

**MINUTES OF THE COMO P&C
MEETING NO 17/03
HELD ON WEDNESDAY MAY 10th 2017
COMMENCING AT 7.00 PM**

1. PRESENT & APOLOGIES

Meeting Commenced at 7:03pm in Como Primary School staff room

Present: Andrew Malcolm (Principal), Jeff Jorgensen, Ingrid Meyer (\$1 paid dues), Antonie Du Toit, Emma Rose Phillips, Helen Uppill, Craig Pilatti, Zina Bell, Lynne Walker, Lydia Orlando, Nick Sofield (arrived late)

Apologies: Emma Phillips, Heath Harnden, Kellie McGrath, Leanne Pool

3. MINUTE CONFIRMATION

Confirmation of minutes from previous meeting

MOTIONED: Craig Pilatti

SECONDED: Andrew Malcolm

4. BUSINESS ARISING FROM PREVIOUS MINUTES

No actions

5. CORRESPONDENCE

No correspondence.

6. URGENT BUSINESS

a) Canteen Structure and Management

- It was acknowledged that Emma Rose has done a fantastic job as Canteen Coordinator which is a very complex and difficult role for a volunteer, including:
 - i. Complying with regulation requirements
 - ii. Planning Menu
 - iii. Menu costing and pricing
 - iv. Reports to P&C Committee
 - v. Manage volunteers on shiftAs well as scheduling and coordinating volunteers
- However:
 - previous canteen manager, Justine, has resigned
 - Renee has stepped up to act in this role
 - Canteen lost \$500 last year and has lost \$1,500 this year so far
 - Only have \$5,000 in bank after wages (Thursday specials were profitable last year and could boost funds)
- Situation has opened up an opportunity to look at structure of canteen management
- Various options were discussed at length. Options discussed are as follows:
 - I. Completely outsource management of canteen, and P&C take a percentage of profits
 - II. Canteen Manager scope broadened to include all duties of Canteen Coordinator role and reports to P&C Committee directly

- III. Canteen Manager scope broadened to include professional management of key duties of Canteen Coordinator role (i, ii, iii, iv & v above) and Canteen Coordinator continues to liaise between P&C Committee and Canteen Manager (with more realistic demands of role, Canteen Coordinator should be easier to recruit for)
- IV. Status Quo – keep key duties within Canteen Coordinator role (making it difficult to recruit volunteers for) and Canteen Manager’s duties remain
- V. Close canteen – it’s a service to the school and does not need to be provided
- Considerations were as follows:
 - Thursday specials were profitable last year and could boost funds
 - Drinks profit but meals not – could source cheaper ingredients from wholesale etc.
 - Around a third to a half of student use the canteen on Friday’s
 - Canteen Manager role difficult to recruit for, however, opportunity presented with Renee performing well in acting role (motivating volunteers, suggesting new ideas, negotiating better prices)
 - Connections to school important for role as providing a service to school community
 - Outsourcing may significantly increase prices
 - P&C have interested party for revised Canteen Coordinator role with reduced duties
 - Paid manager and assistant required as cannot rely of volunteers

Proposal: P&C to implement option III above. Renee to act in role until end of term. Can decide at next P&C meeting (7 June) if trial to end of term going to work for both parties. If agreed to continue with trial, can appoint at Renee into position end of trial if successful, otherwise P&C can advertise. Success will also be demonstrated at end of term with production of Summer Menu with planning, costing and pricing in line with regulation requirements. Canteen Assistant job to be backfilled with casual paid employee from Labour Hire.

