

Meeting Minutes

Meeting	Onslow School P&C	Date Held	10 th May 2021	Venue	St John WA Onslow
Attendees	Sharon Bartram, Kerry James, Jackie Barry, Olga Goerke, Kelli Dunlop, James Pass (JaP), Tara Colum, Mike Clement, Jakinta Pritchard (JP), Renae Coates.				
Apologies	Suzanne Wilson, Katherine Lewis, Sophie Telfer, Glen Mackin.				
Minutes Taken by	Kelli Dunlop				
Next Meeting Date	Monday 14 th June @ 7.00pm St John WA Onslow				

ITEM	MINUTES	ACTIONS
Meeting open & acknowledgement of Country	19:04 SB	
1. Confirmation of Previous Minutes	<p>1.1 Resolution: To accept the Minutes of 10/5/21 meeting as a true and accurate record of proceedings.</p> <p>1.2 Motion: TC. Seconded: JPr.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> KD forward copy to Tess Korten to upload to school website. <input type="checkbox"/> KD distribute amongst members.
RECURRING ITEMS		
2. Correspondence	<p>2.1 IN</p> <p style="padding-left: 20px;"><i>Wheatstone will contribute C4C funds via EFT quarterly.</i></p> <p style="padding-left: 20px;"><i>BHP will contribute to C4C, depositing containers in Clarke Pl collection point.</i></p> <p style="padding-left: 20px;"><i>WACSSO Invoice for insurance, vote on expenditure of \$569.48</i></p> <p style="padding-left: 20px;"><i><u>Motion JPa, Second KJ</u></i></p> <p>2.2 OUT</p> <p style="padding-left: 20px;"><i>Nil</i></p>	
3. Financial Matters	<p>3.1 Income</p> <p style="padding-left: 20px;"><i>Refer to Financial Statements</i></p> <p>3.2 Expenditure</p> <p style="padding-left: 20px;"><i>Refer to Financial Statements</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> SB, OG + KJ to finalise addition to CBA P&C bank account + removal

