



**MINUTES - General Meeting  
Monday 19 February 2018**

**1 Meeting Opened - 7.38pm**

**2 Attendance and Apologies -**

**Attendees:** Michelle Peters, Sascha Gibbs, Natalie Diedrichs, Catherine Juniper, Steve Hovitch, Leanne Frisina, Andrew Mack, Liz McQueen, Matt Healey, Alex Ellis, Olivia Boulud, Maki Yamamoto, Emma Thomson, Dianne Selliani and Rae Markham.

**Apologies:** Kim Healey, Claire Baker, Lea Parkinson, Alison Gullick, Janine Turner, Laura Rosher and Carmen Ballantyne.

**3 Accept Previous Meeting Minutes (20 November 2017) - Moved Matt Healey, 2<sup>nd</sup> Alex Ellis. All in favour.**

**4 Business Arising from Minutes -**

**4.1 School song/sheet music - Kim Healey (apology):**

- Matt Healey spoke on Kim's behalf and advised that the sheet music in notation format has now been obtained and demonstrated a digital arrangement to the meeting.

**5 Principal's Report -**

- shared information relating to the format of the upcoming 'Open Night'

**6 Office Bearer Reports -**

**6.1 President - Matt Healey:**

- welcomed the new school year and noted would like to repeat some of the successful events from last year again this year (eg Bogan Bingo).
- welcomed the continued parent involvement and is looking forward to another fun and productive year.

**6.2 Treasurer - Lea Parkinson (apology):** no report.

**6.3 School Council - Alison Gullick (apology):** no report.

**7 Sub Committees -**

**7.1 Canteen - Matt Healey:**

- seeking suggestions to increase menu variety.
- recently introduced sushi on Friday not selling. **ACTION:** Matt Healey to advertise in newsletter.
- query re profit margins. **ACTION:** Matt Healey to ask Jo Garden to prepare a P&L for the AGM.

**7.2 Gardening - Alex Ellis/Liz McQueen:** read report as attached. Also:

- query re Arborist recommendations in relation to tree removal. Alex advised this was minimal - only 1 bottlebrush in the KPC area. A few of the oval trees need monitoring.
- **MOTION: To hold Gardening Sub Committee Busy Bees on 4<sup>th</sup> and 11<sup>th</sup> March 2018. Moved Alex Ellis, 2<sup>nd</sup> Matt Healey. All in favour.**

### 7.3 Uniform Service - Olivia Boulud:

- raised \$495 from the second hand uniform stall. Thanks to Joe Walker for her assistance.
- all current orders up to date.
- advised will not be returning to the role this year. Prepared a role summary and detailed handover notes. Would like to handover to the new coordinator/(s) asap but will be available to assist with transition. **ACTION:** *Emma Thomson to advertise vacancy via newsletter, email and FB.*
- attendees thanked Olivia for her efforts and dedication to the role over the past 4 years

### 7.4 KPC - Natalie Diedrichs:

- actively seeking parents to fill Class Rep roles
- plan to seek input from Steve Hovitch and Belinda Rickert regarding possible uses of 2018 fundraising
- thanked Dianne Selliani for her assistance in organising the Easter Raffle

### 7.5 Fundraising - Kim Healey (apology)/Michelle Peters/Emma Bradley (apology):

- Michelle Peters shared that Emma Bradley and Kim Healey will be stepping down from the Sub Committee for 2018. Attendees thanked Emma and Kim for their fundraising energy and efforts last year. Thanks to Rae Markham for raising her hand to join the Sub Committee this year.
- still considering a Colour Run fundraiser this year.
- thanks to Emma Thomson and co-organisers who raised \$2,100 profit from the 'Welcome Back' Disco in February.

