



**MINUTES - General Meeting  
Monday 9 April 2018**

**1 Meeting Opened - 7.33pm**

**2 Attendance and Apologies -**

**Attendees:** Matt Healey, Emma Thomson, Shannon Jones, Steve Hovitch, Alex Ellis, Liz McQueen, Andrew Mack, Alison Gullick, Dave O'Neill, Michelle Peters, Claire Baker, Maria West, Dianne Selliani and Lea Parkinson.

**Apologies:** Kim Healey, Natalie Diedrichs, Laura Rosher, Fiona Marston, Maki Yamamoto and Belinda Rickert.

**3 Accept Previous Meeting Minutes (19 February 2018) - Moved Matt Healey, 2<sup>nd</sup> Alex Ellis. All in favour.**

**4 Business Arising from Minutes -**

**4.1 Canteen staff employment review - Liz McQueen:**

- summarised findings to date and noted requires further information from the Treasurer to complete the review.
- the P&C thanked Liz for her considerable efforts in undertaking this review.

**4.2 Charitable status - Kim Healey (apology):**

- Dave O'Neill shared some preliminary research into the process of becoming a Deductible Gift Recipient ('DGR') via the Australian Charities and Not-for-profit Commission ('ACNC').
- general discussions regarding the benefits becoming a DGR.
- **MOTION: To proceed to apply for DGR status.** Moved Matt Healey, 2<sup>nd</sup> Claire Baker. All in favour.

**5 Principal's Report -**

- Steve Hovitch tabled a 'Strategic Plan' summary document and explained the process to date.
- advised that when it is time to share with the wider school community, the P&C will be consulted regarding the best means of distribution.

**6 Office Bearer Reports -**

**6.1 President - Matt Healey: no report**

**6.2 Treasurer - Lea Parkinson:**

- tabled 3 months financial statements (Jan, Feb and March 2018) and highlighted major income and expenditure items in each month.
- noted a cash balance of \$60k (of which \$39k is unallocated).
- commented that \$907 of P&C funds that were donated to the Art Mural in 2017 is yet to be expended. Given the project is complete, Liz McQueen requested that this be paid to Heloise Roberts as a gesture to recognise the considerable extra time she has given to the project. The meeting attendees agreed and Liz will ask Heloise to issue an invoice.
- Matt asked Steve Hovitch if he had any specific expenditure requests. Steve indicated he would arrange a meeting with the Exec to discuss utilising the Spring Market funding for IT.
- Matt also welcomed any other expenditure ideas.

**6.3 School Council - Alison Gullick: no report**

## 7 Sub Committees -

**7.1 Canteen** - Matt Healey/Kim Healey (apology): report attached. Also:

- seeking suggestions from students, parents and teachers the to increase menu variety.
- **MOTION: To place a survey box outside by the canteen window with survey cards for students, parents and teacher menu suggestions.** *Moved Matt Healey, 2<sup>nd</sup> Andrew Mack. All in favour.*
- suggestion to also consult with John Forrest Secondary College for ideas and also to consider guidance from the WA School Canteen Association.

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

- making great progress with the 'BPS Community Garden' (will be located near the Gardener's Shed/Hill St entrance). Big thanks to all those who have donated items for the garden - Kristi Turner, Di Selliani, Catherine Juniper and other committee members.
- Liz has investigated and purchased some poison for the couch grass.
- Catherine and Liz have worked hard to make garden beds near Room 10. It looks fantastic!
- plan to hold some 'sessions' during lunchtime/after school to seek the school community's ideas and comments on the oval upgrade.
- **MOTIONS: To hold Busy Bees on 15 April 2018 (Gardening Sub Committee only) and 3 June 2018 (whole school).** *Moved Alex Ellis, 2<sup>nd</sup> Matt Healey. All in favour.*

### 7.3 Uniform Service -

- welcomed Shannon Jones as the new Uniform Coordinator (refer item 8.1 for formal nomination).

### 7.4 KPC - Dianne Selliani for Natalie Diedrichs (apology):

- **MOTION: To approve \$990 to purchase 5 x recordable headsets as requested by KPC teachers.** *Moved Matt Healey, 2<sup>nd</sup> Lea Parkinson. All in favour.*
- sought clarification regarding arrival of KPC supplies in order to determine what else could be funded by the KPC. Directed to approach Marise for this information.
- requested that raffle ticket pricing be changed to \$5 for 5 tickets. Unanimously agreed.