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	<p>3.3 Grant Reconciliations <i>Discussion surrounding acquittal of Community Support Grant, reallocated funds from playground to early childhood equipment.</i> <i>SB confirmed that K&S Salt grant had been spent on monkey bars for ECE playground and acquitted.</i> <i>Discussion surrounding acquittal of Chevron Healthy Living Grant at EOFY and potential excess funds.</i> <i>Discussion around \$2K received from FMG in early 2020 for ECE playground before work ended. FMG agreed in principle for funds to roll over to next equipment project. If required by school, P&C will require an invoice to transfer funds.</i></p> <p>3.4 Insurance – canteen assets, uniform stock <i>WACSSO affiliation includes Volunteer and Public Liability Insurance for any P&C activities, but question raised about insuring P&C assets – canteen equipment and uniform stock. SB has submitted an enquiry with Cassie Badcock.</i></p> <p>3.5 Voluntary Parent Contributions <i>P&C have only received 2 x Voluntary Contributions</i> <i>Paperwork sent home (booklist etc) did not make this clear, as most in attendance had not seen or thought they had paid.</i></p> <p>3.6 Correction made to February statement, Total Receipts has been updated. CLOSED</p> <p>3.7 Reconciliation \$500 petty cash had not previously been itemized on monthly statements. <i>Discussion surrounding same. \$200 of this has now been deposited into P&C CBA account, remaining \$300 cash to remain as petty cash and to be reconciled each month on the monthly statement. CLOSED</i> RESOLUTION: Monthly Financial Statements will reflect the Treasurer’s reconciliation of \$500 petty cash - \$200 deposited into CBA account, \$300 retained as cash float. <i>Motion – Sharon Bartram. Second – Kelli Dunlop. CLOSED</i></p>	<p>of KJe & previous signatories. ??DONE</p> <ul style="list-style-type: none"> <input type="checkbox"/> SB to confirm acquittal of CSG <input checked="" type="checkbox"/> SB to f/u with CB re insuring P&C assets <input type="checkbox"/> SB to feed back to school re: paperwork (booklist, fees etc).
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<p>4. President's Update</p>	<p>4.1 WACSSO President Training. <i>Available to all members through our WACSSO affiliate payment. Refer back to Constitution; particularly Rules 2-3 for Objectives and Powers and 15-19 for Duties. Our main role is to represent parents to the Principal and School Council: support the school; facilitate communication between school and families; and obtaining funds for extra resources. Onslow School P&C performing well, with a few tweaks required: refer to Code of Conduct for notice (agendas & financial motions should be distributed 7 days prior to meetings) and delegations to subcommittees. Make motions and actions very clear with who/what/when, and can include conditions if needed. Exec Member required to be on each subcommittee. Noted that Racing and Gaming application required for lotteries or raffles.</i></p> <p>4.2 Overview of P&Cs generally: <i>In 2020 in WA schools – ave 608 volunteer hours; contributing additional \$20,000+ to school resources (Onslow \$25k kindy playground; \$2k Shire redirected to EC equipment; \$5k CVX healthy living; unspent \$2k toilet transformation; \$2k FMG = \$36k). - Sue Ellery / Minister for Ed re.Covid “the schools with really engaged parents are the most resilient”; re-elected McGowan government has committed \$100M to support student wellbeing in schools; inc ever school to purchase chaplaincy services. Discussion that school have been unable to secure a Chaplain (OPS or Pannawonica), despite having funding. Noted that National Party election promise was to fund regional parent associations, matching up to \$5k per annum over 5 years.</i></p> <p>4.3 Congratulations to Onslow School on the successful commencement of 3yo kindy program.</p>	
<p>5. Vice President / WACSSO Update</p>	<p>5.1 P&C Day in July <i>P&C Day 23/07/2021 - a day for school communities to give thanks to their P&C for all their hard work and contributions. Posters and resources are available on the WACSSO website https://www.wacssso.wa.edu.au/training-events/pc-day-wa-2021/. 2021 also marks 100 years of WACSSO. WACSSO Conference in August.</i></p> <p>5.2 P&C Training <i>KJ reiterated availability of training resources for P&C members on the WACSSO website. Loads of useful and interesting webinars, KJ & SB have completed some.</i></p>	<p><input type="checkbox"/> KJ to f/u on WACSSO Survey.</p>

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	<p>5.3 School Staff Recognition via Education Awards <i>Opportunity for school community to recognise outstanding teachers, principals and support staff. Nominations close 5pm 08/07/21. https://www.education.wa.edu.au/wa-education-awards</i></p> <p>5.4 WACSSO Feedback Survey <i>KJ to do on behalf of Pnslow School P&C. KJ will also seek input on how we can attract more members and why people don't join.</i></p>	
<p>6. Principal's Update</p>	<p>6.1 Education Awards <i>Onslow School looking to nominate staff in this year's awards (see 5.3)</i></p> <p>6.2 Three Year Old Kindy <i>Successful commencement of program. Delivery and funding based on Abecedarian Model of effective 1:1 parent and child interaction, so requires parent attendance for now, but this will transition in term 4 to the traditional drop-off kindy transition.</i></p> <p>6.3 School Lunches <i>Expressions of Interest distributed to Onslow Businesses, but still no interest received In providing lunches to school kids. ONGOING.</i></p> <p>6.4 TS&H Reports <i>Telethon Speech & Hearing Reports were received today and will be sent home with students tomorrow. TS&H staff will arrive at school next week to commence workshops to treat select children.</i></p> <p>6.5 Classroom Reps <i>Happy with rollout of this initiative, JB will provide P&C with contact details for each parent rep.</i></p> <p>6.6 Student numbers <i>Discussion surrounding student numbers. JB confirmed 150 enrolled, 130 attending.</i></p>	<p>□ JB to circulate parent rep contact details.</p>
<p>7. School Council Update</p>	<p>7.1 School Council meeting has been postponed until 31/5/21. More to follow at next meeting.</p>	
<p>8. Executive Committee Update</p>	<p>8.1 No updates.</p>	
<p>ONGOING BUSINESS</p>		

