



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

Date: Tuesday September 15th 2020
Time: 7:30pm
Location: School staffroom

Attendees:

Executive committee

Kitty Prodonovich (President), Tina Van Maanen (Vice-President), Alana sizer (Secretary), Alice Mrazek-Scriven (Treasurer)

School/Public

Michelle Leeming, Tam Bourne (Fundraising), Janelle Klymovich (Uniform), Roxanne Pappas (Canteen), Shayna Michalczyk, Michael Hanes (IT & Comms), Rachel Clegg, Brooke Green, Janina Abbott (Executive)

Apologies

Lincoln Day (Principal), Annette Hodder, Nita Allan, Darcy Bosch, Matt Turnball, Tracey Nicholls

1. Open:

Welcome and Introduction: Kitty Prodonovich-President

Quorum Present (minimum 5 members): Yes

2. Confirmation of minutes of previous meeting:

Moved Tam Bourne Seconded Tina Van Maanen Carried Unanimously

2.1 Action items arising from previous meetings:

(see attachment One)

3.1 School Principal: Lincoln Day (Report-attachment Two)

- Michelle Leeming reporting on behalf of Lincoln Day
- Michelle Leeming will attend the year 6 camp in early term 4
- Athletics carnival did have its issues, and no exact start times will be printed next year as it ended up running ahead of schedule. Before next year, a plan for timings, announcement etc will be put into place.
- Drama program to still go ahead, within it, are its own limitations. Two sessions will be held at Churchlands Senior High school.
- EDU dance concert was held under different circumstances this year, but the first concert was super successful with number 2 to follow on Friday.
- Lincoln is keen to let people know he is not leaving due to not wanting to be here, he is looking forward to taking his experience to the country.
- Michelle is looking forward to taking on the role in term 4.

3.2 President: Kitty Prodonovich

- Wish Lincoln all the best in his new role. Suggested a morning tea to say thanks from the P&C, after the last assembly on Friday September 25.
- Protective behaviours talk was a great success, with 27 parents attending. The facilitator was great and a big thanks to Janine Abbott for organising.
- Big thank you to Rox and everyone from the canteen for all the event preparation.
- Thank you to Tam for all the fundraising events; melamine plates, Father's Day stall, cake stall and sausage sizzle. She has been super busy!



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

- Communication is running well, through all avenues. We can schedule Facebook posts, so please send them to Alana first.
- Newsletter recaps for each newsletter enable us to share what's been happening
- Thanks to Alana for all the communications work this term.

3.3 Treasurer: Alice Mrazek-Scriven (Finances-attachment Three)

- Double check the number of attendees at the AGM (Alana to do)
- Naturescape is now complete with \$25,900 coming from the P&C and \$7000 from the school.
- At the end of the year the aim is to have between \$3000-\$5000 in the bank
- TidyHQ will start direct debit from next payment

3.4 Canteen: Rozanne Pappas/Alice Mrazek-Scriven (Finances- attachment Four)

- NEED volunteers!! Have only had 6 all year. Put a Facebook call out for volunteers.
- Interschool carnival: provide normal menu on the day, the stalls are for the parents to buy from
- Majority of sales have been through school24
- Just a reminder that there is a 2.5% charge on all sales and parents also pay 30cents per order
- Canteen has been getting busier

3.5 Uniform shop: Janelle Klymovich/ Clare Sigrist

- Uniform shop is to open in term 4 on Fridays from 8:40am-9:00am
- Facebook post about opening times, and red bin for drop off of second-hand items
- Switch to a Commbiz account is a possibility. Can have an account for all P&C, uniform and canteen monies, this would also mean no more cheques.
- Surplus money to be transferred in December
- Stocktake will take place at the end of the year
- Tracey and Alice to complete all payments prior to the end of the year

