

General Meeting
Held in the Kindy Room
Friday, 17 February, 2017

Commenced: 1:35pm

Present: Tiff Matthews, Sammii Bain, Tim Newick, Gemma Iseppi, Kirsten Greenham, Janine Elliott, Catherine Wild, Mel de Groot, Janine McClements, Janet Conte, Joy Ketteringham, Melissa Hughes, Sharon Kell

Apologies: Mikaela Palmer, Melita Stewart, Amy Greenham, Shelley Marsiske

Opening Prayer: led by Tiff

Minutes from previous meeting: Accepted as true and correct by Tiff, seconded by Kirsten

Elections – 2017 Executive: (nominations taken from floor)

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| • President Nomination – nil
to remain vacant, review next meeting | • Vice President Nomination – Tiff Matthews
Moved by Janine M, seconded Kirsten: Carried |
| • Treasurer Nomination – Catherine Wild
Moved by Kirsten, seconded Tiff: Carried | • Secretary Nomination – Sammi Bain
Moved by Janine M, seconded Janine E: Carried |

Elections – 2017 Other: (nominations taken from floor)

- **P&F Representative on School Board**
Janine Elliot
- **Social Committee**
Mel de Groot, Gemma Iseppi
- **Catering Committee**
Catherine Wild
- **General Committee**
Kirsten Greenham, Janine McClements, Tim Newick

Business arising from previous minutes:

- **Request from Carcoola Primary to borrow equipment:** Carcoola held their event. Item complete.
- **Banking admin:** Signatory / token changes. Item complete.
- **P&F promotion at Kindy orientation:** Item complete.
- **End of year concert gifts/scholarship:** Item complete.
- **Term 4 disco, AGM catering/reports:** Items complete.
- **Constable Care presentation:** 2017 programs (Protective Behaviours, You Can Do It, MJR) likely to address key messages. Item complete.
- **Sports shoes guidelines - “predominantly white”:** Raised in 2016 as compliance drifted with less focus on enforcement and some parents reporting difficulty sourcing at reasonable price. Joy confirmed current expectation to comply with [published requirements](#) and advised that infringement notices will be used from Week 5 as [recently notified](#). There will be a uniform committee to investigate changing the Uniform Policy, which until changed, remains as stated.
Janine M asked for extended grace period before infringements due to uncertainty in 2016. Joy advised that parents with specific concerns should contact her.
Attendees suggested retailers with stocks - Hot Klobba, Jimm Kidd, camping stores, Athletes Foot, AMart
- **Special school sport uniform e.g. representative teams:** Janine to pass on info about McDonalds Sports Grants mentioned previously by Deb Gundry to Mikaela. Joy asked school bathers also be considered. JM□

- **Allocation of 2016 funds to school/projects/equipment.** Summary of ideas from previous minutes and FB agenda call made available (refer attachment). Agreed to include discussion under general business so other key meeting agenda items could be addressed first.

Reports:

President's Report: (full report on file)

- Welcome and thanks to 2016 Executive for a successful year. Special acknowledgement to Deb Gundry for past commitment to P&F and Annual Country Fair fundraiser.
- Encouragement for all to have an active involvement in P&F.

Principal's Report:

- Looking forward to productive working relationship with P&F in 2017. Door always open. New app will support improved school communication
- Request for support with:
 - promoting that parents/carers follow accepted protocol when raising concerns with the school e.g. firstly with class teacher
 - encouraging early action/resolution and discouraging "car park gossip" that can lead to unnecessary escalation of concern
 - maintaining suitable access and content of St Joey's Parents Facebook page i.e. appropriate, positive, limited to parents/carers
 - encouraging same for individual class pages that are available and reporting questionable content to school office – perhaps identify P&F class reps to assist
- Other Misc
 - Request that P&F consider funding replacement of aged evaporative air conditioner serving Italian room with reverse cycle system. Quote provided - from iBreeze Erskine, \$3330 inc. GST Moved by Janine M, seconded by Sammii, carried
 - Also, that improvements to junior boys toilets were necessary and perhaps be considered for funding wish list

Treasurer's Report:

- Profit & loss report circulated (full report on file)
 - Income for 2016 calendar year = \$31 818.95 : Expenses = \$16 335.888

Committees:

Social Committee:

- nil

Catering Committee:

- nil

Fair Committee:

- nil

Correspondence In:

- Latest [SDERA](#) newsletter (November 2016)
- E-mail to Janine M 9/2/16 from PFFWA in response to phone request for general information re: school based P&F Associations. Documents & induction information.

Correspondence Out:

- nil

General Business:

- **(TM) Level of commitment to holding 2017 Country Fair, June 3:** Some past key volunteers will not be present and/or have other commitments that will impact their ability to help with fair prep and running this year. Volunteer availability and contributions have diminished over past years. Discussion included options to purchase supplies like prizes and ingredients and also for other volunteer assistance e.g. uni groups, past students.
Gemma, Tiff & Sammii offered to promote Fair benefits and gauge level of commitment/support in wider school community to feedback next meeting so a decision can be made if it will go ahead. GI/TM/SB□
- **(JM) cathed.net email address for the P&F?:** If the school can arrange, this can remain consistent over time with auto rules used to forward to secretary and/or other execs. JK□
- **(JM) Term planner availability:** JK advised likely to be issued later in the week.
- **(JM) Camp road car park use:** Not operating efficiently, parking in drop off zone etc. JK advised current blitz with staff present to address this.
- **(JM) Appointment of auditor for 2106 records:** Last year's auditor not available. Tim and Sammi offered to check with personal contacts and will let Tiff know outcome. TN/SB□
- **(JM for Shelley Marsiske) Extend of Uniform Shop hours?:** CW suggested online order option via app and JK agreed to pursue that option before committing staff to additional hours in shop. JK□
- **(JM) Draft dates for 2017 events:** Group agreed two discos for year was a good target. Social Committee reps to work with office to identify draft dates MdG/GI□

Next Meeting: T1 2017 (TBA)

Meeting Closed: 14:57 pm

Post meeting notes

- (1) Joy contacted PFFWA to clarify if there was any policy or conflict concerns with Catherine (staff member) taking on Treasurer role. PFFWA advised that, though this would not be typical, it was acceptable for a small regional school. As of 2017 all Treasurers need to have current Police/Crim check – Catherine, as part of her role, has this already.
- (2) Allocation of 2016 funds not discussed under General Business as planned due to time constraints. Secretary to add to next meeting agenda. SB□

Attachment:

Ideas for allocation of P&F funds from 2016....(as summarised for February 2017 meeting discussion)

- *As per October 2016 minutes, from C Pettit*
Various items including those with sustainable school focus as North Dandalup Primary example e.g. frog pond, seasonal events, chooks, worm farm, compost. Also basketball hoops, wall decorated by students.

- *As per August 2016 minutes, from meeting attendees*
Some discussion regarding idea to focus on supporting a major project and pics of seating, outdoor classroom concepts etc. shared. Concern that items such as additional seating would not get lots of use or be monopolised by specific age groups. Generally considered a better understanding of school capital development plan to see what items might “fit” and also what stakeholders feel is a worthy improvement. Other ideas mentioned by those present included:
 - Shelter over by Kiss & Go
 - Basketball hoops
 - Handball wall e.g. with bricks sponsored by families

- *As per Feb 2016 minutes, from meeting attendees*
Fans for undercover area

- *Other items to be tabled as new business*
Replace evap aircon in Italian room (K Greenham)