

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

Date: Tuesday February 23rd 2021

Time: 7:25pm to 9.10pm

Location: WDPS - Library

Attendees:

Executive committee:

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

School/Public

Anne Christodoulou (Principal), Janelle Klymovich (uniform shop), Roxanne Pappas (Canteen/executive), Brooke Wilson (Events/executive), Leigh McCarthy (Events), Rachel Wenham, Janine Abbott, Brooke Greene, Michael Hanes (IT and comms/canteen accounts), Nita Allan, Matt Turnball (WD40's), Selina Lyon, Anna Cathcart, Clare Sigrist (uniform/executive), Tam Bourne, Rachel Clegg, Dave Thew

Apologies:

Belinda Jacklyn, Tracey Nichols

1. Open:

Welcome and Introduction: Kitty Prodonovich-President

- Congratulations to all the newly elected members of the committee.

Quorum Present (minimum 5 members): Yes

2. Confirmation of minutes of previous meeting:

Tina Van Maanen moved to confirm previous minutes of meeting; Tam Bourne seconded this.

Unanimously carried.

2.1 Action items arising from previous meetings:

(see attachment One)

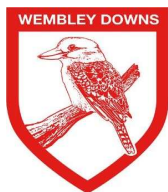
3. Reports and Updates

3.1 School Principal: Anne Christodoulou (see attachment Two)

- Already planning for the review in 2023
- Current practices allow us to keep up to date with on-entry testing, COVID guidelines etc
- The school is working as a whole team, not just teachers, it includes office staff, cleaners, gardeners..
- The school really lives and breathes their vision, the importance of our beliefs and values shines through
- Thank you to the P&C for their help and generosity
- Change in deputy positions, George Tolev is now K-2 and Michelle Leeming is 3-6, both working on a reading focus
- Looking at the undercover area update, and what else can be included. Possibility of a projector for the area.
- Meeting with staff individually to work out what they love about the school and what might need improving/something they like to see, 2 stars and 1 wish.
- In today's newsletter the mention of carparking around the school to be bought up. Parents are beginning to enter the staff carpark again.

3.2 President: Kitty Prodonovich

- Met up with staff on one of their PD days, informing them of our funding focus for 2021.
- Welcome picnic was a success, thank you to the P&C members that were there.
- The start of the year has been full on, with the late start, AGM prep, the election!



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- The core funding focuses for this year to continue with the classroom upgrades and upgrade the flooring and the AV in the undercover area.

3.3 Treasurer: Alice Mrazek-Scriven

- Not much to report as it is the start of the year and January had little transactions.
- Current bank balance stands at \$43,000, with the surplus to be transferred to the main account (discussed at the next meeting)
- Invoices will be paid this month.

3.4 Canteen: Roxanne Pappas/Alice Mrazek-Scriven (see attachment Three)

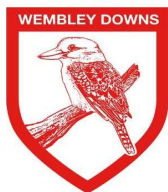
- Strong start to canteen orders, with 110 online and 20 over the counter orders, last Friday.
- Volunteers are NEEDED! There were only 6 volunteers the whole of last year. The question is how do we get the volunteers? Possibly allocate one class per week, with 16 classrooms, that is less than twice a term.
- Use incentives to get volunteers, their child gets a canteen voucher.
- Set the parameters for the shift, only requires 2 people for 1 hour.
- Kitty and Rox to work on plan going forward, committee agreed to allocate classes to weeks for volunteering purposes

3.5 Uniform shop: Janelle Klymovich/ Clare Sigrist

- Uniform shop had a busy start to the year.
- The shop was opened for new families on January 27th.
- Due to COVID restrictions the shop was only opened once during the first week of term, but online orders were strong with 50 orders during the first week.
- Online orders re-opened once classroom numbers were distributed.
- The uniform shop will continue to open the first Friday of every month from 8:40-9:00am.
- Online deliveries are made to classrooms on a weekly basis, on Friday mornings. With the next open day being Friday March 5.
- There was a delay with the Eclipse order, which was expected to arrive late January, and now will not be until March.
- A new order has been placed with Eclipse (expected delivery June) and Jenny Franklin for fleece jackets, which is expected to be delivered in April.
- Netball uniforms will be added to Schools24 for ordering. Once all orders have gone through, there will be 1 transaction.
- Big thank you from parents for the Leavers shirts being ready at the end of 2020. The students were pumped to be able to wear them on the first day of 2021.
- Thank you also to Tracey Nichols and Sarah Brown for their ongoing help.