#### 7.5.1 Yr5 fundraising hot-cross buns - Michelle Peters/Sascha Gibbs:

- agreed this is a great opportunity for the Year 5 students to raise camp funds
- will be run in a similar format to last year and hope to raise \$300

### 7.6 Library - Laura Rosher (apology)/Fiona Marston (apology): Alex read report as attached and thanked:

- all that attended the Library Busy Bee on 21 January - the result made a huge impact
- Lana Loncarevic who has formally presented the final detailed plans including the schedule of works. This concludes Lana's involvement in the project and she has been presented with a small gift as a token of appreciation.
- parent Greg Judd who has volunteered to be the Project Manager

## 8 Other Business -

### 8.1 'Baysie Loves Bikes' sausage sizzle - Emma Thomson

- **MOTION:** *To hold a P&C sausage sizzle fundraiser at the 'Baysie Loves Bikes' event on Sunday 25 March 2018. Moved Matt Healey, 2<sup>nd</sup> Liz McQueen. All in favour.*
- discussions around items to sell in addition to hotdogs. Consensus to proceed with drinks (including possibly home-made lemonade) and icy-poles, but not bacon and egg rolls
- **ACTION:** *Emma Thomson to advise Baysie Loves Bikes that we'd like to proceed and that Michelle Peters is the P&C contact person.*

### 8.2 New Sustainability Sub Committee - Alex Ellis

- explained is more of a 'Group' than a Sub Committee and is a bunch of like-minded parents who would like to introduce some sustainability initiatives around the school.
- proposed an environmentally friendly product drive/fundraiser in conjunction with Environment House. It won't be a huge fundraiser per se but is designed to raise awareness.
- agreed this is a great idea and can go ahead in the next 2 weeks.
- suggestion to display sample products in the front office.
- **ACTION:** *Alex to circulate order forms and promotional material asap.*

### 8.3 Muffin Morning queries - Maki Yamamoto

- in response to a parent query regarding scheduling, Maki presented 4 options for discussion.
- meeting consensus that no need to amend existing schedule.

#### **8.4 Cooking Club** - Carmen Ballantyne (apology)/Kim Healey (apology)

- Steve Hovitch spoke in Carmen's absence regarding cooking classes to be held in the canteen
- Carmen has found it difficult to secure insurances and Steve wondered if classes were P&C sanctioned if she could proceed using the P&C's insurance.
- discussions ensued regarding possible risks for the P&C and agreed that the P&C needs to consult insurers.
- **ACTION:** *Matt Healey to consult insurers and discuss with Carmen.*

#### **8.5 Ideas to promote the P&C** - Claire Baker (apology)

- general discussions around how to best promote the upcoming P&C AGM
- agreed to:
  - o provide wine and cheese on the night
  - o use the Open House as an opportunity to talk to families about the P&C
  - o use Facebook to provide information to parents on P&C roles

#### **8.6 Any other business**

##### **8.6.1 Easter Hat Parade** - Steve Hovitch

- advised that the Easter Hat Parade is scheduled for the last day of swimming lessons
- conscious that Easter Hats may get squashed.
- will liaise with teachers to ensure students are encouraged to take extra care when packing their bags after their lessons.

##### **8.6.2 Anzac Day Ceremony** - Steve Hovitch

- shared new element to be included as part of this year's ceremony.
- if families have, or have access to, any war medals students will be encouraged to research their origins.
- some students will be invited to share their research at the ceremony.

##### **8.6.3 Lisa Baker donation** - Matt Healey

- offered another donation of \$250 again this year (in the past we have used this for the annual bike raffle).
- **ACTION:** *Matt Healey to thank Lisa Baker and advise that we'll advise her once we've determined how to best use it.*

**Next Meeting - AGM 7.30pm 19 March 2018**

**Meeting Closed - 9.23pm**

## Gardening Committee Report to the 19<sup>th</sup> February 2018 P&C Meeting

In the last three months the Gardening Committee has been busy planning an eventful 2018 calendar!! We are meeting on **Wednesday, 28<sup>th</sup> Feb, at 3pm** in the library to work out a plan for 2018-2021 (our previous plan went from 2014-2017). **We also welcome Catherine Juniper to our committee.** Welcome Catherine!!



**Thanks to all those who bought our surplus succulent gifts at the Edu-Dance Concert stall last year, with the sales of those items and selling some surplus plants on Gumtree®, we made \$188. We then used some of this money to buy a hose extension off Gumtree® to assist with watering the Imaginature trees, which Liz, Eleanor and Maki kindly perform on Tuesdays.** We also met as a Committee in December for some well-earned celebratory drinks in Imaginature.