3.6 Fundraising: Tam Bourne/ Ciskia Sie

- Fundraising totals are in for most recent events:
Mother's Day stall - \$390 (outstanding amount now transferred)
Fathers Day stall- \$3471.00 (less expenses \$978.20) Total raised: \$2492.80
Faction Carnival- Cake stall \$811.30, Sausage sizzle \$352.62 Total raised: \$1163.92
- Wine drive for term 4. The order form will be set up through the distributors, then they make a donation to the school. Idea is to have it happening early term 4, ready for Christmas.
- Book week term 4 week 2-booklist from the library asking for donations on books (265 books on the list). Can then be purchased by a family, and filter back in throughout term 4.
- Christmas concert is the big event in term 4
- Thanks to Nita for all of her help

3.7 Naturescape: Belinda Jacklyn

- End of the chapter!
- Great to show around perspective parents.
- Plaque's to come
- Thanks again to Belinda.

3.8 Community Grants



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

- Darcy has registered our school for containers for change.
- Starts October 1st so will advertise closer to the date so as to not stockpile
- Your Change - hold off until next year

3.9 Fathering Project

- 30 dads attended the dinner at General public
- Keen to host an event towards mid-end of term 4

3.10 School Board: Belinda Jacklyn

- Reiterating how important it is to welcome new staff/new students into our community, in a positive manner
- Business plan is being finalised

4. Additional Agenda items

4.1 Start time of P&C meetings

- 7:30 seems too late
- 6:30pm start time from term 4

5. Motions:

5.1 "That the P&C approves the payment of the annual TidyHQ invoice of \$588."

Moved: Kitty Prodonovich

Seconded: Alice Mrazek-Scriven

All in favour, motion carried

5.2 "That the P&C will trial a new meeting start time of 6:30pm in term 4"

Moved: Alana Sizer

Seconded: Tina van Maanen

All in favour, motion carried

5.3 "That the P&C will change to a Commbiz account for all banking transactions"

Moved: Alice Mrazek-Scriven

Seconded: Alana Sizer

All in favour, motion carried

6. General business:

- Parent suggestion has come up about having specific caravan sunshades-it was suggested that one per faction could be sponsored by a local business and bought by them (Would then have the local business logo on them etc)
- Lightening carnival-whether funding could go towards getting jerseys/tops for WDPS to use at these events
- Week 3 or 4 of term 4-survery parents as to their thoughts on funding for 2021
- Luita street fair has been cancelled this year to Covid 19-will need to come up with another fundraiser for the year 6's
- Harmony Day activities for 2021-government grants close on October 21
- Election day-March 2021
- Planning for the 2021 at the P&C meeting in November
- Christmas concert-\$\$ support from the P&C
- Bookweek-details in the next newsletter

Meeting Close: 9:05pm

Next meeting: Monday November 2nd at 6.30pm



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

Attachment One

Principal P&C Report

11 August 2020

1. The changing of the school commencement times will come into effect as of the commencement of term 4 (13 October 2020).
2. School professional development day is on 12 October 2020. Students return to school on 13 October 2020.

3. **Term 4 – Change / Handover Schedule**

Week 1 Year 6 Camp

Week 2 Part WDPS / Part transition.

Week 3 Lincoln WPS / Michelle WDPS (26/10/20)

Selection process for new substantive principal will, in all likelihood, be conducted across term 4 – anticipating a beginning of year start.

Note NMREO control that schedule.

4. **Faction Carnival 2021**

Improved carnival structure implemented for 2021.

Program will be made available at least 1 week prior to the scheduled day.

Timing and scheduling of events not as specific as was provided in 2020.

Acknowledged that organisation can be improved for 2021.

Positive and respectful conduct encouraged across the school community.

5. The school continuing to work its way through the complexities of the following school events.

~~(a) Faction carnival – completed~~

(b) Inter-school athletics carnival – Wednesday 16 September

(c) Drama program – Thursday 24 September

(d) Edu-Dance concert – Tuesday 15 and 18 September

~~(e) School Open Night – completed.~~

6. **Final meeting** – thank you to everyone for the last couple of years. I hope I have been able to add something to WDPS school community during my tenure.

Email: WembleyDowns.PS@education.wa.edu.au Website: www.wembleydownsps.wa.edu.au



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

My messages for the school.

