

WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

Date: Tuesday March 30th 2021

Time: 6:30pm to 8.00pm

Location: WDPS - staffroom

Attendees:

Executive committee:

Kitty Prodonovich (President), Alice Mrazeck-Scriven (Treasurer), Alana Sizer (Secretary)

School/Public

Anne Christodoulou (Principal), Michelle Leeming (Vice-principal), Leigh McCarthy (Events), Deborah Worthy, Annika Clohessy, Shana Michalczyk, Roxanne Pappas (Canteen), Chris Thompson, Matt Turnball (WD40's), Dave Thew, Janine Abbott, Brooke Green (Community grants), Brooke Wilson (Events/Executive), Michael Hanes (IT and comms/canteen accounts), Tam Bourne, Clare Sigrist (Uniform), Rachel Clegg.

Apologies:

Tina Van Maanen (Vice President), Janelle Klymovich (Uniform), Rachel Wenham, Tracey Nichols, Belinda Jacklyn.

1. Open:

Welcome and Introduction: Kitty Prodonovich-President

Quorum Present (minimum 5 members): Yes

2. Confirmation of minutes of previous meeting:

Roxanne Pappas moved to confirm previous minutes of meeting; Michael Hanes seconded this. Unanimously carried.

2.1 Action items arising from previous meetings:

(see attachment One)

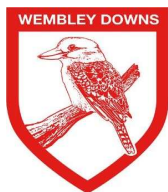
3. Reports and Updates

3.1 School Principal: Anne Christodoulou (see attachment Two)

- In regard to resources and grounds, staff have been asked for their wish list (shade/cover for outdoor chess area, choir uniforms, undercover area etc)
- More streamlined process for funding requests from staff. The funding requests now go to Anne from the staff, to then be bought to the P&C.
- Currently looking at computer lease upgrades-iPad's, desktop computers, year 6 laptops. Feedback from Churchlands Senior high school is that our children do not have the current IT skills needed for high school.
- Carpark and traffic management is a top priority. The carpark is owned by The City of Stirling.
- Admin block-Kerry and Anne have had a meeting with a rep from the department, who came and completed an audit, which will give an indication of where we are on the list for an admin upgrade.
- Undercover area upgrade-also being looked at by the department rep. Total cost (for everything) would be \$105,000. Hopefully the upgrade can be complete with a combination of funds from the department, our P&C and the school.

3.2 President: Kitty Prodonovich

- Thank you to everyone who is continuing to "get on with it".
- Special mention to Chris Thompson and Matt Turnbull for the Your Move program and the bike education classes this term. It has made a huge positive impact and a noticeable difference.



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

- Hale Rd crossing update-surveys have now been complete. 76 students live South of Hale Rd. The next step is the Children's Crossing Unti committee meet in May and if successful, will then go to the City of Stirling. The process can take up to 2 years.
- Allocation of tasks for fundraisers has worked well for the election and easter raffle, thus far.

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

- Not much happening in the main account as it is still the beginning of the year.
- Big thank you to Michael Hanes for taking over the banking.
- Canteen currently has a healthy balance, which will need to be used to upgrade some infrastructure.
- Current balances:

Main	\$14,290.26
Uniform	\$29,420.22
Canteen	\$11,730
- Request that finance reports need to be received at least 1 week prior to the meeting,

3.4 Canteen: Roxanne Pappas/Alice Mrazek-Scriven

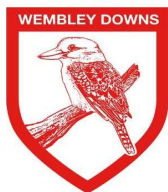
- Ticking along, getting more volunteers with the Facebook callouts.
- Most important time for volunteers is 12:00pm -1:30pm, shifts can be as little as 30mins.