**The totem poles in Imaginature were painted at the end of last year by the Year Sixes for their leaving art project, under the guidance of our talented Arts Specialist Heloise Roberts. They look fantastic and are a great addition to the grounds. You may also have noticed the removal of the 'Spider Net' climbing equipment in this area – the structure had become unsafe (rotted poles and fraying rope to expose wire), so we are now planning what to put in its place.**



**On Sunday, 4<sup>th</sup> March, Novak and Hamish and a few committee members are aiming to do some preparation work down in Imaginature in readiness for laying of the paths there the following weekend (Sunday 11<sup>th</sup> March).** We will also be putting a rail above the slide there, to abide by safety standards, and oiling the fort. **We will also be installing a new frog pond** we obtained off Gumtree, to replace the one that is broken and leaking. **Margaret Wilson and her Room 17 green thumbs will then plant around the area and later put in their tadpoles** which they have been studying this term.

**Kristy Hamilton and Nerina Patroni have kindly offered to do up a resource sheet for parents/students on Loose Parts Play use/'ground rules' for Imaginature,** as their KPC one is working fantastically, and we have kids new to the school and new to this area who may not have come across Loose Parts Play before. We are also working on a process for kind parents who would like to donate items to Loose Parts Play, and ways to record what items/processes work and don't work for Imaginature, so it is always improving.

**We met with Eleanor and Dave, and Maki, last weekend to weed the couch, soil improve and generally tend to some of the new plants in Imaginature.** We also fixed some of the guards around our newly planted areas and did a general tidy up. **A huge thanks to these people as couch must be the most terrible weed to deal with!**

**The school arranged for an arborist to visit the school late in 2017 and assess all the trees on the school's grounds.** It then provided a very comprehensive report, complete with photos and recommendations, which we will discuss at the meeting, as this will affect what we plan to do over the next few years, and how, especially on the oval. **Eleanor has kindly offered to do a concept plan for the oval, like she did for Imaginature. Thanks Eleanor!**

*Thanks!*

*Alex Ellis and Liz McQueen*

*(& on behalf of the Gardening Committee - Michelle Peters, Felicity Mitchell, Steve Hovitch, Eleanor Reuvers, Margaret Wilson, Janine Turner, Kristi Turner, Laurie Ball, Tom Hammond, Heloise Roberts, Hamish Wiggins, Maki Yamamoto, Novak DeJong, Ann Sternheim, Nerina Patroni and Catherine Juniper)*



Bayswater Primary School

**P&C**

**Library Sub-Committee Meeting  
MINUTES - Friday 16th February 2018**

**1 Meeting Opens 3:38pm**

**2 Attendance & Apologies**

**Attendance:**

Amy Hollingsworth	Stephen Hovitch	Lana Loncarevic
Cassie Netolicky	Kristy Hamilton	Laura Rosher
Fiona Marston	Belinda Rickert	Greg Judd

**Apologies**

Patricia Smith	Marise Fitzmaurice	Janine Turner
Shannon Jones	Emma Thomson	

**3 Accept Previous Meeting Minutes:** Moved - Amy Hollingsworth, Seconded - Fiona Marston.

**4 Business arising from minutes**

**4.1/4.2 STEM / HASS Learning Environment Plans**

Steve is currently working with Margaret to plan the Book Exchange Literature Program

**4.3 Removal of Defunct Equipment**

The electronic whiteboard has been partially removed, part of it is being kept behind the librarian's desk, this will be moved to the shed and disposed of as appropriate. *Action: Steve to liaise with David Dique.*

**4.4 Busy Bee Outcomes**

- The Busy Bee on Jan 21<sup>st</sup> made a big impact. The Committee has received very positive feedback that Students and Staff are enjoying the new spacious layout.
- To assist in returning furniture to its original position after classes, a teacher suggested photos of the layout could be placed around the library for reference. *Action: Steve, Jenny and Patricia.*
- After moving shelving during the busy bee it was found that a number of skirting plates around the perimeter of the library are missing. These will be replaced asap. *Action: Steve will action maintenance.*

**5 Discussion items**

**5.1 Lana's Presentation**

- The final plans for the library are amazing! Many thanks to Lana for putting in over 160 hours of work for this project. Lana brought the schedule of works with her along with pictures of each section of the library. She will send us all the technical details by email. The Committee presented Lana with a bunch of flowers and certificate to thank her for her exceptional effort and contribution to the school.
- Greg Judd has kindly offered to be the project manager.
- Our next meetings will determine construction priorities and a project plan to be matched to funding.

**6 Next Meeting: To be confirmed.**