

Meeting Minutes

Meeting	Onslow School P&C AGM	Date Held	15 th February 2021	Venue	Onslow Beach Resort
Attendees	Kelly Jeffreys (dial-in), Sharon Bartram, Erin Sawtell, Olga Goerke, Kelli Dunlop, Jackie Barry, Kerry James, James Pass, Glen Mackin, Tara Colum, Sophie Telfer, Mike Clement, Jakinta Pritchard, Katherine Lewis.				
Apologies	Suzanne Wilson				
Minutes Taken by	Kelli Dunlop				
Next Meeting Date	Monday 8 th March @ 7.00pm Onslow Beach Resort				

ITEM	MINUTES	ACTIONS
Meeting open	19:10 SB	
1. Review of Previous Minutes	1.1 Accepted by SB, ES.	<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	2.1 IN <i>Email from WACSSO re COVID implications for P&C; nil of note for Onslow.</i> 2.2 OUT <i>Nil</i>	
3. Financial Matters	3.1 <u>Treasurer's Report 2020</u> <i>ES supplied 2020 Financial Report</i> <i>Total in = \$30 183.90, total out = \$13 405.87</i> <i>Net profit = \$16 778.03</i> <i>Current Balance = \$30 997.73</i> 3.2 <u>Incoming</u> <i>Dec \$7671.40 = KHB Batteries, Uniform Sales, Containers 4 Change (C4C), Community Spirit Grant</i> <i>Jan \$979.10 = Uniforms, C4C.</i> <i>Feb 1 – 15 \$979 = Uniforms, wax wraps</i>	<input type="checkbox"/> OG to respond to queries below.

Meeting Minutes

	<p>3.3 Outgoing <i>Dec \$92.68 = Kindy Playground sign supply, bank fees</i> <i>Jan \$0.72 = Bank fees</i> <i>Feb \$1623.93 = Food Fanatics, Playground sign delivery, Uniform stock, Transfer to school</i></p>	
<p>4. President's Update</p>	<p>4.1 KJe discussed 2020 achievements <i>Swimming carnival x 1, sports carnivals x 3</i> <i>Fortnightly Whole Fruit</i> <i>Ride to School</i> <i>Colour Run</i> <i>Book Club</i> <i>School Ball</i> <i>Kindy/PP playground project complete</i> <i>New equipment for Kindy/PP</i> <i>Multiple grants awarded</i></p> <p>4.2 KJe thanked 2020 committee <i>Sharon – VP, Erin – outgoing Treasurer, Olga – incoming Treasurer, Kelli - Secretary</i></p> <p>4.3 KJe stood down from President's role.</p>	

Meeting Minutes

<p>5. Principal's Update + Response to Feedback</p> <p><i>(9 in previous minutes)</i></p>	<p>5.1 JB advised normal start to school year, despite some delays 2° to metro shutdowns (COViD).</p> <p>5.2 2021 census in progress</p> <p>5.3 New sponsorship agreement with Chevron in progress, focus on student wellbeing.</p> <p>5.4 New Youth Engagement Program in progress; in partnership with Education Department and BHP, targeting highly disengaged secondary students and their families.</p> <p>5.5 New 3 Year Old Kindy program in progress; in partnership with Education Department and BHP, collaborating with V Swans and One Tree.</p> <p>5.6 School in early discussions with One Tree to provide an on-site before and after-school care program.</p> <p>5.7 Telethon Speech & Hearing collaboration will continue into 2021. More comprehensive screening this year, with plans to offer parent workshop/s.</p>	<p>□ JB to f/u with Telethon Speech & Hearing in regards to assessment reports for families.</p>
<p>6. School Council Update</p> <p><i>(11 in previous minutes)</i></p>	<p>6.1 Met this evening (15/2/21) and reviewed business plan for 2021 (+ last 3 years).</p> <p>6.2 Focus has been on improving school performance and teacher pedagogy, and improving Onslow from being below or on par with like schools to being better than like schools.</p> <p>6.3 New focus will be on student achievement, attendance, behavior as well as parent engagement. School will ask for input via the P&C towards a new school-based assessment tool.</p> <p>6.4 Parent-Class representative was proposed to Council for endorsement; plan was well-received, endorsement pending.</p> <p>6.5 Overview of Council : meet once/term Composition= 9 members: 2 x staff, 2 x community, 5 x parents. Mixture of men and women, indigenous and non-indigenous. Flow chart will be created to demonstrate the roles of and interaction between each body – school, P&C and Council.</p>	<p>□ JB (or Council Rep) to advise endorsement of parent-class reps</p> <p>□ JB (or Council Rep) to follow up re: Flow Chart.</p>

