distributed on 12 December 2016 – except for the Year 6 students who shall receive their reports at their formal Graduation ceremony. Please note, no reports will be distributed prior and no reports will be emailed. Further, past 15 December 2016 no reports can be collected until commencement of Term 1, 2017.</p> <p>Planning is firmly underway for next year with placement of children to classes based on educational need.</p> <p>The lists for stationary items, and contributions and charges will be sent home this Friday with the students.</p> <p>In May 2017, the school is due to undertake a review by Department of Education Services (DES), which is a requirement of being an independent school.</p> <p>Kyoko Sita, who runs the Riverton Primary School canteen, has made an approach to the school in an effort to expand her services. Antonio's is yet to be able to offer school lunches due to a family emergency.</p> <p><b>**Comment from Secretary on Miss Hayley Vermuelen (currently teaching Room 10), this teacher has expended much energy and effort with resources in the classroom to engage the students and deserves recognition for going beyond expectation – thank you**</b></p>		<p><b>Rochelle Williamson</b> to contact Antonio's regarding their potential desire to continue offering school lunch options.</p>
5.4 Events	<p>5.4.1 Multicultural Food Festival Day Update</p> <p>This event was quieter than in previous years, but made \$110.20</p>		

		<p>5.4.2 Disco – 18 November 2016</p> <p>The upcoming disco is in the planning stages. The P&amp;C endorsed the use of Antonio's as the pizza source. Further, endorsing the information given to the Coordinator, Hayley Wiggers, that the Disco not operate as a fundraising venture, but that any money banked would be gratefully appreciated.</p> <p>No glow sticks this time, please.</p>	<p><b>This event is dependant on a working P&amp;C – currently suspended</b></p>
6	WACSSO	<p>Next meeting Tues, 8 Nov at 7.30pm at Oberthur Primary School.</p> <p>Attendance at these meetings is useful for gathering information from other P&amp;Cs, and gaining their perspective/ideas when dealing with issues (eg: Phone Tower)</p>	
7	Magnets for 2017	<p>The quote is \$375 for production of 350 magnets. Everything is in hand except for a decision on sponsorship and sizing.</p> <p>Chemmart, Antonio's and Morgan's Real Estate have expressed interest in sponsoring the magnets as a main or shared sponsor, with other businesses approached at the Rossmoyne Shopping Hub yet to respond.</p> <p>The quote does not change based on production of magnet at same size as used previously or a slightly bigger version; with preference for the bigger version as at no greater cost.</p> <p><b><i>Motion – For the three sponsors (from Rossmoyne Shopping Hub) who have accepted the offer to go ahead at approximately 350 print run (at distribution of one magnet per family plus 25). Moved by Jade Furness, and carried by the P&amp;C.</i></b></p>	<p><b>Rochelle Williamson</b> to confirm to Kate Sewell the number of families at the school.</p> <p><b>Rochelle Williamson</b> to distribute thank you, and potentially magnet, to local streets for keeping watch on school grounds during weekends / holiday periods.</p> <p><b>Rochelle Williamson</b> to place notice in school newsletter for dogs to NOT be brought onto school grounds at any times.</p> <p><b>This venture is dependant on a working P&amp;C – currently suspended.</b></p>
8	Election of Office Bearers - 2016/2017	<p>President – John Coombe, nominated by Kate Sewell – accepted.</p> <p>Vice President – Shelley Stokes, nominated by Jade Furness –</p>	<p><b>Rochelle Williamson</b> to</p>

		<p>accepted.  Secretary - VACANT  Treasurer - VACANT  Events Coordinator – Sarah Haddow, nominated by Shelley Stokes – accepted.  Disco Coordinator – Hayley Wiggers, nominated by Anon – accepted.  Grounds Coordinator – Darren Wiggers, nominated by Anon – accepted.  Book Club Coordinator - TBA  Second Hand Clothing Sales Coordinator - TBA  Class Parent Helpers Coordinator - TBA  Executive Committee (at least 3) Jade Furness, Rowan Stokes, and Anon.</p> <p>Note: All attendees of meeting paid their annual financial contribution of \$0.20 to be a voting member of the P&amp;C.</p>	<p>organise an A5 handout for all students to take home notifying the school community the P&amp;C is not functioning due to the vacancy of key positions; being Treasurer and Secretary. The note to include the information that all current ventures cannot be completed without a functioning P&amp;C; including Digital Hub, Disco, Magnets, Music Shirts etc. Further, purpose of the note to advertise the date of the extraordinary meeting, being Monday, 7 November 2016, called in an attempt to fill these positions and requesting nominations either before or on the night of the meeting.</p>
9.	Mobile Phone Tower Subcommittee	<i>Nothing to report</i>	TBA
10	Close of Meeting at 9.23pm	Next meeting: Monday, 28 <sup>th</sup> November 2016 at 7.30pm	

Signed as a True and Accurate Record of the Meeting:

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John Coombe, President