3.6 Events & Fundraising: Tam Bourne

- Thank you to Leigh and Brooke for taking over as co-ordinators
- Election groundwork has begun. Anika Clohessy to run the year 3-4 cake stall; Julie Gibson to connect with a year 2 parent to coordinate sausage sizzle/bacon and egg burgers; Leigh McCarthy/ Nita Allan to coordinate bookstall for K/PP; Rachel Wenham to organise chocolate game and raffle for year 5-6.
Have also contacted City of Stirling to enquire about what is needed and they will approve it.
- Starting from this year, each year group will be responsible for a different activity.
- We need to continue to communicate using all avenues (connect, Facebook, emails)



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- Need the list of class reps ASAP.
- Easter raffle is the next fundraiser and is to be run by the year 6's.
- Entertainment books are being relaunched, only digital copies this year. Another possible fundraiser.
- Purchasing bankcard to be used for the events purchases and be put in Kitty's name. Alice and Kitty to work out purchase card.

3.7 Fathering Project: Matt Turnbull

- Plan for term 1 is to have 1 kids/dads' event and 1 dad's only event.
- This year there will be a bike focus.
- Any WD40 communications to be posted on the school's Facebook page, need to include some information for new dads or those who have not heard of the program.

3.8 School Board: Belinda Jacklyn

- From last night's board meeting:
 - The teachers are very grateful for the further progress of the classroom upgrades.
 - The spare classroom has been setup and is in use for Japanese, amongst other things. Currently a work in progress but is going well.
 - There is a new teacher in a Health and Wellbeing role 1 day per week, this allows us to address shortcomings on these parameters on assessments from last year (a nationwide issue but not one our school is immune to, from the surveys). She will be setting up programs and providing advice as she has a wealth of experience in this area. She will also be given relief work and will be part of the school community.
 - Thorough plans are being put in place to work through the school review from last year and ensure all areas of need are addressed.
 - A significant budget has been allocated to further decodable readers and literacy resources, as well as new interactive whiteboards.
 - School development days will be attached to the school holidays for simplicity
 - On review of board membership rules, we have a quota of the allowed 3-5 parents currently.
 - Board is likely to need one more community member to join and we are researching how this could be someone to bring more culturally diverse input as this is very narrow currently.
 - Belinda to still run LEGO club and maybe introduce a junior chess club, for those that can't go to Monday Lunch time chess club.

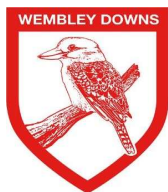
4. Additional Agenda items:

4.1 Laura Laing-Scholastic Book Club

- Currently there are 2 book club issues sent out per term.
- In 2020, the school earned \$906 reward dollars. Be good to find out where that money then goes, so we can let the community know – will help raise awareness.
- The school earns 20% on the orders.
- Need to promote through all channels, use connect and Facebook to let parents know "The new book list catalogue went home with students today".
- Have Laura and Tracey's details on the catalogue, for people that need assistance.

4.2 Welcome Events for new Families to WDPS

- Something low key, with the school emailing a letter to the families.
- Need to find out how many there are.



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- Suggested that it might be possible to align them with another family already in the school.

4.3 Faction flags/Banners

- Tina to get quotes from the same company we ordered the marque's from
- 1 tear drop flag per faction and 2 standard school ones.

4.4 Undercover area upgrades – where to start/what is our plan?

- Kitty to meet with Anne prior to the next meeting and go through this in more detail, so we can bring it to the next meeting.

4.5 Parents event – not a fundraising event

- To be discussed at next meeting

4.6 Workshop/s for 2021? Topic suggestions.

- To be discussed at next meeting

4.7 Container 4 Change Update

- Need to come up with ways of getting more containers, is it through a community event (election?), competitions between classes or a letter drop.
- Kitty has contacted the company to come and pick up our full bins/bags.

4.8 Bike shed area update – Matt Turnbull to update us at next meeting, still a work in progress.

4.9 Your Move Update – Matt Turnbull to update us at next meeting, still a work in progress

4.10 Year 6 Student Leadership Day Swan Valley Adventure Centre Funding Request Discussion (see attachment Five)

- Requests are needed prior to the event itself.
- If we go ahead, does it become a dollar value per head, every year?
- We need a more coordinated approach for funding requests.

4.11 Hale Road Crossing Application Progress update – Kitty Prodonovich

- New forms had to be completed.
- The Children's Crossing Unit will now come out and do 2 morning and 2 afternoon surveys, this term.
- The process is ongoing and we will update via Facebook

5 Motions:

5.1 "That the P&C approves the funding of \$1600 for the year 6 Student Leadership Day Swan Valley Adventure Centre"

-No vote, on hold until next meeting.

