

**MINUTES OF THE COMO P&C  
MEETING NO 17/05  
HELD ON WEDNESDAY AUGUST 2<sup>nd</sup> 2017  
COMMENCING AT 7.00 PM**

**1. PRESENT & APOLOGIES**

Meeting Commenced at 7:05pm in Como Primary School staff room

**Present:** Helen Uppill, Andrew Malcolm, Emma Rose Philips, Mel English, Kellie McGrath, Jeff Jorgensen, Craig Pilatti, Lynne Walker, Lydia Orlando (7.15pm), Nick Sofield, Antonie Du Toit, Ingrid Meyer, Zina Bell, Tess Harris, Natasha

**Apologies:** Heath Harnden, Bu Keon Toh, George Steadman, Khai Veun Chan

**2. MINUTE CONFIRMATION**

Confirmation of minutes from previous meeting

**MOTIONED:** Craig Pilatti

**SECONDED:** Helen Uppill

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Action 1** –Jeff to work with Emma Rose to develop PD.

In progress, carry over to next meeting.

*Action 1: Role to include menu planning, food preparation and budgeting as decided previously (P&C: 10/5/17) - Jeff*

**Action 2:** Previous minutes to be changed accordingly (#7, 4<sup>th</sup> bullet: change from ELLA to EAL/D) – Lynne

- Complete

**Action 3:** Include Board report on future agendas – Lynne

- Complete

**Action 4:** credit card to be changed to generic name (not personalized) – Lydia  
card holder to cancel card, need name of person on card; discussed later with further action

**Action 5:** get quotes for first aid kits and P&C will fund – Emma Rose

Quote for \$239. Could put own together and still meet food safety compliance requirements. Carry over to next meeting.

*Action 2: get 3 quotes for food safe kitchen first aid kit – Emma Rose*

**Action 7:** committee to research other options to source food for whole sale providers – Emma Rose.

Scutti's cost as much as IGA. Need to be cheaper than Coles. West Oz commonly used by most school canteens. Better prices at West Oz. Carry over to next meeting,

*Action 3: Check to see if can beat prices; try Sea Lanes – Emma Rose*

**Action 8:** Kindy class rep to find out if they want to do school banking – Mel

Not a lot of feedback, Not a definite Yes. Leave as Friday thing. No further action.

- Complete.

**Action 9:** Encourage an annual stock take report and send brief to P&C – Helen

**Action 10:** replace baking tray – Emma Rose

Cost about \$25. Utilising Class reps working well. Lack of cutlery (no tea spoon, couple of forks). Will try to source second hand. Trying to get cheaper cost. Part of operating costs so just buy new. Get quality that will last from a catering place. Jellybeans have own utensils and section, shouldn't be touching canteens cutlery. Have access to canteen in contract but Andrew not sure about cutlery. They know not to touch food.

*Action 4: check specifics of contract to be clear on what Jellybeans have access to as things going missing - Andrew.*

**Request:** P&C approve \$200 for kitchen equipment, sufficient to get what need

**Approved and carried by majority of committee members present**

**Action 11:** OK to recruit assistant for 6 hours per week

- complete

**Action 12:** Andrew to investigate water fountain

Was turned off and turned on

- Complete

#### 4. CORRESPONDENCE

- Mail for treasurer
- Nominations open for exceptional teachers awards. Sam and Rachel been nominated in past.
- Nominations closed Friday 28<sup>th</sup> July – must remember for next year

#### 5. REPORTS

##### 5.1 PRESIDENT'S REPORT

- Nick and Jeff met with Manning, Kensington and South Perth P&C reps, 1 Aug 17 to share learnings. Decided to meet once a term to collaborate on issues. Might be potential for bigger cross school event by gaining through economies of scale. Can introduce new people to foster a support network ongoing.
  - Manning outsources uniform shop and take \$3k a year
  - Kensington don't have a canteen. Have online ordering system and they deliver food at lunch time.
  - Different approaches were favoured for fund raising. One big fundraiser or donations was most favoured. Biggest fundraiser was raffle, \$5K cash prize. Raised \$25K. 20 tickets per family.
    - If P&C tired, or if had a big year, it's a valid option.

##### 5.2 BOARD REPORT

- Completing annual Board self-assessment
- Ongoing desire for a more diverse board. Como has great diversity of students and parents from different ethnicities. Would like someone to represent other ethnicities on the Board. Are encouraging all parents to think about being on the Board. Always have 5 parent, community members.
- The IPS review is coming up later in August and Mr Malcolm prepared the Board for their role in the review.
- Ms Rachel Martino put forth a proposal for a Digital Literacy Grant which was approved by the Board. This would be a shared grant with East Victoria Park Primary and would allow for improvements to the library space.
- Principal report and Finance reports discussed as normal.