3.5 Uniform shop: Janelle Klymovich/ Clare Sigrist

- The Uniform Shop will physically open the 1st Friday of the month from 8.40am to 9am.
- Upcoming open dates:
 - Friday 23 April (Week 1, Term 2)
 - Friday 7 May
- Online deliveries are made to classrooms once a week on Friday mornings.
- Eclipse order has finally arrived. Next delivery due in June.
- Fleece jackets have arrived in time for Term 2.
- Netball dresses (\$35 new & \$10 second hand) are now being managed by the uniform shop via School24 only. It's working well so far. Sales will be bank transferred into the netball bank account monthly.
- Excess stock sale; track pants \$10, light weight jackets \$20. (may phase out the trackpants)
- Decision had been made to phase out track pants. Families can buy black track pants from local stores ie Kmart, Target, Best & Less. Will reassess next year to determine popularity and whether we want a local uniform supplier to provide them.
- Possibility of transferring \$5000 surplus to the P&C main account. Will be confirmed at next meeting.

3.6 Fundraising: Brooke Wilson/Leigh McCarthy (see attachment Four)

- Election day stalls were successful, considering there were not as many in person voters.
- Big thanks to all the volunteers and those that coordinated the stalls.
- Cake stall \$1773
- Book stall \$425
- Sausage sizzle \$560
- Total \$2758
- The next event is the Mother's day stall, year 3's are in charge. Two orders have been made for products, with invoices being sent to Alice for payemnt. Councillors to run the stall again, as they did last year, with the \$10/gift to be bought in the week of.
- Thank you to Brooke and Leigh for taking over the roll and BIG thanks to Tam Bourne for everything she has done in the role.



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

- Events list for 2021 (see attachment)

3.7 Community Grants: Brooke Greene/Anna Cathcart

- Currently looking into what is available to us, deciphering what we can and cannot get.
- Continue to research, look at changing our status to a registered Not For Profit which will allow us to access more grants.

3.8 IT and Communications (Michael Hanes)

- Michael has been in contact with Kitty regarding TidyHQ subscription. Currently \$588/year, not sure we are getting the most out of it.
- Office 365 is an option and is currently being investigated the process of changing over. Other school's have, we just need to be registered as NFP and ACNC.
- Brooke Greene to email Alice, Kitty and Michael to start the process of becoming NFP and ACNC registered

3.9 Fathering Project: Matt Turnbull

- Great start to term 1.
- 80 mums/dads/kids attended the ride on Saturday. The vent was super successful, with 2 hours full participation. It seemed to work as it was simple and did not require an RSVP.
- Big thanks to Chris Thompson for organising the bike ride event.
- Planning a dad's only event in term 2, another bike event and looking into requests for the sleep out (likely to be term 4 when the weather is more reliable).
- WD40's to write a piece for the school's Facebook page, to entice new dads and detail exactly what they are.

3.10 School Board: Belinda Jacklyn

- No meeting held, so therefor no update

4. Additional Agenda items:

4.1 Bike Shed area/Your Move update.

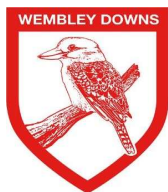
- YourMove is run by the department of transport but run locally. The more points, the more funding we can hopefully get.
- The program is encouraging students to travel actively, not just bike ride.
- Thank you to Mel Thompson for writing all of the articles.
- WDPS is currently tracking 2nd on the state list.
- Kitty to send Chris an article about how this program has highlighted our need for a cross walk attendant on Hale rd.
- Thank you to George Tolev for his approach with the program, as well as the student helpers. The student helpers will present to the school early next term.
- Earlier survey showed 270 students were driven to school, 60 walked and 35 rode their bike, whilst on ride-to-school day, over 200 students ride their bikes!
- Current problem is not enough racks, and they are now outdated. The funding request is then for stage 1 (\$7500), and stage 2 is for more racks/storage.
- Need to determine where the new bike storage would be located, what are the options?
- Touch base with Paul Rosier and George Tolev early next term to find the best space.

4.2 Faction flags and banner update

- First flag design received, needs adjusting. Will continue to work on it.

4.3 Parents event-non fundraiser

- See fundraising attachment



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

4.4 Workshop/s for 2021? Topic suggestions.

- Self-resilience/emotional regulation
- Clinical Psychologist visit
- Something more cyber related
- School psychologist to present PPP (Positive parenting program).
- Janine to come back to the next meeting with dates and costs.