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9. Upcoming Events	<p>9.1 Wrap Up of Go Blue for Autism, Benches Busy Bee: <i>Go Blue was well-received by staff and students. Pipeline and UpdatEd article provided by OG, thank you. JB advised insufficient time to prep too much this year. Fabulous turn out of volunteers for the Busy Bee 1/5/21. Benches look great, thank you post scheduled for Facebook. Thanks to GM for coordinating and Onslow Men's Shed for their support.</i></p> <p>TERM TWO</p> <p>9.2 Do it for Dolly / Celebrate Kindness / Walk to School Safely Day 14/5/21 <i>JB advised School will <u>not</u> be acknowledging.</i></p> <p>9.3 Sorry Day Assembly 26/05/21 <i>All agreed P&C to hold a Cake Stall, per GM suggestion. ONGOING</i> <i>AMENDMENT: Bake sale will not be held 26/5/21 due to research and preparation with Shite and WA Canteen Association conducted by KJ and GM. New date TBA.</i></p> <p>9.4 Packed with Goodness School Lunches via Cancer Council 31/5 – 4/6 <i>JB has not had a response, she will follow up on this.</i></p> <p>9.5 School Photos 17/06/2021 <i>P&C to promote uniform sales in the lead up to this on social media & via classroom reps</i></p> <p>9.6 NAIDOC Week <i>Takes place during the holidays, school will celebrate last week of school (W/C 28/6/21). P&C will sell uniforms at the NAIDOC cookup to allow families to re-stock before the midyear break</i> ONGOING</p> <p>9.7 World Disorders of the Corpus Callosum Day 2/7/21 <i>JB following up with Simone as she organised this last year. ONGOING</i></p> <p>9.8 Others <i>Shire Movie Night? TC to follow up with Sheree Tamsett re dates.</i></p> <p>TERM THREE</p> <p>9.9 WA P&C Day 26/07/2021 <i>To be celebrated 23/7/21. P&C offered to provide BBQ lunch for students on school grounds or Community Garden. Discussion around holding Colour Run on this date, JB to confirm.</i> ONGOING</p> <p>9.10 School Ball 29/07/21</p>	<ul style="list-style-type: none"> <input type="checkbox"/> JB to f/u on Packed with Goodness for 31/5 – 4/6/21. <input type="checkbox"/> KP Cake Stall post for Sorry Day on Facebook & via class reps for 26/5/21. <input type="checkbox"/> GM & KJ organise cake stall <input type="checkbox"/> KP uniform drive on Facebook & contact Class Reps in lead up to photos 17/6/21. <input type="checkbox"/> JB to supply date for Colour Run to Fundraising Committee. <input type="checkbox"/> JB to f/u re: World Disorders of the Corpus Callosum Day and advise P&C. <input type="checkbox"/> TC to f/u with ST re Movie Night. <input type="checkbox"/> KJ to contact scholastic to initiate book fair.
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	<p>9.11 School Athletics Carnival 6/8. P&C to supply lunches. ONGOING</p> <p>9.12 21-27/8 – Book Week / Book fair: Discussion surrounding 2021 Book Fair. KJ, RC & JPr volunteered to coordinate. ONGOING</p>	
<p>10. Projects</p>	<p>10.1 Kindy Playground <i>JB confirmed that umbrella unsuitable for shade, requires heavy-duty shade sail extension to be supplied and installed by Munros. This will require grant funding, noted that school is limited in what suppliers & contractors they are permitted to use for capital works. JB to source quotes and provide to P&C to source funding. ONGOING</i></p> <p>10.2 Toilet Transformation Project <i>Pending appointment of an Art Specialist Teacher. ON HOLD</i></p> <p>10.3 Healthy Living Food Fanatics: ONGOING <i>Drum Beats: JB reported that 2021 focus is Zones of Regulation and social / emotional learning, no scope for Drum Beats this year. P&C discussed significant investment in new drums in 2020 (\$1750), and eagerness for them to be used. RC advised that she has been approached by the Shire to run Drum Beats program outside school hours, JB and members all agreed and endorsed the use of the drums assets. CLOSED.</i></p> <p>10.4 Child Safety / Protective Behaviours Education <i>SB is engaging S4K, SW (Wirrpanda) and Sinead Marshall (OneTree) to ensure all organisations have the opportunity to benefit from Safe4Kids visit. Additional targeted sessions and accommodation requirements to be covered by those organisations. SB requested JB table the opportunity at next Youth @ Risk meeting. ONGOING</i></p> <p>10.5 School Banking proposal – update <i>JPr liaising with Lola, Branch Manager at CBA KTA, awaiting a follow-up call later this week. Jerry at Post Office is on board, but seeking details. TC advised pub would likely be happy to swap coins for notes, as always need coins for change.</i></p> <p>10.6 Grant Register <i>Discussion over use of grant vs fundraising monies. JB suggested grants to be used for “big ticket items” and fundraising to be used for smaller items and to build community spirit.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> KD Pipeline article re Kindy Playground completion. <input type="checkbox"/> JB to source quotes from Munro's for supply and installation of shade sail to cover wooden picnic set, and provide to P&C to apply for funding <input type="checkbox"/> JB to f/u re Protective Behaviours Workshop at next Children at Risk Meeting. <input type="checkbox"/> SB to apply for funds for Onslow School package.