Meeting Minutes

ONGOING BUSINESS

<p>7. School Uniforms</p> <p><i>(5 in previous minutes)</i></p>	<p>7.1 Excess stock of large sizes of primary shirts which won't sell – plan for upcycling these shirts into library bags. ES suggested "Proud Parent" iron on transfers to the excess stock of large t-shirts. ONGOING.</p> <p>7.2 ES confirmed new WA-based provider due to long lead times.</p> <p>7.3 Discussion of uniform order form on website and process with school office.</p> <p>7.4 Discussion of mid-year uniform pop-up shop (on school grounds and in school hours will not require Covid contact tracing register).</p>	<ul style="list-style-type: none"> □ KJa to source iron-on transfers to transform excess large stock polos into "Proud Parent" polos available for purchase at Swimming Carnival 1/4/21. □ ALL: Uniform delegate (TBC at next meeting) to regularly collect orders and \$\$ from school office. □ ALL: P&C plan for mid-year uniform pop-up shop at school (noting current Covid requirements).
<p>8. Projects</p>	<p>8.1 Kindy Playground</p> <p>8.1.1 <i>SB confirmed signage here, JB advised Munros to install. KP to acknowledge sponsors in Facebook post and Pipeline article. ONGOING</i></p> <p>8.1.2 <i>Men`s Shed still to carry out repairs on rough timber. KJe advised status - Robert Ross sourcing frames for 1 x bench seat. The timber table top was previously removed by Munros and resurfaced by Men`s Shed. Needs to be monitored for weathering and alternative solution requested if necessary. P&C has offered to pay for materials. Mens' Shed contacts: Robert Ross, Shawn Heiderich. School also considering additional shade sail to cover the table. ONGOING</i></p> <p>8.2 Upper School Play Equipment</p> <p>8.2.1 <i>Discussed challenges of remote capital works projects with costs of supply, delivery and installation. Also discussed preparatory work required for grants programs and timelines (selecting equipment compliant to AS, fit for purpose in Pilbara conditions, quotes from parties for supply / delivery / installation).</i></p>	<ul style="list-style-type: none"> □ JB to advise when signage in situ to facilitate next actions ↓ □ KD to schedule Facebook post and contribute Pipeline article. □ SB to send sign photo to individual sponsors with thanks (<i>and certificate?</i>), to close the project. ✓ SB to contact Laura Chapple re timbers. □ JB (via Sarah Thomason / Julian Tan) to provide P&C with quotes for supply, delivery, installation of fit-for-purpose equipment selected by Student Councillors / approved by School administration to facilitate P&C grant application to BHP / other sources

Meeting Minutes

<p>(4 & 6 in previous minutes)</p>	<p>8.2.2 Some grant money already available, with plan to apply for BHP rolling grant program ONGOING</p> <p>8.2.3 Sarah Thomason finalising Student Councillors who will work with Julian Tan to draw up a wish-list of equipment to facilitate 8.2.1. ONGOING</p>	
<p>9. Grants</p> <p>(3.5 in previous minutes)</p>	<p>9.1 Shire Grant of \$2000 towards Toilet Transformation Project received in the bank on 5th November 2020. School has the package and is in the process of selecting artworks. ONGOING</p> <p>9.2 2019/20 Healthy Living Chevron Grant remaining funds were transferred to the school account to fund. CLOSED</p> <p>9.3 2020/21 Healthy Living Chevron Grant awarded, will be used towards fortnightly Fresh Whole Fruit, catering for school events and other well being programs.</p> <p>9.4 BHP grant, see 8.2.1 ONGOING</p> <p>9.5 \$2000 FMG Grant allowed to roll over from 8.1 to 8.2 ONGOING</p>	<ul style="list-style-type: none"> □ JB to advise when Toilet Transformation Project can progress, to allow ↓ □ ?? P&C involvement in installation of selected artworks. □ KD to schedule Facebook post and contribute Pipeline article.
<p>10. Fundraising</p> <p>(7 in previous minutes)</p>	<p>10.1 Containers 4 Change fortnightly collections have resumed. Discussion of awareness of C4C donation options within community. JB raised need for signage for the collection bins at school. JB advised NW Recycling have donated one bag per family to facilitate collection. ? approach local businesses to donate their C4C income to P&C. ONGOING</p> <p>10.2 2020 Wax Wraps raised \$250. CLOSED</p> <p>10.3 Ideas for 2021 fundraising to be revisited at next P&C meeting include: tea towels, calico bags, picture plates, school cook book. ONGOING</p>	<ul style="list-style-type: none"> □ KD to schedule Facebook post □ EXEC to draft a letter to local businesses, providing P&C Scheme iD and requesting they consider donating their recycling funds to school projects. Issue thankyou certificates on receipt of funds. ✓ EXEC to explore signage options for Clarke Place deposit point at school. (SB: Underway - contacted NW Recycling) ✓ KL to f/u with Chevron re: C4C contributions to P&C. □ KD to include future fundraising on next meeting Agenda