4.5 Class reps

- Only missing a rep from room 10, Kitty to check with Rachel Wenham.
- Michelle Leeming to coordinate an ANZAC day wreath/posie from each class, need to contact class reps to organise.

4.6 Event for new families

- Event will be for all families, booked for term 2.
- Annika Clohessy to present a process for the P&C to follow for new families.

4.7 Classroom upgrades

- Next meeting

4.8 Undercover area upgrade update

- Anne Christodoulou is talking to the Dept about how they can help with this.

4.9 Containers for Change update

- Just over \$50 raised to date.
- The school is going to see if they can appoint a class to be the C4C champions, to increase awareness and promotion

5. Motions:

5.1 *"That the P&C approves the funding to a maximum of \$5783.26 (excluding GST) for new bike storage infrastructure, with the understanding that some of this funding may be reimbursed to the P&C if the school is successful on obtaining a funding grant via the Your Move program".*

Moved: Kitty Prodonovich

Seconded: Alana Sizer

5.2 *"That the P&C approves funding to a maximum of \$4140 (excluding GST) for new and upgraded storage equipment for the PE storeroom.*

Moved: Kitty Prodonovich

Seconded: Alana Sizer

5.3 *"That the P&C approve the funding to a maximum of \$875.60 (inclusive of GST) for the purchase of four school teardrop banners, one for each faction and a school one for use at the carnivals and events where appropriate".*

Moved: Kitty Prodonovich

Seconded: Alana Sizer

5.4 *"That the P&C approves the funding of up to \$177, for the purchase of 3 square card payment systems/readers, to be used by the uniform shop, canteen and general P&C events".*

Moved: Kitty Prodonovich

Seconded: Alana Sizer

6. General business:

- Meeting times will continue to be week 4 and 9 of each term.
- AGM-should it be moved? Possibility of the end of year or the week before term 1 starts. Discuss next meeting.



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

- More funding requests to be presented at the next meeting.

Meeting Close: 8:40pm.

Next meeting: Tuesday May 11th 2021

Attachment 1

Action list from February 23rd 2021

	Action	Who	Status
1	Obtain profiles and a pic from all P&C committee members, starting with new ones-for posting on our Facebook page	Alana Sizer	Ongoing
2	Uniform Gateway payment – set up confirmed method	Alice Mrazek-Scriven Kitty Prodonovich	Complete
3	Obtain quotes for new bike shed/extension	George Tolev Matt Turnball	Discussed in agenda
4	Obtain quotes for P&C volunteer vests	Janelle Klymovich Tina Van Maanen	Next meeting
5	Set up a Purchasing bank card (like the canteen has) for the events sub committee	Alice Mrazek-Scriven Kitty Prodonovich	Ongoing
6	Meet with Anne Christodoulou prior to next meeting to discuss: <ul style="list-style-type: none"> • Park and kiss and drop options? • Upgrades to the undercover area • Process for funding requests from school 	Kitty Prodonovich	Discussed in agenda/ complete
7	Follow up from survey, to identify a Containers for Change co-ordinator	Kitty Prodonovich	Office to take over and coordinate pick ups
8	Look at getting a square payment system so we can take payment by card. Find out costs and details for next meeting.	Kitty Prodonovich	Ongoing
9	Inform auditor that an audit has been endorsed at the AGM for the 2020 FY and is required to be completed by May 31 st 2021	Alice Mrazek-Scriven	Next meeting
10	Committee and class rep email distribution lists to be updated for 2021	Michael Hanes	Complete
11	Website content to be updated for 2021 for P&C page in the school website	Kitty Prodonovich	Complete
12	Volunteer class allocation schedule to be created for canteen	Rox Papas Kitty Prodonovich	Trial starts term 2