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	<p><i>SB requested volunteer to drive grant applications – KJ and MC volunteered to help. KD presented idea of installing a Defibrillator via the St John WA Heart Start grant. JB agreed that it would be ideal to have one on school grounds and is happy for this to go ahead.</i></p> <p><i>Resolution: P&C to apply through St John WA for subsidised defibrillator to be installed at school, at a cost of \$275.</i></p> <p><i><u>Motion</u> SB, <u>Second</u> JPr KD to proceed with application.</i></p> <p>10.7 Sustainability / Recycling <i>Postponed to next meeting.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> KD St John Defib grant.
<p>11. Fundraising</p>	<p>11.1 Containers for Change</p> <p><i>30 businesses were contacted via the MailChimp mailout, only 4/30 emails were opened and 6/30 bounced back suggesting that contact details are out of date. All members to update KJ with the contact details for local businesses.</i></p> <p><i>C4C signage for Clarke Place collection point has not progressed. Discussion around location of signage: both ends facing Clarke Place and McRae Place to be the simple green and white 1.5m x 1.5m signage previously proposed by GM, with a sign for the gate showing eligible / ineligible containers. Discussion around supply and transport costs. JB suggested SignWest in Karratha which may be transported by a P&C or staff member. GM to obtain quote for signage from SignWest in KTA. Possibility of applying for a Keep Australia Beautiful grant to fund.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> ALL to contact KJ with up-to-date contact details for local Onslow Businesses. <input type="checkbox"/> GM to obtain second quote for signage & investigate Keep Australia Beautiful Council grant.
<p>12. Uniforms / Merchandise</p>	<p>12.1 Tyro Update <i>In progress, OG working with them and hope to have in place next month.</i></p> <p>12.2 Midyear Uniform Shop <i>No COVID plan required if held during school hours (NAIDOC week celebrations, week 11) Online drive leading up to school photos. Physical opo-up shop to coincide with NAIDOC celebrations during the last week of term.</i></p> <p>12.3 Proud Parent Tees <i>Still pending receipt and testing of fabric paint.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/>

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	<p>12.4 P&C Signage</p> <p><i>Banner to display at P&C events? Discussion that many outside school community unaware that P&C exists, so how can we raise profile and awareness? General discussion surrounding options: Shire promotion, business directory, post-office pinup board, community notice board, posters, Onslow Pipeline.</i></p>	
13. School Lunches	<p>13.1 Ongoing Lack of Provider</p> <p><i>As per 6.3, still an ongoing lack of provider. Discussion surrounding options for P&C to run a once-a-term catering event. Or, if more frequent, could each class take a turn in providing volunteers to run a canteen day? Kitchen only needs certifying if COOKING is taking place on site? OG + GM + RC + TC to liaise further with JB.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> OG + GM + RC + KJ to liaise further with JB. <input type="checkbox"/> JB to f/u with Cass re: canteen use and hygiene.
14. Next Meeting	14 June 2021, 7.00pm St John WA Onslow	
Meeting Close	20:25 SB	