

**MINUTES OF THE COMO P&C
MEETING NO 17/02
ANNUAL GENERAL MEETING
HELD ON WEDNESDAY MARCH 22nd, 2017
COMMENCING AT 7.00 PM**

1. PRESENT & APOLOGIES

Meeting Commenced at 7:00pm in Como Primary School staff room

Present: Andrew Malcolm (Principal), Jeff Jorgensen, Emma Rose Phillips, Leanne Pool, Helen Uppill, Nick Sofield, Craig Pilatti, Kellie McGrath, Lynne Walker, Antonie Du Toit, Bu Keen Toh, Khai Veun Chan, Zina Bell, Heath Harnden, George Steadman, Melissa English, Jake Prout

Apologies: Emma Phillips, Ingrid Meyer, Lydia Orlando

2. MINUTE CONFIRMATION

Minutes from previous meeting not available so this will be carried forward to next meeting

3. COMMITTEE POSITIONS AND NOMINATIONS

Jeff Jorgensen declared all committee positions vacant and called for nominations.

The following positions were filled by single nominees and as such no voting was required. The positions were filled unopposed and as follows:

PRESIDENT: Jeff Jorgensen

VICE PRESIDENT: Nick Sofield

SECRETARY: Lynne Walker

TREASURER: Lydia Orlando

ACCOUNTS CONTROLLER: Helen Uppill

CANTEEN COORDINATOR: position not currently filled. Emma Rose Phillips to sit in role until incumbent found

CANTEEN TREASURER: Lydia Orlando

FUNDRAISING COORDINATOR: Kellie McGrath

UNIFORM SHOP CONVENOR: Vacant

BOARD OF DIRECTORS REPRESENTATIVES: Filled By Andrew Malcolm

SCHOOL BANKING COORDINATOR: Lydia Orlando

GRANTS COORDINATOR: Vacant

SCHOOL SAFETY COORDINATOR: Craig Pillati

CLASS REPS COORDINATOR: Mel English

\$16 received from 2017 P&C Members

The President thanks all the outgoing volunteers for the work that has been done in the last year, and welcomed all the new committee members.

4. CORRESPONDENCE

The President went through and distributed relevant correspondence that had been received since the last meeting.

5. URGENT BUSINESS

a) Leavers Shirts

- Parent handbook - which outlines estimated costs parents can expect for additional expenses – proposed that the leavers' shirts would cost \$35 as a guide
- Shirts will now cost \$38.50 based on extensive research to find the most appropriate deal
- Request put to P&C to cover additional \$3.50 to ensure parents would pay no more than \$35
- Depending on the number of shirts purchased, and with 44 leavers, this could total around \$300
- Concerns of setting a precedent were noted as the handbook is intended to be a guide, not an accurate breakdown
- It was agreed to be inappropriate for P&C to fund difference as its purpose is to support initiatives that are of benefit to the whole school
- Kids struggling to pay difference could speak to the Principle for assistance

Proposed: Motion to fund by Jeff Jorgensen

Moved: Motion not passed unanimously

6. PRINCIPAL'S REPORT

- Mr. Andrew Malcolm offered a warm welcome to all in attendance and thanked all for the positive start to the school year
- Started 2017 with 371 students enrolled, by 22 March enrolments are 381
- Voluntary Contributions 2017 currently sitting at 68% paid
- The Class Parent Rep program is complete with teachers identifying parents as their Classroom Parent Rep
- Year 3 and 5 National Assessment Plan Literacy and Numeracy (NAPLAN) will take place at CPS commencing on Tuesday 9 May
- On Entry Assessment for Pre-Primary students in Literacy and Numeracy has been ongoing from Week 3 - test results will be sent home in coming weeks
- DoE WA has approved the painting and reconditioning of the eastern and southern facing wooden school windows - work will be carried out over weekends and will commence soon

- Teacher nominations are being sought to fill one teacher's position on the Como Primary School Board as Miss Schwagermann has completed her tenure
- The 2016 Annual Report to the Como Primary School Board was endorsed by the School Board on the 14 March 2017 meeting – now available on website
- Teachers are currently working on the completion of the Interim Report for parents from Year 1 to Year 6 and will be sent home with students on Thursday 6 April
- Terms of reference for school Board been updated to allow children to attend and will be invited to next meeting

7. BOARD OF DIRECTORS REPORT

- Last meeting was 14 March
- Have reviewed the Annual Report and board have signed off on it.
- Have reviewed the terms of Reference.
- The School Children should have an input into the Board and so have been invited to participate in the next open board meeting.
- Craig Pilatti questioned why the swimming carnival was not being held at Beatty Park. Andrew outlined the issues were to do with the grandstands and that Beatty Park were not taking bookings for School Swimming Carnivals.
- Option for next year's swimming interschool carnival is to do a similar thing to Manning and join the Regional Schools swimming carnival instead.

8. FUNDRAISING REPORT

- Kelly wanted to acknowledge the donation of \$1,000 from James Thompson of Burkes Realty
- Also, \$5,200 was raised at the recent local election
- This brings fundraising to \$8,000 for term
- Kelly thanked all the Volunteers that helped out in any way for the fundraising activities that we have done so far this year.

9. CANTEEN REPORT

- Emma outlined that the Canteen Policy needed to be updated and approved.
- Policy will be emailed to the President and then forwarded out to be voted and approved at the next meeting.

10. TREASURERS REPORT

Opening Balance 1/1/2016:	\$69,784
Incoming:	\$129,304
Outgoings:	\$85,658
Closing Cash book balance 31/12/2016:	\$113,430
Account Balance 19/3/2017:	\$119,164
Agreed Expenses: (still to be paid)	\$35,413
Agreed Minimum Account Balance	\$15,000

Available funds:

\$68,750

Proposal: The following costs were presented to the committee for payment/reimbursement:

- **\$400** to our Bookkeeper for the cost of our 2015 Audit to Bookkeeping with Precision

Proposed: Kellie McGrath

Seconded: Jeff Jorgensen

APPROVED and carried by a majority of committee members present

Proposal : That Booking keeping Precision act as the P and C Auditors for 2017.

Proposed: Jeff Jorgensen

Seconded: Leanne Pool

Approved and carried by a majority of committee members present

GENERAL BUSINESS

a) Volunteer Annual Clean of toilets each year

- It was brought to the P&C's attention that Scott Walker did a clean of the toilets each year as a volunteer.
- Agreed that gratitude should be acknowledged in next newsletter
- Andrew to investigate if Scott is doing this each year.

b) Guidance for children's use of electronic devices at home

- George Steadman enquired about guidance around children's exposure to electronic devices in light of school moving towards iPads and tablets in the classroom
- School has ITC policy that is signed by children
- Many apps can be found to restrict access or limit time for school children

c) Wendy's retirement

- It was acknowledged that Wendy was retiring on 7 April 2017, after 22 years working at the school
- It was agreed that the P&C cannot use funds to farewell staff - not allowed under the constitution
- Andrew Malcolm advised that there would be a staff morning tea
- Tin would be passed around at next assembly

d) Annual general meeting closed

Meeting closed at 7:50pm

e) Next meeting 10 May at 7pm