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

Action list March 30th 2021

	Action	Who	Status
1	Obtain profiles and a pic from all P&C committee members, starting with new ones-for posting on our Facebook page	Alana Sizer	
2	Obtain quotes for P&C volunteer vests	Janelle Klymovich Tina Van Maanen	
3	Set up a Purchasing bank card (like the canteen has) for the events sub committee	Alice Mrazek-Scriven Kitty Prodonovich	
4	KP to purchase three square readers and set up platform on behalf of the P&C	Kitty Prodonovich	
5	Inform auditor that an audit has been endorsed at the AGM for the 2020 FY and is required to be completed by May 31 st 2021	Alice Mrazek-Scriven	
6	Volunteer class allocation schedule to be created for canteen and communicated via all class reps.	Rox Papas Kitty Prodonovich	
8	WD40's Facebook post-introduce who they are, what they do. MT to send this to AS.	Matt Turnbull Alana Sizer	
9	TVM to confirm teardrop banner design and complete order	TVM	
10	Chris and Matt to bring back updated budget to the next P&C Meeting for bike storage improvements	CT and MT	
11	Janine Abbott to bring information for possible workshops.	JA	



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

Attachment Two



Principal's Report P&C Meeting

Tuesday 30 March 2021

**The School Improvement and Accountability Framework
– conceptual model**

The School Improvement and Accountability Framework is structured around the following conceptual model:



Teaching

- To support our students who have difficulty with reading, our focus is on a synthetic phonics approach and decoding strategies. Our Deputy Principals, Mrs Michelle Leeming and Mr George Tolev are currently assessing students that teachers have requested to be tested and will then be working on developing a sustainable intervention program. We will keep you updated. I would like to thank my Leadership Team, including Mr George Tolev, Mrs Michelle Leeming, Mrs Kerry Blechynden for all their hard work, and sharing the same mental models; that is children's needs come first. We are in the early days of our school improvement and accountability journey streamlining approaches in consultation with staff.

Learning Environment

- Mrs Kerry Blechynden and I will be meeting with a Department of Education Representative to discuss and highlight some building and grounds improvements. I will keep you updated on our Buildings and Grounds work.



WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC Meeting Minutes March 30 2021

Relationships

- Thank you to our P&C, Mrs Tamatha Bourne and the whole school community for your outstanding contributions to the Election Day fundraiser. It was a successful day and as I was queueing up to vote I heard lovely feedback from the general public about our schools and the stalls. Well done all!
- Thank you to all the staff, students and the school community for a wonderful Term 1. I feel very welcome, highly valued and respected.

Leadership

- I have been meeting with all staff individually to talk to them about their two stars and a wish for our school. I have enjoyed these meetings and am gaining great insight into our school. I will then work with students and parents to hear their voice too. Once I have met with everyone I will collate this information and share it.
- As a part of our School Improvement and Accountability Agenda, I am busy preparing the Annual School Report from last year, this is an important document and I will consult with our Leadership Team to make sure I have captured the year. We will be requesting support from the P&C for the whole school over the next four years.
- I am also pleased to let you know our Business Plan will be available on our School Website shortly.

Resources

- As part of our school priority work, and focus on reading, we have purchased approximately \$10 000 on decodable readers and will be purchasing \$8000 more on these. Decodable readers are an important resource as they teach reading and phonics at the same time. Thank you to Mrs Alicia Graham and our parent volunteers who have worked tirelessly to make sure these books are covered and accessioned.
- I would like to thank Mrs Annette Hodder and Mrs Kerry Blechynden for all their hard work researching our new technology purchases for new iPads, desktop computers and a new addition is a bank of laptops for our Year 6 students. We would like to provide the best opportunity for our Year 6 students to acquire IT skills on this technology to make sure they are prepared for high school. We anticipate delivery and installation in Term 2 and there will be disruptions and apologise in advance- it will be worth it though!
- I have requested a P&C Wish list from the staff so we can gauge and plan strategically with the P&C for the whole year. I have met with our P&C President, Mrs Kitty Prodonovich, who will present this information to you.