##### 5.3 PRINCIPAL'S REPORT

- Cheque for \$10,070 for voluntary contributions was given to P&C

- School will no longer retain \$4k (cheque given from IGA for nature playground)
- Tax invoice for licenses for Reading Eggs and Mathletics submitted to P&C
- \$10K request for services agreed to pay for additional education assistant that P&C agreed to pay for previously.
- IPS Review – relevant data send to Department. Two independent reviewers will conduct review 28th/29th Aug. They will review financials, how CPS performed in NAPLAN longitudinally, and how we assess ourselves.
  - From 2011- 2014 school didn't perform as well as like schools in Reading and Grammar and Punctuation in NAPLAN testing. CPS implemented changes to improve outcomes for kids. Years 3 and 5 are now performing over 1 standard deviation above expectation in most NAPLAN tests. CPS hoping next round of NAPLAN will continue to reflect this. Mean scores for 2017 in WA highest State we've achieved.
  - Year 3 and 5 parents will get individual performance results at end of month.
- Cross country cancelled. Rescheduled for next Friday 4 August.
- Kindergarten enrolments - in boundary applications for 2018 high (64 students). One person in boundary will go into waiting list. Distance determines what family misses out i.e. family furthest from school. South Perth, Collier and Curtin still have places.
- Visit website for full principal's report.
- Nick asked about demountable classroom placement – looking more likely to be in front of Hall other side of garden where bikes racks were. Aiming for South end of hall if can deal with ground work. Easier to put smaller students from lower years in a demountable classroom. Music run in hall and not ideal.

#### 5.4 TREASURER'S REPORT

- Bank advised impossible to have generic name on bank card.
- Emma Rose asked can we request a new card? - Lydia can't as not named on card. If change people need to close card down. Will need to contact Tania to cancel card. In future, need to cancel before they leave committee.
- Anthony asked where is card? Can we just cut card up? – Cannot do this as will keep charging for account and fees will add up. Bank will be in negative.
- Craig spoke to ANZ about an interest account for P&C money. Not massive interest, but better than nothing. Need two people to open a Bonus Saver account online. Can put \$70K in this account.

*Action 5: Jeff going to contact Tania overseas to get her to contract bank to close account.*

*Action 6: Craig getting specific details for next meeting and will make decision on amount next meeting.*

## 6. MATTERS ARISING FROM COMMITTEES

### 6.1 FUNDRAISING COMMITTEE

- Adults only parents function 2nd Sept – dress in sports gear 'Sports Fever' - \$20  
**Request for:** \$3.5K for DJ and alcohol purchase  
**Passed No objections**
- Kids disco 8th Sept - Tickets on sale this week. Water for kids.  
**Request for:** \$1500 for kids disco  
**Passed no objections**

*Action 7: Mel using class reps to sell tickets. Andrew to advise staff.*

## 6.2 BANKING REPORT

- Commission received from Term 2: \$157.08
  - No interest form Kindy
  - Status quo

## 6.3 UNIFORM SHOP

### **Problem:**

- Takes three people to run shop plus volunteers twice per week
- Some staff leaving end of term and Rose looking to work so may be leaving
- Still learning how it all work. Ms Parker ran it for year. Knew how much to order and when through experience. Told no jumpers, ordered, found them. Have over supply of jumpers that won't sell til next year. Shirts take three months to order (from Vietnam)

### **Solution:**

- Uniforms West look after Manning and sent proposal to Como. Owners of business are mothers and understand needs (hard to get volunteers and keep fundraising in school)
- Service helps schools to better manage, they run shop for you, eliminating struggle for volunteers. Frees up P&C capital to redirect back into other areas.
- Have computerised stock take system, staff shop in site at school, stock avail and quality consistent, new innovative designs, less stress no requirements for volunteers, convenience of 24/7 shopping online for parents.
- Uniform shop would stay where is, but wouldn't have as much stock on hand. Can try on sizes, but constantly delivering and parents pick up orders.
- Will also sell stock have.
- Suggested changing to micro fibre and won't fade over time.
- Suggested more narrow rim for hats. P&C do not want this. Can do wider rim hat.
- Can be a transition over time to new style.
- Can send some existing stock back to manufacturers within 6 months (will lose a little but it will be worthwhile if we make the switch).
- 10% of profit given back to school at end of year,

### **Issues:**

- Can't supply everything CPS needs.
  - Can do shirts and skorts. Jumper is main issue and boys shorts suggesting micro fibre. Boys cargo pants won't have two pockets close to knees or suggesting micro fibre pants. Can get unisex microfibre short.
- Agreement must to be a minimum of three years.
- Need lead time if going down this path for next year

### **Questions:**

- Nick: can identify by putting a purple line down seam for example, will encourage purchase from uniform shop.
- Jeff: material change and style. Not a colour change.
- Andrew: once P&C decides, decision will be taken to Board. Opportunity to update school crest.
- Nick: could be selling jumpers that are left in stock. Could sell for P&C and get full profit until stock gone.
- Nick: Manning primary have uniform prices online. Could compare.

