

# Swanbourne Primary Parents and Citizen Group

## Minutes of Meeting

Wednesday 17<sup>th</sup> June 2020, 7.00pm

Swanbourne Primary School Staff Room and Zoom link

Attendees	Apologies
Lauren Pavlich – President	Megan Bye
Melissa Dove - Vice President	Emma Coyle
Belle Lyons – Secretary (via Zoom)	Lee Nugawela
Rebecca Robson - Principal	Steve O’Hara - Treasurer
Sue Hansen – Deputy Principal	Taury Wainwright
Cathy Osan – Deputy Principal	
David Knox – Incoming Principal (via Zoom)	
Peta Bennett	
Lorna Carter	
Joy Davies	
Sophy Foreman	
Katherine Green	
Eloise Harris	
Anna McGlew	
Michelle Maple	
Zoe Moss	
Tom Orchard	
Amanda Spalding	
Olga White (via Zoom)	

Item	Description of discussion	Action by
1	<p><b>Welcome, Apologies and Membership</b></p> <ul style="list-style-type: none"> <li>▪ Meeting commenced at 7:08pm.</li> <li>▪ New members: <ul style="list-style-type: none"> <li>○ Katherine Green</li> <li>○ Joy Davies</li> </ul> </li> <li>▪ Quorum formed.</li> </ul>	Lauren Pavlich
2	<p><b>Minutes of Previous Meeting</b></p> <ul style="list-style-type: none"> <li>▪ <i>Moved by Lauren Pavlich that Minutes of the meeting held on 13.05.2020 be taken as read and confirmed. Seconded by Melissa Dove. Members supported.</i></li> </ul>	Lauren Pavlich
3	<p><b>Business arising from Minutes</b></p> <p>Actions items from previous Minutes:</p> <ol style="list-style-type: none"> <li>1. Tom Orchard and Melissa Dove to finalise documents for Melissa Dove to be an account signatory. <ul style="list-style-type: none"> <li>○ Not completed.</li> <li>○ <b>Action: Tom Orchard and Melissa Dove to finalise documents for Melissa Dove to be an account signatory.</b></li> </ul> </li> <li>2. Lorna Carter and Amanda Spalding to contact Isabella Ryman and Jane Crawford to request their involvement in the initiative; and also to consider and approach other individuals who may be interested in being involved. Also to collaborate ideas and logistics for discussion at next meeting. <ul style="list-style-type: none"> <li>○ Completed.</li> <li>○ Lorna Carter and Amanda Spalding met with Isabella Ryman then Clay Murray. Further meetings are planned.</li> <li>○ This initiative will be a part of the 'Faction Cup' being developed by Clay Murray and to be launched in Term 3.</li> <li>○ Activities will be slowly phased in over the next few years. They will be based on curriculum items and will not be a parent led initiative (except for judging panels type assistance). Some activities will be individual and others group based. Ideas include: <ol style="list-style-type: none"> <li>1. Writing competition. <ul style="list-style-type: none"> <li>▪ Different types of writing competition each year.</li> <li>▪ 2020 topic will be a persuasive text based on what the students would like to see included in the Swanbourne Faction Cup.</li> </ul> </li> <li>2. Junior mastermind. An 'It's Academic' type of competition</li> <li>3. Debating</li> <li>4. Strategy or problem solving</li> <li>5. Talent show</li> <li>6. Chess</li> <li>7. Cooking</li> <li>8. Battle of the Bands</li> </ol> </li> </ul> </li> </ol>	Lauren Pavlich