### 7.5 Fundraising - Michelle Peters/Rae Markham (apology)/Helen Taylforth (apology)/Alison Gullick:

- read the report as attached.
- suggestion to consider calico bag fundraiser in light of upcoming plastic bag ban well received.

### 7.6 Library - Laura Rosher/Fiona Marston (apologies): report attached.

### 7.7 Sustainability - Alex Ellis: read report as attached.

## 8 Other Business -

### 8.1 Nominations for unfilled positions - Emma Thomson

- **MOTION: To accept nominations for previously unfilled P&C positions noted below.** *Moved Emma Thomson, 2nd Matt Healey. All in favour.*

Shannon Jones	Uniform Coordinator
Mel Foster	Muffin Morning Coordinator
Laura Rosher	Library Sub Committee
Fiona Marston	Library Sub Committee
Naz Rowney	Class Rep (Kindy Blue)
Tegan Morrow	Class Rep (Rainbow Room)
Lauren Beveridge	Class Rep (Room 2)
Claire Baker	Class Rep (Room 1)

### 8.2 Incidents between students - Andrew Mack

- concerned that violent incidents between students are increasing and would like to understand the schools response/guidance to teachers in such circumstances. Queried if other meeting attendees felt similarly.

- ensuing discussions confirmed general uncertainty around how difficult behaviours are managed by the school.
- Steve Hovitch advised that schools behaviour management approach is detailed in the Student Engagement Plan ('SEP'). Advised the next iteration of this document is in the final stages of drafting and is compliant with Department of Education guidelines (and has been held up as an example to other schools).
- **ACTION:** Steve undertook to circulate a copy of the current SEP to the whole school email list.
- after considerable discussion, attendees agreed this is a positive outcome that will aid transparency in terms of understanding the efforts of the school in this area.
- parents are encouraged to approach the school directly with any questions or raise them next months P&C meeting.

### 8.3 P&C Website - Liz McQueen

- consensus to accept the very generous offer of parent, Alli Sylvestre, to create a website for the P&C.
- Matt Healey's business kindly agreed to donate approx \$150 per year to cover the costs.
- thanks to Alli Sylvestre, Matt Healey and to the P&C's Digital Comms Coordinator, Maria West, who undertook to manage the site once operational.

### 8.4 MYOB accounting - Matt Healey

- **MOTION: To approve approx \$462 per annum to purchase MYOB subscription.** *Moved Matt Healey, 2nd Liz McQueen. All in favour.*
- **ACTION:** Matt Healey to arrange purchase.

### 8.5 Mural morning tea - Liz McQueen

- Liz has arranged a morning tea to celebrate the completion of the amazing Art Mural and to thank contributing volunteers. Refreshments will be kindly provided by the school.
- **MOTION: To host above morning tea on Sunday 19 May 2018.** *Moved Liz McQueen, 2nd Matt Healey. All in favour.*
- the P&C thanked Liz for her considerable efforts in coordinating this project.

### 8.6 Any other business -

#### 8.6.1 Bayswater Station Upgrade Information Sessions - Matt Healey

- approached to provide a refreshment stall at both sessions (10 to 2pm both days).
- **MOTION: Approval to provide some form of refreshments (pending food permit approvals) at the 21 April and 5 May 2018 information sessions.** *Moved Matt Healey, 2<sup>nd</sup> Lea Parkinson. All in favour.*

**Next Meeting - 7.30pm 21 May 2018**

**Meeting Closed - 9.30pm**



## March 2018 Canteen Report

We are currently reviewing the menu using the 'traffic light' guidelines. As such:

**We would like to put a motion forward to set up a box at the canteen window and survey cards for the students, parents and teachers to tell us what they would like to see on the menu.**

We would also like to take this opportunity to thank Liz McQueen and Lea Parkinson for their review, input and audit of the canteen staff awards and accounts. We appreciate it greatly.

We would like to remind our Class Reps we only require one volunteer on a Friday.