**Proposal:** outsource the uniform shop – with that comes change in uniform.

**P&C approving progressing with this option.**

*Action 8: need more info on pricing, process, transition (summarise what we can return within the 6-month period), exactly what stock is going to change. Could get example of Manning clothes.*

*Get company to put together more solid proposal. Info we need two weeks before for next meeting (Natasha sending list of questions to suppliers)*

- Pricing
- How delivered
- What can supply, what recommend
- Would they make up some samples for Board to approve

#### 6.4 "COMOVERS'

- Fathers pub night was provisionally set for Friday 1st Sept, could change as night before Adult function.
- Camp out needs member of staff to attend for duty of care.
- Fathering project seeking contributions from 'Combovers' for admin costs \$400. P&C feel should support. Last talk at school were free of charge and booklets free of charge. Have corporate support but asking schools for \$400 each. Will cover off from efforts from camp out or could add to cost of camp out.
- They are not for profit

**Proposal:** request for the P&C to donate \$400 to fathering project

**Proposed:** Jeff Jorgensen

**Second:** Nick Sofield

**Approved and carried by majority of committee members present**

#### 6.5 CLASS REPRESENTATIVES

- Emma Rose and Mel seeking parent volunteers for canteen via class reps. Communication came via email from class reps to each room.
- Nick asked how class reps appointed. Teachers identifies, encourages or self-volunteer.

*Action 9: Mel will send another reminder*

#### 6.6 SAFETY COMMITTEE

- No update

#### 6.7 CANTEEN COMMITTEE

- Employee memorandum  
The information can be find on the department of commerce website.  
<https://www.commerce.wa.gov.au/publications/wa-award-summary-restaurant-tearoom-and-catering-workers-award>
- In process of recruiting new manager. Ideal candidate is someone who is an independent worker and who has training and experience with budgeting and menu planning.
- Nick: someone who is passionate about healthy eating for kids and passionate about job.

Report from Renee:

- Stock take done.
- Ordering of non-perishable foods in stock.
- Food continue to be sourced from Perth Frozen foods, West Oz and Coles.
- Considering alternate packaging back to how done few years ago, i.e. Hash browns in serviette. Investigating best options for hot foods.
- Providing treasurers folder so she can get in once source.
- Banking will be done every Friday and up to date.

- A number of volunteers have left, but looking for new people.
- Acting Manager decided to move back into canteen assistance role and get Manager for role. Will continue to act in role until Manager appointed.
- Sales Jan – June YoY sales up 22% and profit 5% higher and operating expenses 9% higher.
- Issue with switch in Technika oven. Go directly to Technika \$500 or via tradesman for \$250 cash.

**Proposal:** request for the P&C to pay \$500 to get switch fixed

**Proposed:** Jeff Jorgensen

**Second:** Kellie McGrath

**Approved and carried by majority of committee members present**

**Proposal:** request for the P&C to pay \$85 for Renee's licence for working with children

**Proposed:** Jeff Jorgensen

**Second:** Craig Pilatti

**Approved and carried by majority of committee members present**

*Action 10: Lydia to send receipt to Andrew*

## 7. General Business

- 2017 WACCSO yearly subscription fees. \$794.23 (incl. 5% discount) Agree online during previous term.

**Approved and carried by majority of committee members present**

## 8. Other Business

### Nature Play

- Nature play area – cricket nets will have to come out. Nick getting quotes to remove. Cricket nets at point where have to be maintained if going to keep.
- Given up on Child Scapes. Nature Place Solutions – costing on creek and climbing structure under fig tree.
- Water feature needs approval.
- Can tap into back of water supply at back of school. Water not recycled. Can turn off valve.
- If anyone who has contacts who would like to make a donation, feel free to send through.
- Andrew advised teachers basing decision against three criteria:
  - Is it good for kids? Big tick
  - Is it manageable? Kids wet in class. Need to educate parents with water and wet kids.
  - Is it sustainable? Could turn off and on, good for over weekends/holiday
  - Postponed decision until next meet on 10th August and will get back to P&C

### Biodegradable Lunch bags

Could we use biodegradable lunch bags for canteen?

*Action 11: Emma Rose looking into this option*

## 9. Date of next meeting

6<sup>th</sup> September

## 10. Close of meeting 8.45pm