6. General business:

- Swimming lessons and carnival to be held in term 4
- The election gives us a captive audience, need to think about what we need to share.

Meeting Close: 9:10pm

Next meeting: Tuesday March 30th 2021



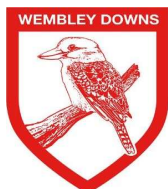
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Attachment 1: Action list February 23rd 2021

	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	
2	Uniform Gateway payment – set up confirmed method	Alice Mrazek-Scriven Kitty Prodonovich	
3	Obtain quotes for new bike shed/extension	George Tolev Matt Turnball	
4	Obtain quotes for P&C volunteer vests	Janelle Klymovich Tina Van Maanen	
5	Set up a Purchasing bank card (like the canteen has) for the events sub committee	Alice Mrazek-Scriven Kitty Prodonovich	
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	
7	Follow up from survey, to identify a Containers for Change co-ordinator	Kitty Prodonovich	
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	
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	
10	Committee and class rep email distribution lists to be updated for 2021	Michael Hanes	
11	Website content to be updated for 2021 for P&C page in the school website	Kitty Prodonovich	
12	Volunteer class allocation schedule to be created for canteen	Rox Papas Kitty Prodonovich	

Action list from December 1st 2020

	Action	Who	Status
1	Alice to present audited financials	Alice Mrazek-Scriven	Complete
2	Obtain profiles and a pic from all P&C committee members, starting with new ones-for posting on our Facebook page	Alana Sizer	Ongoing
3	Uniform Gateway payment – set up confirmed method	Alice Mrazek-Scriven Kitty P	Ongoing
4	Organise new standardised email address	Michael Hanes	Complete
5	Obtain quotes for new bike shed/extension	George Tolev Matt Turnball	Ongoing-quotes to be presented at the next meeting
6	P&C volunteer vests	Janelle Klymovich	Ongoing
7	Fairgame day	Alana Sizer	Complete



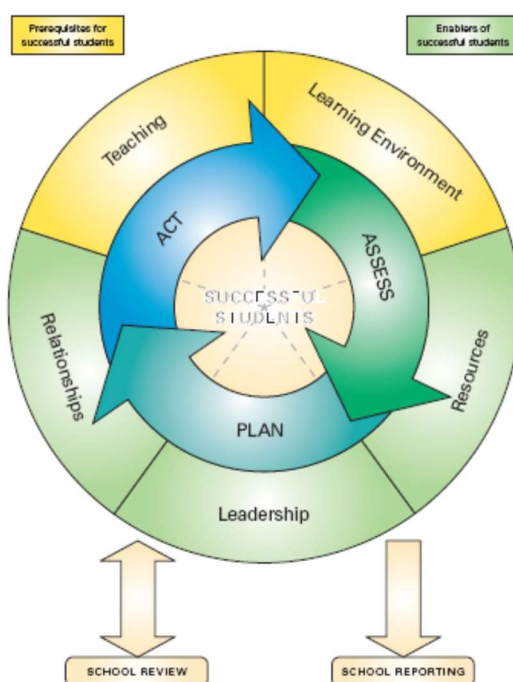
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Attachment 2: Principal's Report P& C Meeting

Tuesday 23 February 2021

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

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



Teaching

- We have started the year with enrolments at 414. It is important that students are enrolled and attending regularly by Friday 12^h February, 2021, Census Day. Once the census is completed and submitted a calculation is made by the Department and we receive our school funding.
- The Pre-Primary Teachers will be commencing the On-Entry Testing that is undertaken across the state.
- ***Please note due to COVID-19 Phase 4A Guidelines and possibly resuming Phase 4 Guidelines we will not have Parent Information Evenings but rather each class teacher will send out information.***

Learning Environment

Teachers have started the year well and I would like to thank all the office and library staff, our gardeners, cleaners, teachers and education assistants for all their input. Thanks to the families also being so organised with booklist items and payments!

Relationships

- Thank you to all the school community for being so welcoming, helpful, friendly and kind. I feel I very valued. I am very grateful to you all.
- We have recruited Mrs Jennifer Carruthers, to focus on teaching Health and Well-Being strategies, including looking at our Behaviour Matrix, Zones of Regulation and some



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Mindfulness activities. This is a focus of our school planning and so important for all during these difficult times we are having with COVID-19.