Thank you for your continued support,

Matt, Jo, Suzanne and Kim

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

An action-packed month for the Gardening Committee! **We met on the 28<sup>th</sup> Feb as a committee to work out a plan for 2018-2021**, and now have lots of ideas and projects for this year. In this meeting, **Kristy and Nerina also discussed** how **Loose Parts Play** works in the Kindy-Pre-primary (KP) area, the document/procedure they are developing for Loose Parts Play (that can then be modified for Imaginature) and the option of sending a letter/email home to all parents (not just KP) re: Loose Parts Play. Other suggestions were every teacher taking their class to Loose Parts Play areas and discussing with the students correct play (eg 'scrap on scrap', sharing, packing away, ownership, etc), and also the option of a class packing away the parts each week so that the Loose Parts Play items were 'new' each week, rather than still part of someone's base/creation. Some of you might also have been at the last assembly where Steve discussed 'ownership', 'sharing', and 'participation' when it comes to Imaginature.

**We also welcome Paddy Hocking and Belinda Rickert to our committee.** We are very lucky!

**On Sunday, 4<sup>th</sup> March, a few committee members did a mini-Busy Bee down in Imaginature.** A big thank you to **Novak and Hamish**, always ever-ready with their machinery and know-how, **who completed the prep work for the paths**, as well as moving various logs into a semicircle in place of the spiders web (it is such a fantastic space now! **Thanks heaps to Catherine and Josh** (who also picked up a ute load of pond rocks for free off Gumtree) **and Felicity, and all the kids, for their transformation of the frog pond into a frog Taj Mahal**, just waiting for Their Excellencies the tadpoles to move on in. **Thank you to Maki who gave Bobtail Creek a beautiful makeover**, and to **Dean who somehow put up with the couch enough to completely eradicate it from a huge area of native plantings** - a huge undertaking. **Steve, thank you for your help with the sand kitchen area**, your shovelling and carting skills, **and to Mike for fixing the LPP shed (again), putting a bar above the slide and sanding everything to assist with the splinter epidemic.** **Eleanor - thank you so much for your endless assistance and planning with all of the areas** - your skills and experience is so priceless, **and to Dave for the coffee run and supplying those awesome 'Crunchies' for morning tea.** And of course, **thank you to Liz, who on top of lots of other jobs, oiled the fort, the benches, and removed all the rubble from Imaginature.**



Then on Saturday 10<sup>th</sup> March, **Novak and Hamish laid the first gravel paths through Imaginature. No more boggy sand! Thanks to them both for their excellent work.** Hopefully you will agree that they look amazing. There will be a second tranche of narrower paths laid in the next week or so to join up with these wider paths extending into the older bit of Imaginature and also gravel laid in the amphitheatre.

**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 discussed last Friday with a DoE rep, 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 Wiggens, Maki Yamamoto, Novak DeJong, Ann Sternheim, Nerina Patroni, Belinda Rickert, Paddy Hocking and Catherine Juniper)*



## **FUNDRAISING SUB-COMMITTEE**

### **P&C MEETING REPORT – 9 APRIL 2018**

#### **TERM 1 FUNDRAISING SUMMARY**

- a. The Back to School Disco raised \$2100.
- b. The KPC Easter Raffle raised \$1290.
- c. The Baysie Loves Bikes Sausage Sizzle raised \$238. We had \$417 of expenses as we had to purchase all the drinks (no stock in the dungeon). We also expected more people at the event. We are selling leftover \$3 Sausage Sizzles at lunchtime after the swimming carnival, so we expect to raise an additional \$200 from that.
- d. The Year 5 Hot Cross Bun Fundraiser raised approx \$830 (non-P&C)
- e. The Eco Drive raised \$100 (fundraising was not its sole purpose.)

Below are items that we facilitated in 2017 and are yet to be confirmed for 2018 – the Sub-Committee will meet to discuss/brainstorm the plan further. Ideas welcome.

#### **TERM 2 PLANNING**

- a. KPC Mother's Day Stall
- b. Entertainment Books
- c. Colour Run or Quiz Night – TBC
- d. 5c and 10c Collection Jars – TBC

#### **TERM 3 PLANNING**

- a. KPC Father's Day Stall
- b. Lisa Baker Bike Raffle \$250
- c. Faction Carnival Cake Stall
- d. Gardening Committee – Mulch Fundraiser
- e. Planning for Recipe Book – TBC

#### **TERM 4 PLANNING**

- a. Recipe Book – TBC
- b. Fundbags – TBC (P&C Branded sell for \$10 make \$5)
- c. Quiz Night – TBC
- d. Wine Sale – TBC
- e. Halloween Disco