Attachment Three

Wembley Downs Primary School P&C Treasurer's Report 28 February 2021				
Cheque #	Date	Income	Expenses	Cheque A/C Balance
Opening Balance for 2020 - Bank statement	31/12/2020			4,970.23
WA Return Recycling	13/01/2021	4.80		
WA Return Recycling	13/01/2021	0.90		
		5.70		4,975.93
Uniform Shop repay from 2020	15/02/2021	6,122.70		
		6,122.70		11,098.63

Rec to Jan 31 balance

Rec to Feb 28 balance

Estimated deposits still to come in
P&C Contributions



WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC Meeting Minutes March 30 2021

WDPS

School Canteen - Profit/Loss by month (cash basis)

	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
Income	\$ 3,553.50											\$ 3,553.50
Expenses												
Supplies	\$ 2,835.35											\$ 2,835.35
Wages												\$ -
Superannuation												\$ -
Insurance												\$ -
Stationery												\$ -
School24 Fees	\$ 71.36											\$ 71.36
Repairs and Maintenance												\$ -
Kitchen Hardware												\$ -
Total Expenses	\$ 2,906.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,906.71
Profit/Loss	\$ 646.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 646.79

Notes: No transactions between 30/12/20 and 11/02/20

A/P @ 28/02/21

Brownes	\$ 530.99	
WA School Canteen Suppliers	\$ 368.28	chq
Froyo	\$ 925.52	
Streets	\$ 252.90	
	\$ 2,077.69	

Parent Balance 28/02/21 \$ 2,620.30

Bank Balance 28/02/21	\$ 9,676.05	o/s cash deposits - nil	o/s cheques	\$ -	\$ -
Everyday M/card Balance 28/02/21	\$ 1,361.56	+			
	\$ 11,037.61				
	\$ -	less cheques o/s			
	\$ 11,037.61	True Bal			

Attachment Four

New families event:

Ideas:

Sundowner on oval with an acoustic guitarist and sausage sizzle – whole school event

Class reps introduce new families to year groups or new families cook the sausages

Date: Friday 30th April / Friday 7th May

Cost: \$500 for sausages and buns

Other: Potential equipment hire for guitar (speakers)

Parents Catch up:

Ideas:

General Public. Max 120 for whole restaurant.

\$35 per head for unlimited food – snacks and pizza or \$25 a head for pizza only. Cash Bar.

Saturday 2:00pm – 5:00pm or min spend applies of \$8,000

Other: Still waiting on dates from GP

Quiz night:

The Big 80's Bash for Cash by Bamboozled

Newman College Auditorium

Date: Friday 13th August

Room hire cost: \$1,500 approx

Host: \$975 – have been invoiced as they had a second booking for this night

Profit: Tickets sales 200 x 35 Total \$7,000

Other: Alice to enquire about discount at Newman



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
Meeting Minutes March 30 2021

Kids Disco

Undercroft area or Scout Hall

DJ - \$800

Dates: Friday 17th September after bad taste day or Friday 12th November (term 4 might be better)

Other:

Colour run?

Dates: Faction carnival - 3 September

Cross country?

Other: waiting on dates from Michelle / Anne

Art:

- Branded thermos cups for wine/coffee in black and red
- Melamine Plates



P&C Meeting Code of Conduct

1 - Focussed

We are here to get things done.

2 - Respectful

We always respect each other and value everyone's opinions equally. We practice active listening, never interrupt and always give clear, constructive suggestions.

3 - Collective

All votes are equal, and it is the collective that makes the decisions. We all have an equal vote in the meeting. The sum of our votes determines whether a motion is successful or not.

4 - Big Picture

We have our eye on the broader view – what type of long-term positive impact can we deliver for the whole school community. We have a whole of school approach.

5 - Enjoyable

We enjoy our meetings. We bring a friendly and positive mindset to each meeting. We are welcoming, fun and inclusive.

6 - Grateful

We appreciate everyone's contribution and respect the right for people to say no. Everyone does what they can and everything that they do makes a difference and is important.

7 - Collaborative

We work in collaboration with each other as well as with the school staff & educators and the school board. We are part of the school community triangle that works in cohesion and supports each other.

8 - Prepared

We run efficient meetings, always follow our agenda and don't get side-tracked. We allow enough time for constructive discussions, without the meeting running too long. We have a start and end time for each meeting. We contribute reports and information in a timely manner when requested.