

Swanbourne Primary Parents and Citizen Group

Minutes of Meeting

Wednesday 5th August 2020, 7.00pm
Swanbourne Primary School Staff Room

Attendees	Apologies
Lauren Pavlich – President	Cathy Osan – Deputy Principal
Melissa Dove - Vice President	Katherine Green
Steve O’Hara - Treasurer	Anna McGlew
Belle Lyons – Secretary	
David Knox – Principal	
Rebecca Robson - Deputy Principal	
Peta Bennett	
Lorna Carter	
Emma Coyle	
Mel Culley	
Joy Davies	
Sophy Foreman	
Jane Gibson	
Eloise Harris	
Zoe Moss	
Lee Nugawela	
Tom Orchard	
Amanda Spalding	
Taury Wainwright Melissa Styles	

Item	Description of discussion	Action by
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced at 7:06pm. ▪ Quorum formed. 	Lauren Pavlich
2	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that Minutes of the meeting held on 17.06.2020 be taken as read and confirmed; seconded by Melissa Dove; members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes</p> <p>Actions items from previous Minutes:</p> <ol style="list-style-type: none"> 1. Tom Orchard and Melissa Dove to finalise documents for Melissa Dove to be an account signatory. <ul style="list-style-type: none"> • Completed. 2. Tom Orchard to contact the bank to discuss the \$22 credit. <ul style="list-style-type: none"> • Completed. 3. Sue Hanson to provide Sophy Foreman with dimensions for a shade cloth over the 1/2 play space and mud kitchen. <ul style="list-style-type: none"> • Completed. 4. Sophy Foreman to obtain a quote for shade to be erected over the Year 1- 2 play space and mud kitchen. <ul style="list-style-type: none"> • Completed. • Sophy Foreman presented available colours and a quote for \$5000 for one initial sail. Second sail further discounted if we decide to add another sail. • Action: Taury Wainwright and Mel Styles to each obtain quotes for a shade cloth over the Year 1-2 play space and mud kitchen. 5. Lauren Pavlich & Joy Hudson to form a committee to develop the Year 1 - 2 play space. <ul style="list-style-type: none"> • Partially completed. • Joy Davies has parents who are interested in being involved but a more detailed plan outlining specific projects is required. Will action at a later date. • How the committee and its activities are managed and rolled out will depend on what goes ahead in terms of the bush medicine garden, nature scape, indigenous initiatives etc. May need to consider developing two committees. • Action: Joy Davies to look into developing a committee to organise a busy bee for younger years area. • Action: Mel Dove and Lauren Pavlich to liaise with Bec Robson and David Knox to consider the school's obligations to indigenous initiatives. 6. Bec Robson to develop a Wishlist and prioritise items ready for the next Meeting. <ul style="list-style-type: none"> • Completed. • Due to the budgeting oversight with the Chaplaincy program this now takes priority. 	<p>Lauren Pavlich</p> <p>Mel Culley</p>

	<ul style="list-style-type: none"> • Extra storage in outdoor areas. <p>7. Lauren Pavlich to look into ideas and costings of additional uniform shop items.</p> <ul style="list-style-type: none"> • Not completed • Action: Zoe Moss and Eloise Harris to organise a uniform 'Faction Fundraiser' selling caps , scrunchies, zinc, hairspray, nail polish etc. Set up Try Booking platform and get a link in the newsletter and via Connect. <p>8. Amanda Spalding to look into finding a parent to manage the canteen.</p> <ul style="list-style-type: none"> • Mistake in previous minutes. Not applicable. <p>9. Lauren Pavlich to contact Culley's and ask if they would like to come to the next Meeting to discuss how they could be involved in the Canteen.</p> <ul style="list-style-type: none"> • Completed. • Mel Culley presented options available. • At this point the school hasn't committed to changing the canteen arrangements. <p>10. Belle Lyons to add presentation by Culley's to the agenda for next Meeting.</p> <ul style="list-style-type: none"> • Completed. <p>11. Lauren Pavlich to send a communication out through class representatives requesting parent help with Book Club.</p> <ul style="list-style-type: none"> • Completed. <p>12. Zoe Moss to get the Art Bar 'Save the Date' notification out through class reps and/or Connect.</p> <ul style="list-style-type: none"> • Completed. <p>13. Bec Robson to re-key the lock to the uniform shop.</p> <ul style="list-style-type: none"> • Completed. <p>14. Anna McGlew to obtain quotes for library bags printed with the school logo.</p> <ul style="list-style-type: none"> • Completed. <p>15. Bec Robson and Anna McGlew to meet and discuss projections for uniform stock requirements.</p> <ul style="list-style-type: none"> • Not urgent. Will be actioned at a later date. 	
<p>4</p>	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ WACSSO <ul style="list-style-type: none"> ○ President's, Treasurer's and Secretary's Guides. ▪ President <ul style="list-style-type: none"> ○ Fotoworks advertising ▪ Treasurer <ul style="list-style-type: none"> ○ Westpac <ul style="list-style-type: none"> ▪ General Account Statement 31/03/2020 - 30/06/2020 ▪ Uniform Shop Account Statement: 23/08/2019 – 24/02/2020 ▪ Notice of updated business network 	<p>Belle Lyons</p>