Committee Members: Michelle Peters, Rae Markham, Helen Taylforth, Alston Gullick



**Library Sub-Committee Meeting  
MINUTES - Monday 12th March 2018**

**1 Meeting Opens: 3:25pm**

**2 Attendance & Apologies**

Shannon Jones	Stephen Hovitch
Amy Mance-Gogilis	Amy Hollingsworth
Belinda Rickert	Kristy Hamilton
Laura Rosher	Marise Fitzmaurice

**Apologies**

Fiona Marston	Patricia Smith	Jenny Hampson
Janine Turner	Emma Thompson	Greg Judd

**3 Accept Previous Meeting Minutes – 16<sup>th</sup> Feb 2018.**

Accepted - Amy Hollingsworth, Seconded – Shannon Jones

**4 Business arising from minutes**

**4.1 Photos of the current layout to assist with returning furniture to its original position – Steve, Jenny, Patricia**

Steve advised that after discussing with Patricia and Jenny it was decided that this wouldn't be necessary, as teachers were now used to the new layout.

**4.2 Electronic Cables and Heaters**

David Dique is looking into the exposed cables to determine which are still in use and which are no longer needed. An electrician will be booked as required.

Marise has received a quote for over \$1000 to remove the wall heaters. Steve will again look into whether these can be removed at no cost as part of Ed Dept Building Maintenance and Works as one of the wall heaters has been tagged "Faulty – do not operate".

**5 Discussion items**

**5.1 Crowd-funding page, Grants, Telstra Kids Grant – Amy, Laura**

Amy presented her ideas about a crowd-funding page to seek additional donations from parents for specific projects within the library refurb.

Her research into grants has confirmed that we would likely be most successful seeking funding from smaller local organisations / businesses. Bendigo Bank are finalising a funding program which we will be eligible to apply for when it is ready.

We still have our eye on the Telstra Kids Grant but this has not yet opened for 2018.

**5.2 Big book storage – Patricia**

Steve advised the Librarians' key concern is the storage for big books in the Teachers Resources area. It is looking like Teachers Resources will be one of the first refurb areas to be actioned, pending preparation / confirmation of the schedule of works.

### **5.3 Carpet quotes ( is there any extra funding available from the school? )- Marise**

Nothing to report as yet but Marise is looking into this.

### **5.4 Order of construction, project plan**

Greg has kindly volunteered to prepare the Project Schedule of Works. We need to receive the electronic project documentation from Lana before he can commence. Fiona is in touch with Lana and has requested the documents.

### **5.5 Note in newsletter – help needed to cover new books.**

Steve to check with Librarians if help is still required. Thank you to the parents who have already helped with covering some of the books.

## **6 Other Business**

### **6.1 Future Meetings – After school or after hours?**

In order for Greg and as many Committee members as possible to attend meetings it may be necessary to hold some in the evening. Steve has confirmed that the Committee will be able to use the Staff Room as long as it does not clash with other meetings. Laura will check with Greg when his preferred meeting time is – Friday after school or evenings.

## **7 Next meeting: Friday 6<sup>th</sup> of April at 3:20pm**



**Sustainability Group  
Report to the 9<sup>th</sup> April 2018 P&C Meeting**



Hi Everyone,

Our new little group now has 8 members!

We sold 114 products during the Eco Drive with Environment House, to 38 families at a total of \$1441.50, with \$114 going to the school. **A huge thank you to Miho**, who coordinated this program, **and to Maxine** from Environment House, who assisted this inaugural fundraiser.

**Eleanor is liaising with a rep from the Million Trees project**, of which BPS has been invited to be part of, in conjunction with 'Trillion Trees' (formerly known as Men of the Trees). This will be in readiness for 2019.

**Emma B and Alison G are looking into Waste/Water Wise Schools** and what is needed to reinvigorate these.

**I am liaising with Binh Luong** (Environmental Health, CoB) and Marise (BPS Manager of Corporate Services) re: instituting some waste initiatives at the school.

**Christie is looking into Sustainability Apps, and Earth Hour** initiative, ready for 2019.

We are doing our **fortnightly 'Eco Adverts'** in the newsletter. Please look out for them!

**We are meeting this Wednesday, 11th April** to discuss our very informal and draft Sustainability Plan for 2018-2021, and what we want to be a part of.

*Thanks!*  
*Alex Ellis and Miho Tanabe*