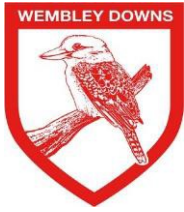
- (a) Please make the next principal feel very welcome when they arrive – go over the top if you have to – it will be very important to the incoming principal. In fact – do that for every new staff member. The 'payoff' is significant.
- (b) Please continue to support the staff – they are your key to a productive and positive experience for your children and the improvement of the school.
- (c) Please keep the current P&C together for as long as you can – a terrific group of people delivering real benefits for the students.
- (d) Please support your current school Board – they are a group of caring, innovative people focused on school improvement.

Regards

Lincoln Day

Principal

15 September 2020



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

Attachment Two

P&C Action list from September 15th 2020

	Action	Who	Status
1	Finalise full page newsletter ad for IGA	Kitty Prodonovich	In progress
2	Alice to present audited financials at September meeting	Alice Mrazek-Scriven	November Meeting
3	KP to review canteen survey questions and get back to Rox to go out in early term 4 using the schools survey monkey	Rox Pappas Kitty Prodonovich	
4	School to organise delivery of new printer for canteen	Annette Hodder Lincoln Day	
5	Committee Members send any Facebook posts to Alana	All	
6	Obtain profiles and a pic from all P&C committee members, starting with new ones-for posting on our Facebook page	Alana Sizer	Ongoing
7	Follow up with Matt Turnbull if WD-40's would like to take on the Your Move project.	Kitty Prodonovich	
8	Canteen poster (Notice board inside school)	Selina Lyon	
9	Uniform Gateway payment – set up confirmed method	Alice Mrazek-Scriven Janelle Klymovich	
10	Organise new standardised email address	Michael Hanes	
11	Social gathering-non fundraising event for term 4	Tina Van Maanen Tam Bourne	
12	Survey parents about 2021 fundraising		
13	Email signatories to give details about going to CBA Innaloo	Kitty Prodonovich	



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

P&C Action list August 11th 2020

	Action	Who	Status
1	Finalise full page newsletter ad for IGA	Kitty Prodonovich	Next meeting
2	Alice to present audited financials at September meeting	Alice Mrazek-Scriven	Next meeting
3	KP to review canteen survey questions and get back to Rox to go out in early term 4 using the schools survey monkey	Rox Pappas Kitty Prodonovich	In progress
4	School to organise delivery of new printer for canteen	Annette Hodder Lincoln Day	ML to follow up
5	Obtain profiles and a pic from all P&C committee members, starting with new ones-for posting on our Facebook page	Alana Sizer	Ongoing
6	Email paint suppliers to see if they can contribute to year 6 project	Selina Lyon	Completed
7	Follow up on options for bags for the uniform shop (500 bags/year approx. \$100). KP to ask IGA if they can assist.	Kitty Prodonovich	Completed
9	Provide more information on Yourchange.com at Sept meeting	Darcy Bosch	KP completed on behalf of DB
10	Bank Signatory forms to be completed and brought to Sept meeting for signing	Tina Van Maanen	Signatories go to branch to sign off
12	Follow up with Matt Turnbull if WD-40's would like to take on the Your Move project.	Kitty Prodonovich	Post to see any parents interested
13	Canteen poster (Notice board inside school)	Selina Lyon	Unsure?
14	Uniform Gateway payment – set up confirmed method	Alice Mrazek-Scriven Janelle Klymovich	Next meeting
15	Organise new standardised email address	Michael Hanes	ML to follow up
16	Social gathering-non fundraising event for term 4 – ideas to be discussed at Sept meeting (if there is room on the events calendar!)	Tina Van Maanen Tam Bourne	Early term 4
18	Organise date for Traffic survey as part of our crosswalk attendant application. Nita Allen will assist on the day.	Kitty Prodonovich	Stage 1 complete
19	Call out for parent volunteers to run school clubs – follow up with parents that indicated an interest in P&C survey	Kitty Prodonovich	Next year
20	Confirm start and end times for Kindy	Lincoln Day	ML confirmed 3:00pm finish for all