	<p>3. Lauren Pavlich to check if funds designated to Netball equipment are outstanding.</p> <ul style="list-style-type: none"> <li>○ Taury is owed \$902 for the election BBQ and cake stall and \$527 for netball equipment.</li> <li>○ <i>Moved by Lauren Pavlich that Taury Wainwright is to be repaid \$1,429. Seconded by Anna McGlew. Members supported.</i></li> </ul> <p>4. Bec Robson to notify parents via Connect that Bidyadanga and Kmart t-shirts can be used as faction shirts throughout the uniform transition.</p> <ul style="list-style-type: none"> <li>○ Completed.</li> <li>○ Instead of notifying parents directly Bec Robson notified staff and teachers and asked to let parents know.</li> </ul> <p>5. Lauren Pavlich, Megan Bye and Emma Coyle to put out a Connect notification outlining the P&amp;C's concerns with respect to communication to the community and outline the role of Connect, WhatsApp and what they are to be used for.</p> <ul style="list-style-type: none"> <li>○ Draft notification was provided to P&amp;C.</li> <li>○ Notification will be put out tomorrow via Connect.</li> </ul> <p>6. Steve O'Hara to send Bec Robson details of the unknown \$22 deposit into the General Account. Bec Robson to identify the source of this transaction.</p> <ul style="list-style-type: none"> <li>○ Completed.</li> <li>○ This deposit came from an account associated with an EFTPOS machine that the P&amp;C no longer uses.</li> <li>○ <b>Action: Tom Orchard to contact the bank to discuss the \$22 credit.</b></li> </ul> <p>7. Steve to correct the COVID-19 commitment as it should be \$2,000 as per the previous meeting.</p> <ul style="list-style-type: none"> <li>○ Completed.</li> </ul> <p>8. Lauren Pavlich to pass the Financial Reports dated May 2020 as read and confirmed via Executive approval.</p> <ul style="list-style-type: none"> <li>○ Completed</li> </ul> <p>9. Bec Robson and/or Lauren Pavlich to put notice on Connect informing parents that the COVID-19 Relief fund remains available.</p> <ul style="list-style-type: none"> <li>○ Completed.</li> </ul>	
<p>4</p>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>▪ Request for email communication (Scarlett Hoad)</li> <li>▪ Perm-a-Pleat catalogue</li> <li>▪ CIVIQ products catalogue – “Are your drinking water stations safe from lead?”</li> <li>▪ WACCSO P&amp;C Voice Term 2 magazine</li> </ul>	<p>Belle Lyons</p>

## President's Report

### Board Meeting Update

- David Knox, the incoming Principal, attended the meeting.
- The new drop off system was discussed. It has been positively adopted by both staff and students and will be continued.
- Clay Murray is developing the 'Swanbourne House Cup'.
  - Points will be awarded for sport, music, art, Team Dojo, Care kids.
  - 'Faction Friday' will now be called 'colour fun Friday'.
  - The morning of the first Friday of Term 3 there will be a launch of the Swanbourne Faction Cup.
    - Kids will be asked to come to school with face paint etc.
    - Parents to drop kids off in faction colours.

### Cultural and inclusion aspect of P&C

- Prompted somewhat by world events.
- There are some possible ways the P&C could help facilitate cultural and diversity inclusion more than we are currently doing.
- Could be achieved by modifications to the Environmental Committee activities, Art Bar and/or other fundraising events, etc.
  - Art Bar – get an indigenous artist in residence to come into the school in preparation for the Art bar?
- Consider P&C involvement in Reconciliation week, Harmony Day etc.

### Year 1/2 play space

- To be located around the mud kitchen area near the 1/2 classrooms.
- Some parents have commented that when children go into Year 1 and come out of the Kindy/Pre-Primary enclosed area it can be overwhelming. Having a designated 1/2 space will make the transition easier.
- Sue Hanson
  - Would like to develop the area into a loose parts play space.
  - A storage shed is required.
  - Would like to erect a shade cloth over the 1/2 area and the mud kitchen.
    - **Action:** Sue Hanson to provide Sophy Foreman with dimensions for a shade cloth over the 1/2 play space and mud kitchen.
    - **Action:** Sophy Foreman to obtain a quote for shade to be erected over the 1/2 play space and mud kitchen.
    - **Action:** Lauren Pavlich/Joy Hudson to form a committee to develop the Year 1/2 play space.
      - Consider organising a Busy bee focused on the 1/2 play space.

Lauren Pavlich

Sue Hanson

**Wishlist 2020**

- **Action:** Bec Robson to develop a Wishlist and prioritise items ready for the next Meeting.