	<ul style="list-style-type: none"> ▪ Notice of Merchant Relief Payment: GST Adjustment Note <ul style="list-style-type: none"> ○ CommBank <ul style="list-style-type: none"> ▪ School Banking Account: 01/04/2020 – 30/06/2020 ▪ Fundraising <ul style="list-style-type: none"> ○ Smart Gift Ideas – Fathers’ Day catalogue ○ Australian fundraising ○ School Gifts – Father’s Day catalogue 	
5	<p>President’s Report</p> <ul style="list-style-type: none"> ▪ House cup is going very well. <ul style="list-style-type: none"> ○ Amanda Spalding noted that Clay Murray is managing the program well and has stepped back. <ul style="list-style-type: none"> ▪ She is available should the school need her assistance. ▪ No one accessed COVID fund to date. <ul style="list-style-type: none"> ○ It will remain active for the time being. ▪ Edu Dance <ul style="list-style-type: none"> ○ Considering hiring out our stage to other schools was discussed. <ul style="list-style-type: none"> ▪ David Knox confirmed he is happy to rent stage out to other schools. ▪ Action: Sophy Foreman to speak to Tim Foreman about purchasing stackable chairs. 	Lauren Pavlich
6	<p>Principal’s Report</p> <ul style="list-style-type: none"> ▪ My first few weeks <ul style="list-style-type: none"> ○ Thank you to all staff, students and community for making me feel so welcome at Swanbourne. Every time I’m out in the playground and classrooms I realise how fortunate I am to be a part of the wonderful Swanbourne Primary team. I’ve spent the vast majority of my few weeks in classrooms watching, learning and developing an understanding of how we teach and learn at Swanbourne. I know that having the principal spend so much time in classrooms can be unnerving and stressful for teachers and I thank everyone for being so accepting and supportive of me and my hands-on approach to leading this school community as a whole. In time the relationships that I build with staff will result in me being able to deliver really constructive and purposeful feedback focusing on a model of continual self-assessment and improvement. ▪ Ms Robson <ul style="list-style-type: none"> ○ I’d like to thank Ms Robson for leaving me the school in such good shape, having been the principal for the first half of the year. Bec’s knowledge of the school community is second to none and it’s been great to watch her in action, ably assisted by Mrs Osan and Mrs Hanson. Bec’s insights and support have just been invaluable to me and I appreciate how fortunate the school is to have her. 	David Knox

	<ul style="list-style-type: none"> ▪ Physical Education <ul style="list-style-type: none"> ○ Thank you Mr Murray for organising the Running Club on Monday's and Tuesday's and Friday morning Athletics training session and to all of the staff and parents/caregivers who also come to help with the program. These sessions generally don't happen at the majority of schools, and I am grateful for everyone who comes along so early to make the program so successful. Given our level of preparation, we're bound to do well at the interschool carnival on September 18 2020, and if we don't win, we'll know that we've given it our best shot. ○ Wednesday's Cross Country event was another event that was well supported, prepared for and carried out. Thank you Mr Murray, staff, parents and students for making this such a special and worthwhile event. The weather helped and the support that our students received from their families was just outstanding. ▪ Dogs on site <ul style="list-style-type: none"> ○ I know that previous administrations at Swanbourne have communicated the school's no-dog policy on numerous occasions, but I really do need to stress the importance of this issue and the consequences of non-compliance. Nearly five dog attacks are reported each day in Perth. Given the amount of dogs we have on site and the number of children, it is statistically only a matter of time until we have a child bitten at school if we don't change our behaviour in this regards to bringing dogs to school. I'm all for community involvement, welcome you all on site as equal stakeholders in our school, but please don't bring your dog – It is a risk that is unnecessary and is a threat to our children's safety, health and well-being. Dog owners always say that their dog doesn't bite, and yet every day there are five attacks in Perth. Please support us in making this a safe environment for everyone. I've also requested that the Nedlands Council Ranger support us with this issue. 	
7	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ▪ Approx \$16,000 uncommitted. ▪ See attached reports. ▪ Uniform report provided verbally by Tom Orchard. <ul style="list-style-type: none"> ○ <i>Moved by Lauren Pavlich that financial reports dated July 2020 be taken as read and confirmed; seconded by Taury Wainwright; members supported.</i> 	<p>Steve O'Hara Tom Orchard</p>