Leadership

- I am using the areas of our School Improvement and Accountability Framework to prepare my P&C Reports and School Board Reports.
- Thank you to Michelle Leeming who led the school in Term 4- I heard a great deal of positive feedback and I would like to formally thank her and acknowledge her work.
- Our School Development Days went well on the 30 and 31 January, this year. We worked on school planning, operational matters as well as online professional learning relating to staff collaborative planning and Trauma Informed Practice.
- **Future School Development Dates-** these need to be approved by the School Board at our first meeting this year which will be on Monday 22 February 2021.
- The Leadership Team have fine-tuned our before school procedures and will be trialling these this term.
- I will often be referring to our School Vision, Values, Beliefs: Here they are:

Our School Vision:

Wembley Downs is a school where respect is a central element of our culture. It is the cornerstone of relationships between staff, students, parents and the wider school community. Respectful behaviour extends to relationships between staff and those taking on leadership roles and they are supported by all. Communication at all levels and in all circumstances is open, honest, supportive and constructive. The school communicates with the community and parents with a consistent, easy-to-use process.

Our school community is united, cohesive, engaged and happy. We are a school and community learning together.

At Wembley Downs we strive for excellence in teaching practice and innovation where possible. There is time and opportunity for teachers to work collaboratively. The school community is engaged, committed and takes an active responsibility in student learning. There is a whole-school approach addressing and supporting mental health. Teachers engage students in learning by using a balance of explicit teaching, cooperative and play-based learning, and independent work opportunities. Student achievement is acknowledged and celebrated at all year levels every day. There is a whole-school assessment schedule that identifies student needs, guides future planning and allows teachers to monitor progress. We employ differentiation to support the diverse needs and abilities of students. We recognise and celebrate this diversity.

Staff at our school are supported and well resourced. An education assistant in every classroom allows teachers to cater for students at educational risk. There are well developed systems in place for teachers and parents who have SAER students in their care. Support is available, including access to remediation programs, for teachers with students at risk in the area of literacy. Professional development enables staff to understand students with different learning needs and utilise resources to support all learners. The allocation of resources and manpower is decided by consideration of the needs of teachers and students, and prioritised accordingly.

Our school is a welcoming and safe place for all. Both the interior and exterior environments are inviting, interesting and stimulating. Our learning environments enhance student learning, particularly through flexible learning spaces and utilisation of digital resources. As our students are preparing for life in an increasingly digital world, our school promotes a cross-curricular STEAM approach, supported by up-to-date technology and fully trained, confident staff.

We are committed to providing opportunities and support for shared leadership at Wembley Downs. Leadership opportunities, mentoring and professional development are encouraged and provided to all staff in line with the identified needs of the school. Prospective leaders have a clearly defined role and purpose and are given extra time as required. They are positive role models in the community.



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Our school culture fosters unity and cohesion. As a result, we have high staff morale. Wembley Downs Primary School's decision-making processes value and respect the opinions of all staff. There is the opportunity to discuss general business during staff meetings.

Our Values and Beliefs:

- **We value and respect each other.**
- **We make everyone feel safe.**
- **We take pride in everything we do.**
- **We work together and challenge ourselves to make a positive difference.**
- **We support the mental and physical well-being of our school community.**

Our vision, values and beliefs underpin all our work which is outlined in our Business Plan 2021-2023. I look forward to reviewing this plan in consultation with the school community, as well as preparing the next Business Plan.

The objective of this 2021-2023 Business Plan is to consolidate and build on the work commenced in the 2018-2020 Business Plan. Following a successful independent review of the school and using school performance data, the focus areas for this business plan are:

1. Inspirational Teaching & Learning;
2. Communication & Relationships;
3. Leadership & Capacity Building;
4. Quality Learning Environment; and
5. Student Achievement.

The 2019 Independent School Review highlighted the strong progress that the school made across the life of the previous Business Plan. The review also identified pathways for sustaining our current success and areas to focus on for continued improvements.

Every student, every classroom, every day, sets clear aspirations for every student and focuses on strengthening support for improved teaching and learning.

This plan sets out the school's strategic direction and includes Department of Education requirements that are articulated in the Department of Education's key documents and plans:

1. Strategic directions for public schools 2020–2024
2. Building on strength, 'Future directions for the Western Australian public school system'
3. Annual 'Focus' Documents.

Our next school review for is scheduled for Term 3 in 2023.

I am pleased to announce our Future Focus:

In the process of determining our future direction, the school leadership team, school staff and School Board have reviewed data and considered formal and informal feedback that sought a wide range of views on many areas of school operations. That data highlights our strengths and points the way towards our opportunities for improvement.

The key themes that have emerged through these processes are:

1. the desire for the continued collaboration between the school and community members and,
2. the strengthening of the learning environment that builds on improving teacher capacity and capability and the academic and non-academic outcomes for our students.