**Uniform Update**

- Discussed and agreed that there will be no additional mark-up made on basic uniform items. The 10-15% mark-up will cover administration and shipping fees.
- Consider introducing extra items where a profit could be made on sales. Items could include:
  - Bumper stickers
  - Faction socks
  - Wet weather jacket – water proof
  - Raincoats in faction colours
  - Umbrellas
  - Pencil cases
  - Scrunchies and headbands
  - Lunchboxes
  - Sports caps in faction colours
- **Action:** Zoe Moss to look into ideas and costings of additional uniform shop items.

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**Principal's Report**

**Term 2**

- It has been a very smooth start to Term 3 considering the challenges presented by COVID-19.
- The new kiss and drop system is working exceptionally well.

**Upcoming camps**

- Year 4, 5 and 6 camps will be held this year.
- Year 4 - sleepover at Forrest bridge
- Year 5 - Rottnest
- Year 6 - will be held at Pinjarra instead of Dampier

**Cross country and athletics carnivals**

- Both events will go ahead in Term 3.
- Date and location TBA.

**Additional duties required due to COVID-19**

- The staff have done an amazing job with all their extra duties required due to COVID-19.

**Minor works**

- Retaining wall fixed.
- The solid wall in between classrooms 10 and 11 is being replaced by a concertina. This allows the classrooms to be opened up to allow collaborative learning.

**Staffing**

- Welcome back to Jane Ricciardello who has taken over from Tonia Kennedy.

**Edu Dance**

- Will start in Term 3.

Rebecca Robson

	<p><b>Library</b></p> <ul style="list-style-type: none"> <li>▪ Need parent help with Book Club. Two parents are required to come into the school twice a term to manage orders.</li> <li>▪ Joy Davies has volunteered to be involved.</li> <li>▪ <b>Action:</b> Lauren Pavlich to send a communication out through class representatives requesting parent help with Book Club.</li> </ul>	
7	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>▪ See attached reports. <ul style="list-style-type: none"> <li>○ <i>Moved by Lauren Pavlich that financial reports dated 2020 be taken as read and confirmed. Seconded by Bec Robson. Members supported.</i></li> </ul> </li> </ul>	Tom Orchard
8	<p><b>Sub-Committee Reports</b></p> <p><b>Social and Fundraising Committee</b></p> <ul style="list-style-type: none"> <li>▪ Art Bar <ul style="list-style-type: none"> <li>○ Theme: 'What Australia means to you?'</li> <li>○ Will be called the 'Art Festival' as opposed to the 'Art Bar'.</li> <li>○ Goals for development of event plan: <ul style="list-style-type: none"> <li>○ Confirm date and get a 'save the date' notification out.</li> <li>○ Meet with teachers to discuss how the event is intended to be run and to obtain their feedback.</li> <li>○ Meet with class representatives to obtain their feedback.</li> </ul> </li> <li>○ Schedule: <ul style="list-style-type: none"> <li>○ Friday night - opening night, the students get priority. Live music, DJ, entertainment, art auctions.</li> <li>○ Saturday - activities for kids, coffee cart, market stalls, grandparents targeted.</li> </ul> </li> <li>○ Ticket prices are intended to be \$40-50. <ul style="list-style-type: none"> <li>○ The cost of the ticket will include food; drinks will be purchased separately.</li> <li>○ Ticket and art piece prices are to be discussed at the next P&amp;C Meeting to allow for collaborative discussion and ensure we are encompassing the community cohesion premise of the event.</li> <li>○ There will be a BYO alcohol ban.</li> </ul> </li> <li>○ Art prices <ul style="list-style-type: none"> <li>○ \$10 - \$40 per piece.</li> </ul> </li> <li>○ Unsold pieces will be donated to the local nursing home.</li> <li>○ Consider organising a Busy bee just prior to the event.</li> <li>○ Consider forming second committee for the Saturday. <ul style="list-style-type: none"> <li>○ The second committee will be formed after the consultation process with teachers and class representatives.</li> </ul> </li> <li>○ The event is to be held Friday and Saturday the 23<sup>rd</sup> and 24<sup>th</sup> of October.</li> <li>○ <b>Action:</b> Zoe Moss to get the Art Bar 'Save the Date' notification out through class reps and/or Connect.</li> </ul> </li> </ul>	Zoe Moss