Sub-Committee Reports

Social and Fundraising Committee

Zoe Moss

- Event details are drafted as below:
- Expenses:
 - Marquee \$2,500 – needed to protect the professional displayed art from weather and wind and therefore damage.
 - Lighting still not quoted cost wise but hoping to get that as part of the package or explore a Swanny connection.
 - Getting a quote for Art Installation – if anyone knows someone?
 - Looking to get sponsorship for the event to cover \$3,000 - \$6,000 of the costs.
- Tickets:
 - \$40 per person and that includes \$15 worth of food per ticket and a drink on arrival. Ticket sales will be via online Try Booking site.
 - Drinks to be purchased on the night.
 - There is a maximum capacity of 200 tickets (with current restrictions) so if we sell 200 tickets, we make \$5,000. Last time there were about 198 tickets sold.
 - Still finalising who will do the catering but exploring using Swanny family businesses (Samphire).
 - Saturday is free.
- Profit areas:
 - A portion of ticket sales.
 - Purchasing art created by the kids. The teachers and Delia (art teacher) are coming back to Zoe, Peta and Eloise to look to collaborate on the artwork.
 - Auctioning off limited edition pieces by professional artists.
- Subcommittee for Saturday event
 - There is a need for a sub-committee to help out co-ordinating the Saturday activities.

Environmental Committee

Sophy Foreman

- Colgate garden challenge
 - Not going ahead in 2020 due to COVID-19 concerns.
- Cash for containers
 - Will be rolled out in October.
 - We will need to register once it is up and running.
- New initiative: Precious Plastic
 - Program is based in Margaret River.
 - Based on collecting bottle lids and other sources of 2, 4, 5 labelled plastic that most often ends up in landfill.
 - This plastic is collected and made into surf fins.
 - Collection bin will be placed near the kiss and drop area.
 - **Action:** Sophy Foreman to send out Connect notice about Precious Plastic initiative.
 - **Action:** Sophy Foreman to contact the organisers and ask if they could pick up from Swanbourne.

	<p>Uniform Shop</p> <ul style="list-style-type: none"> ▪ It's been pretty quiet and very few orders. ▪ I've been spending the bulk of my time researching new uniforms and obtaining quotes etc. ▪ Uniform committee had a meeting last Wednesday and while we have decided to look into a few more options for jackets and backpacks are nearing final decisions and prices. ▪ Will give Lauren/Tom a quick overview when we can manage a catch up. ▪ Then we can present to P&C (Matt to advise on where the board fits into this process) ▪ Figures still out due to bulk order changes (final bulk payment due late August) but has now reverted to normal Ordering process. Thank you to Evan and Tom for their assistance with this. ▪ Will issue a Connect to the school with a summary on ordering etc next week including a price changes (m/fibre shorts so we are no longer subsidising) and to let everyone know where we're at. 	Anna McGlew (via email)
9	<p>Funding requests</p> <p>Chaplaincy \$8,000</p> <ul style="list-style-type: none"> ▪ A commitment was made to undertake the Chaplaincy program for all of 2020 with a signed 12-month contract in December 2019. Unfortunately, there was an oversight with the Semester 2 funding being left out of the school budget and as such, the school is asking the P&C for assistance to help cover the cost by contributing \$8,000 for Semester 2, as noted in the funding request emailed last week. The Chaplaincy program has become a really valuable program within the school and there have been plenty of positives to come from this. The P&C contributed \$13,000 at the end of last year so we have assisted with this program previously, therefore, to continue the facilitation is not unreasonable. ▪ <i>Moved by Lauren Pavlich that \$8,000 is to be contributed towards the Chaplaincy program; seconded by Emma Coyle; members supported.</i> 	Lauren Pavlich
10	<p>Other Business</p> <ul style="list-style-type: none"> ▪ Year 6 Graduation <ul style="list-style-type: none"> ○ <i>Moved by Lauren Pavlich that \$3,000 is contributed for graduation books; seconded by Tom Orchard; members supported.</i> ▪ School Banking <ul style="list-style-type: none"> ○ Mel Culley offered to assist Amanda Spalding with school banking on Wednesday mornings. ○ Action: Amanda Spalding to send Communication out via newsletter and/or Connect about school banking starting again next term. 	Lauren Pavlich
11	<p>Closure</p> <ul style="list-style-type: none"> ▪ Meeting closed at 9:11pm ▪ Next meeting Wednesday 9th of September 7:00pm – 8:30pm. 	Lauren Pavlich