We put the students at the centre of everything we do and this is our school motto: **Care ~ Respect ~ Challenge.**

Resources

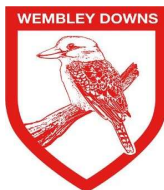
- We had a number of classrooms upgraded with new furniture and I would like to thank the P&C for their generosity.
- We have a spare classroom (near the Pre-Primary) we are hoping to get set up for some of our specialist classes.
- Thank you to our P&C Uniform Shop ladies, Janelle Klymovich, Sarah Brown, Clare Sigrist, Tracy Nichols and Nita Allen for all your hard work too. Our School Uniforms are amazing!



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- Thank you to Canteen Ladies too for starting off so well- Ciska Sie, Rebecca Pitts and Roxanne Pappas.

Anne Christodoulou
Principal



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Attachment 3: Uniform Shop Financials

WDPS Uniform Shop			Current period											
Profit and Loss Statement (Cash Basis)														
		Total for year to date	January	February	March	April	May	June	July	August	September	October	November	December
Income														
	Cash Sales	\$50.00	\$50.00											
	EFT Sales	\$1,685.00	\$1,685.00											
	Schools24 deposits	\$5,320.00	\$5,320.00											
	Refunds	\$0.00												
Income Total		\$7,055.00	\$7,055.00											
Expenses														
	Suppliers	\$0.00												
	Admin expenses	\$0.00												
Expenses Total		\$0.00												
Net income		\$7,055.00	\$7,055.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Provisional sales	175.5											
		*to be clarified												
Current known Future Income and Expenses			Bank Reconciliation		January									
Income			Bank Balance @	01/01/2021	\$32,077.73									
Schools 24 Income - January		\$165.00												
			Income as per bank statement		\$7,005.00									
Expenses			Provisional sales		\$175.50									
Paid February Invoices		-\$10,286.65		Expenses										
Known future payments not yet due		-\$2,087.25												
		-\$12,373.90		Bank Balance @	31/01/2021	\$39,258.23								
				Invoices paid by P&C main account		-\$6,122.70								
TOTAL		-\$12,208.90				\$33,135.53								



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Attachment 5: Funding Request from Michelle Leeming

REQUEST DETAILS			
Name:	Michelle Leeming	Date:	12 Feb 2021
Position / role:	Deputy Principal	Phone:	
Project name:	Year 6 Student Leadership Day Swan Valley Adventure Centre		
Project description:	Team building day with our 22 student leaders for 2021		
Educational/Community Outcome:	Further develop leadership, cooperation and perseverance skills in a team environment as they participate in team building challenges.		
Total cost of project:	\$1600	Funds requested:	\$1600

WDPS P&C APPROVAL			
Comments:			
Approved / Not approved		Meeting date:	
Approved by:		Signature:	

Movement Details



Client ID Client Company Client Ref 1 Client Ref 2	WDPS Wembley Downs Primary School 3487850 Catherine Smith	Charter ID Movement ID Status Passengers Distance	101412 366829 Firm 24
First Pick-up Pick-up Date Single Journey Vehicle To Stay	Wembley Downs Primary School - S/B Fri 19/02/2021 Time 08:20 Yes No	Destination Arrival Date Leave Date Back Date	Swan Valley Adventure Centre Fri 19/02/2021 Time Fri 19/02/2021 Time N/A Time

First Pick-up Instructions

39 Bournemouth Cres, Wembley Downs
Catherine Smith - 92229300

Destination Instructions

58 Yule Ave, Middle Swan WA 6056
Arrive by 9:00am

Seats	Vehicle Description	Vehicle No	Price	GST %	GST	Total
24	Seat Belts	1	\$355.00	10	\$35.50	\$390.50
Movement Totals			\$355.00		\$35.50	\$390.50

Driver Description	Vehicle No	Driver Description	Vehicle No
Operators JD.12	1		



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58 Yule Avenue
Middle Swan WA 6056
T: (08) 9374 5600 F: (08) 9374 5699



TAX INVOICE
ABN: 52 421 397 315

Attn: Mr George Tolev
WEMBLEY DOWNS PRIMARY SCHOOL
33 Bournemouth Crescent
Wembley Downs 6019

Invoice Number: **AC07766**
Invoice Date: **11/02/2021**
Account No:
Event Ref: **12457**
Event Start Date: **19/02/2021**
Event End Date: **19/02/2021**

Description: WEMBLEY DOWNS PRIMARY SCHOOL - Camp incl. activities

Date	Quantity	Details	Amount \$
19/02/2021	22	Adventure Centre Activities	1,276.00

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.