	<p><b>Environmental Committee</b></p> <ul style="list-style-type: none"> <li>▪ Cash for containers <ul style="list-style-type: none"> <li>○ Will be launched in November.</li> <li>○ Scouts WA Recycling will act as a conduit between the community and Cash for Containers. <ul style="list-style-type: none"> <li>○ They will bring a bin to the school then take items to the depot when the bin is full.</li> </ul> </li> <li>○ Can put both containers from home and from school lunches into the bins.</li> <li>○ 10c is paid per item.</li> </ul> </li> <li>▪ Bush medicine garden <ul style="list-style-type: none"> <li>○ Consider a bush medicine garden in place, or as an addition, to the veggie garden.</li> </ul> </li> </ul> <p><b>Uniform Shop</b></p> <ul style="list-style-type: none"> <li>▪ \$394 raised in second-hand uniform stall.</li> <li>▪ There is currently no lock on the door to uniform shop. <ul style="list-style-type: none"> <li>○ <b>Action:</b> Bec Robson to re-key the lock to the uniform shop.</li> </ul> </li> <li>▪ Consider printing library bags with the school logo. <ul style="list-style-type: none"> <li>○ <b>Action:</b> Anna McGlew to obtain quotes for library bags printed with the school logo.</li> </ul> </li> <li>▪ <b>Action:</b> Bec Robson and Anna McGlew to meet and discuss projections for uniform stock requirements.</li> </ul> <p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>▪ <b>Action:</b> Amanda Spalding to look into finding a parent to manage the canteen.</li> <li>▪ Consider opening the canteen five days a week.</li> <li>▪ Consider switching from Kirkwood Deli to Culley's. Or consider using both. <ul style="list-style-type: none"> <li>○ <b>Action:</b> 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.</li> <li>○ <b>Action:</b> Belle Lyons to add presentation by Culley's to the agenda for next Meeting.</li> </ul> </li> </ul>	<p>Sophy Foreman</p> <p>Anna McGlew</p>
<p>9</p>	<p><b>Funding requests</b></p> <ul style="list-style-type: none"> <li>▪ No funding requests</li> </ul>	<p>Lauren Pavlich</p>
<p>10</p>	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>▪ <b>David Knox – Incoming Principal</b> <ul style="list-style-type: none"> <li>○ David is looking forward to beginning on July 20<sup>th</sup> for the start of Term 3.</li> <li>○ David Knox has a long family history with Swanbourne Primary. He attended Swanny as a student, graduating in Year 7, his mother was the Registrar for many years and his grandmother was a student.</li> </ul> </li> </ul>	<p>Lauren Pavlich</p> <p>David Knox</p>
<p>11</p>	<p><b>Closure</b></p> <ul style="list-style-type: none"> <li>▪ Meeting closed at 9:51pm.</li> <li>▪ Next meeting Wednesday 5<sup>th</sup> August 7:00pm – 8:30pm.</li> </ul>	<p>Lauren Pavlich</p>

## Action Items

1. Tom Orchard and Melissa Dove to finalise documents for Melissa Dove to be an account signatory.
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3. Sue Hanson to provide Sophie Foreman with dimensions for a shade cloth over the 1/2 play space and mud kitchen.
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10. Belle Lyons to add presentation by Culley's to the agenda for next Meeting.
11. Lauren Pavlich to send a communication out through class representatives requesting parent help with Book Club.
12. Zoe Moss to get the Art Bar 'Save the Date' notification out through class reps and/or Connect.
13. Bec Robson to re-key the lock to the uniform shop.
14. Anna McGlew to obtain quotes for library bags printed with the school logo.
15. Bec Robson and Anna McGlew to meet and discuss projections for uniform stock requirements.