Proposed: Jeff Jorgensen

Seconded: Ingrid Meyer

Approved and carried by a majority of committee members present

ACTION 1: review Canteen Coordinator role position descriptions (to include additional key duties) for next P&C meeting - Jeff

ACTION 2: potential Canteen Coordinator for 2017 (Andrea) to be invited to P&C meeting - Ingrid

7. PRINCIPAL’S REPORT

- Mr. Andrew Malcolm offered a warm welcome to all in attendance
- Two more enrolment since Principle’s Report circulated to take total to 386
- Voluntary Contributions 2017 currently sitting at 80% paid
- School is funding EAL/D out of own budget (58% non-English speaking students and 36 languages spoken by students).
- School staff are participating in professional learning around teacher health and wellbeing in accordance with the current DoE WA strategic plan (High Performance High Care).
- The first Parent Rep meeting took place on Friday 5 May.
- School will be assessed against National Quality Standards (NQS) on 18 May 2017. NQS is a key aspect of the National Quality Framework and sets a high, national benchmark for early childhood education and care, and outside school hours care services in Australia

- Thanks to Miss Martino and Mrs Herne for organising our new Time Capsule for the next celebration in 2041 which will be the School's 125th Birthday. Thanks also to Mrs McDonald and students for an excellent job decorating the Capsule. The Capsule will be kept in the Library.

8. TREASURERS REPORT

Opening Balance 1/3/2017:	\$119,294
Incoming:	\$11,253
Outgoings:	\$12,500
Closing Cash book balance 31/12/2016:	\$118,048

Account Balance 30/4/2017:	\$118,048
Agreed Expenses: (still to be paid)	\$35,413
Agreed Minimum Account Balance	\$15,000
Available funds:	\$67,635

- Awaiting sponsorship of \$1,000 from James Thompson of Burkes Realty. Will re-check bank account before contacting James.
- \$4,000 of P&C money in school bank to take advantage of GST compliance. Purchase orders can be raised against school when required.

9. MATTERS ARISING FROM COMMITTEES

a) School Banking Committee

- Account opening day on Friday 12 May

ACTION 3: Include promotion in newsletter and school App - Andrew

b) Comovers

- Dad and netball outing happening next weekend
- Next term Dad's dinner night out
- Planning major event which is overnight camp out at school

c) Class Representatives Committee

- Met last Friday
- Aim to meet once per term
- Outlined committee responsibilities

d) Safety Committee

- It was suggested that P&C may want to consider putting curb down side of 'kiss and ride' in order to lock cars into layby
- Andrew advised it would be a difficult process getting the Main Roads to prioritise this type of request

e) Grants Committee

- Decided to remove this item from agenda

ACTION 4: Remove item from future agenda - Lynne

f) Canteen Committee

- Menu diversified last term after consulting with a nutritionist and a chef
- Meals are nutritious, freeze well and good value

- Further discussions about canteen covered under urgent business item

10. GENERAL BUSINESS

a) Use of Art & Music Rooms

- Jeff Jorgensen enquired about the growing number of school students and future expansion plans given the use of the art and music rooms as classrooms.
- Andrew advised the P&C that he has submitted a request to the Department for a demountable classroom. However, the Department believes that Como Primary should be able to cater for 480 students.

b) Canteen Policy

- Canteen Policy due for renewal.
- No changes proposed from last year

Proposal: P&C endorse revised Canteen Policy with no changes from last year

Proposed: Jeff Jorgensen

Seconded: Ingrid Meyer

Approved and carried by a majority of committee members present

c) Stationary

Proposal: approval for \$100 in stationary

Proposed: Lydia Orlando

Seconded: Craig Pilatti

Approved and carried by a majority of committee members present

d) Inter school sports shirts

- Shirts cost \$280 more than expected as required more shirts than expected
- Cost \$5,600 instead of \$5,320 originally anticipated

Proposal: P&C approve additional \$280 to cover cost of shirts

Proposed: Jeff Jorgensen

Seconded: Helen Uppill

Approved and carried by a majority of committee members present

e) Progress update on nature scape

- Consolidated ideas for elements of playground
- Nigel McGrath redrawing plans on CAD
- Never heard back from external company so Nigel including new elements on design for free
- Once all elements approved by Andrew and staff will develop top corner first
- Will require volunteers to clear area prior to professionals constructing elements
- Will communicate to parents for volunteers once elements approved
- Regulations for having animals on school premises prohibitively cumbersome

ACTION 5: Ask staff to provide A3 copy of plans - Andrew

f) Meeting closed

Meeting closed at 8.20pm

g) Next meeting 7 June at 7pm

Minutes produced by Lynne Walker