Meeting Minutes

<p>11. Healthy Living</p> <p><i>(8 in previous minutes)</i></p>	<p>11.1 Fortnightly Fresh Whole Fruit (90pieces/fortnight) to continue via Food Fanatics. Suggested that we pay for each term up front. ONGOING</p> <p>11.2 Drum Beats program is in planning stages for 2021, may require staff training to improve flexibility with program delivery. ONGOING</p>	<ul style="list-style-type: none"> ❑ OG to arrange up-front payment per term to Food Fanatics. ❑ SW to monitor and advise of any food wastage or changes to requirements. ❑ JB to update with Drum Beats program implementation for 2021.
<p>12. Child Safety</p> <p><i>(13 in previous minutes)</i></p>	<p>12.1 SB provided background on the P&C identifying a protective behaviours educator (Safe4Kids) who could visit town and service all sectors of the community. A package proposal was sent to the school for consideration last year, and discussed with other stakeholders in town (WAPOL, SJA, Wirrpanda, etc).</p> <p>JB has confirmed support and requested the P&C source funds when available and liaise with Health teacher Mr Tan for Term 3 (Child Protection Week). JB noted that the school is engaging with SJA, WAPOL, DFES for activities which focus on all aspects of safety.</p> <p>KJa suggested inclusion of Mental Health First Aid. JB reinforced importance of a coordinated approach.</p> <p>Will involve short classroom sessions, teacher development sessions, parent information sessions and frontline worker education. ONGOING</p>	<ul style="list-style-type: none"> ❑ JB to advise when dates, activities locked in and P&C involvement. ❑ EXEC to pursue funding options.
<p>13. Upcoming Events</p>	<p>13.1 P&C had previously requested school events be added to Updat-Ed and school website; with a hard copy of term planner posted outside each classroom for community members who prefer that medium. JB advised these all underway. Electronic copy of T1 planner on display in school office.</p> <p>13.2 Harmony Week 15 - 21/3/21: school to advise if any requirements of P&C. ONGOING</p>	<ul style="list-style-type: none"> ❑ JB advise Harmony week event/s and P&C involvement. ❑ ALL to liaise regarding Ride to School Day breakfast. ❑ KL to contact ESS to support Swimming Carnival catering. ❑ EXEC to compile P&C, school and shire calendars to facilitate event planning

Meeting Minutes

<p>(10 in previous minutes)</p>	<p>13.3 Ride to School Day Friday 19/03/21: P&C to cater breakfast. Discussions to continue via Messenger Chat. ONGOING</p> <p>13.4 Swimming Carnival 01/04/21: P&C to cater (BBQ, fruit, fruit juice boxes). Further discussions postponed until next meeting. ONGOING</p> <p>13.5 Class Information sessions have commenced, with more to follow 19/2/21. ONGOING</p> <p>13.6 New Staff introductions planned as and when required in 2021. Compliments offered to Rebecca Mackin on starting her new role at the school ONGOING</p>	<p>✓ JB School action on teacher / EA introductions underway</p>
NEW ITEMS		
<p>14. Constitution & Role of P&C</p>	<p>14.1 SB outlined the Constitution and role of P&C. <i>The objects of the Association are to promote the interests of the school, through:</i></p> <ul style="list-style-type: none"> <i>a. Cooperation between parents, teachers, students and members of the general community;</i> <i>b. Assisting in the provision of resources, facilities and amenities for the school or group of schools; and</i> <i>c. The fostering of community interest in educational matters.</i> <p>The P&C acts as a contact for parents via meetings or email: onslowpc@outlook.com</p> <p>Issues of policy referred to School Council; may be contacted via onslow.schoolcouncil@gmail.com. Working on improving information flow between two bodies.</p> <p>14.2 KD outlined WACSSO P&C handbook, information and support available:</p> <p>www.wacssso.com.au/resources</p>	<p>✓ KD to circulate constitution & WACSSO Handbook to all 2021 Members.</p>
<p>15. 2021 Memberships</p>	<p>15.1 All members present (except Ex-Officio) completed membership forms and submitted \$1 payment.</p>	<p>✓ KD to compile 2021 Members Register.</p>

Meeting Minutes

	<p>15.2 Members register to be compiled. Not for public distribution, but a requirement of the WA Council of State School Organisations, which is the governing body for P&C's</p>	
<p>16. 2021 Committee Election</p>	<p>16.1 President <i>SB nominated by KD, seconded by KJa. Accepted subject to conflict of interest.</i></p> <p>16.2 Vice President <i>KJa nominated by SB, seconded by TC. Accepted.</i></p> <p>16.3 Treasurer <i>OG nominated by KD, seconded by KJa. Accepted.</i></p> <p>16.4 Secretary <i>KD nominated by SB, seconded by OG. Accepted.</i></p> <p>16.5 General Executive 1 <i>JP nominated by KJa, seconded by KD. Accepted.</i></p> <p>16.6 General Executive 2 <i>GM nominated by SB, seconded by KD. Accepted.</i></p>	<ul style="list-style-type: none"> ✓ KD to advise school of new Executive Committee. ✓ KD to remove KJe and add KJa and KL as Admins on Facebook Page ✓ KD to create Committee and Members Facebook Messenger groups
<p>17. Parent-Class Representatives</p>	<p>17.1 See 6.4</p>	
<p>18. School Lunches and Catering</p>	<p>18.1 Thalanji Food and Fuel no longer able to offer canteen service. School now in discussions with Onslow General Store. Some discussion around a parent-volunteer canteen, but JB advised this had not worked previously due to the small size of the school. SW liaising with PKKP for emergency lunches in the meantime. ONGOING</p>	<ul style="list-style-type: none"> □ JB to advise when new provider locked in.
<p>19. 2021 School Stationery Supplier Feedback</p>	<p>19.1 JB reported school's experience very positive: school fee contributions effective and efficient, quality of supplies surpasses previous provider.</p>	

Meeting Minutes

	<p>19.2 KD reported some delays despite ordering within the cut-off dates.</p>	
<p>20. Other</p>	<p>20.1 Communication <i>Discussion of Information Booklets circulated by school to families - well received and helpful. JB advised the document would not be added to website as it is a compilation of the website info, which would result in duplication.</i></p> <p>20.2 School Website <i>JB advised school website has been tidied and updated, pending the events calendar.</i></p> <p>20.3 PBS <i>From member feedback, the P&C had previously requested that the School's fortnightly PBS focus be communicated to families to reinforce at home. JB confirmed this is underway and will be communicated via Updat-Ed.</i> <i>P&C had also previously suggested the school consider how PBS program could reward classroom teams as well as individuals. JB confirmed new PBS mascots adopted, and school exploring how classrooms may be rewarded.</i></p> <p>20.4 Parent Feedback <i>P&C had requested guidance from the school on a feedback avenue for parents where queries / comments / compliments are not classroom-related. JB confirmed parents use onslow.ps@education.wa.edu.au, but a telephone call or meeting also very welcome.</i></p> <p>20.5 P&C Communication <i>For P&C communication, a Messenger chat was confirmed as preferred medium</i></p> <p>20.6 Next Meeting <i>Tuesday 8th March 2021</i></p>	<p>□ KD communicate meeting schedule to school for addition to Updat-Ed and events planner.</p>
<p>Meeting Close</p>	<p>20:40 SB</p>	