

# *Beverley District High School P&C*

## **MINUTES**

Tuesday, 10<sup>th</sup> March, 2020

7:00 to 8:30pm

Type of Meeting: General Meeting

Meeting Chair: Matt Davey

Attendees: Matt Davey, Carissa Shaw, Jacinta Murray, Ben Ratz, Megan Vandenberg, Hollie Smith, Tamara Nixon, Bruce Kilpatrick, Skye Carlshausen, Sharlee Higgins, John Hawke.

Apologies: Kristy Parker, Aliehsa Murray

I. Opening of Meeting @ 7.03pm

II. Approval of minutes from last meeting and business arising from the minutes.

Moved: Skye

Seconded: John

Business Arising- Discuss in General Business

III. Correspondence In- As per correspondence book. Items to note:

- Letter from Bec Halbert re- Canteen
- Letter from Shire of Beverley re- Successful Grant Application
- Email- Tamara Nixon- Interest in Vacant Vice-President Position

IV. Correspondence Out-

- 2020 AGM/Sundowner Reminders
- 2020 AGM Minutes
- February General Meeting Minutes
- March Meeting- Reminder Email and Call for Agenda items
- School Newsletter Notes- Weeks 2,4 & 6.

V. Treasurer's Report- See Attached

Moved: Skye

Seconded: Carissa

Skye queried whether there were funds in the P&C Investment account belonging to the KPP. She was under the impression that \$1500 was being held there, however can not see a record of this. Jacinta (as a past Treasurer) confirmed that this was correct, as when interest rates were high, all additional funds were transferred into this account. Ben suggested that checking the Investment account and KPP account statements would confirm a record of this transaction. Skye will follow this up and ensure this is reflected in subsequent treasurer reports so it is clear.

VI. Principal's Report- See attached

Suggestions from Committee around improving parent attendance at Open Day were making sure parents were given adequate notice (a few weeks at least), consider coinciding this with a 'launch' of something, possible lunch or maybe combining with the P&C Sundowner and AGM.

Matt will meet with Sarah and Ben to discuss the Containers for Change Program and possible P&C Involvement.

#### VII. Sub-Committee Reports-

- Uniform Shop

Kristy was unable to attend the meeting but has emailed the following discussion points:

1. The Uniform Shop Stock is almost at a point whereby the online portal could be opened up for orders directly by parents. There is a \$11 delivery fee per order, and a 3 week turn around.

This was discussed by the meeting, and the following plan of action was decided:

- Complete Stock-take of Uniform Shop Stock. 6 of each item to be kept as stock for new students (limit of 2 shirts to be supplied). All stock in excess of this to be recorded and advertised in the newsletter as being available to purchase by parents 'freight-free'. (Carissa, Hollie, Skye, Tamara and Sharlee all offered to assist Kristy with this. Kristy to organize a day/time and advise).
  - Staggered opening of online orders, so that only the sizes where the stock is sufficiently depleted is available to be ordered online by parents.
  - Continue to offer a Summer and a Winter Bulk Order where parents have the opportunity to purchase without incurring a freight cost.
2. The current hats that are in stock cost \$15.40 per hat (Hats are sold for \$14). Kristy has sourced the same hats from LW Reid for \$9.71 if an order of 50 is made. Are the committee happy to continue to have stock of hats?

Committee agreed to continue to maintain a supply of hats onsite at school, and order these in multiples of 50 to obtain good pricing.

Megan advised that a parent had attended the office with feedback regarding the quality of the jackets, as the cord had broken after one wash, wanting to return the item. Megan has spoken to Kristy about this, however Kristy has not yet had time to follow this up. Skye advised that this had also happened to her, and she was happy to ring the uniform supplier to discuss. Once the online ordering system is opened up this will not be an issue as parents will be able to liaise directly with the uniform supplier regarding their individual order.

- K-PP Committee

Meeting was held on 26<sup>th</sup> February and a new committee for 2020 was formed.

Supplied lunches (sausage sizzle) at the Faction Swimming Carnival and made a profit of \$373. Hollie thanked the P&C for the opportunity to do this fundraiser.

Sally, Tess and Angela are currently putting their wish-lists together. The KPP committee feels that there is excess funds in the KPP account, and have asked them to submit up to \$1000 each in wish-list items for the Kindy and Pre-Primary Classrooms.

Planned fundraisers for 2020 are the Easter Hat Parade and Christmas Concert. Skye enquired about supplying lunches at the faction athletics and interschool athletics. The P&C committee felt this arrangement had worked well last year, especially as the Kindy students are involved in the carnival which is extra helpers available to



assist. Hollie said the committee would be keen to pursue these fundraising opportunities if they were available again in 2020.

Hollie enquired as to whether there had been any progress with planning for the Kindy Sensory Garden- No update.

Ben enquired as to why the KPP Wish-List items were presented separately to the Wish-List items for the rest of the school. Explanation provided around KPP Committee raising funds specifically for the KPP area, and that the submission of Wish-List items by teachers for other areas of the school was a new idea which came about at the end of 2018, to provide fundraising direction for the following school year. The idea of allocating a certain amount of funds to each DLT was suggested by Wendy Moore, to ensure fundraising benefited students across the whole school, however the committee would be happy for a bigger request to be submitted with benefits across the DLT's if this was where the current need was. OUTCOME: Agreed ALL Wishlist items for the following school year (including KPP requests) to be submitted in Term 4. P&C to liaise with Principal at the beginning of the Term regarding preferred structure for funds, and this information will be outlined in the letter sent from the P&C to the school requesting suggestions for wish list funding.

#### VIII. New Business

##### a) Vacant Vice-President Position

Tamara advised that she would be happy to fill the vacant Vice President Position on the P&C.

Nomiated: Skye      Seconded: Jacinta

Position Accepted by Tamara.

##### b) Meeting between P&C, BDHS Admin and Bec Halbert re- School Canteen

Correspondence received from Bec Halbert in regards to the School Canteen was tabled and read to the meeting. Ben advised that a meeting had been held between himself, Aliesha, Bruce and Bec regarding the Canteen. Current major issue for Bec is that she is experiencing issues with the fridges and would like these to be replaced if she is going to continue to run a canteen service. Issues previously raised related to tripping electrical circuits have since been resolved. Ben can understand that the P&C are wanting to step away from the canteen, and that they are reluctant to commit further funds to this area given that it is no longer generating income for the P&C as a fundraising source. Jacinta advised that in the past there had been a group of passionate parents that volunteered their time to the canteen, and that while the canteen was operating as a fundraising source for the P&C, some funds raised were re-invested back into the canteen. Bruce advised that this is no longer the case, and over the last few years there has been a lot of difficulties finding a volunteer canteen coordinator as well as parent volunteers to assist each week. Under the current arrangement with Bec, the P&C is not involved in the provision of the canteen service, and the canteen contract is between Bec and the School, and does not involve the P&C.

The asset of the canteen building is owned by the school, and the P&C have purchased equipment for the canteen building. The involvement of the P&C in the canteen means the roles are unclear, and this needs to be simplified.

RESOLUTION: Agreed by the meeting that the P&C no longer have a role in the management of the school canteen, and this will be managed by the school. The school will take responsibility for both the canteen and the equipment in the canteen, and if the P&C wishes to use the canteen for any purpose, permission must first be granted by the school.

Carissa will send a letter to Bec informing her of P&C no longer being involved in the management of the school canteen.

##### c) Canteen ANZ Bank Account and IGA Account

Given that the P&C will no longer be involved in the running of the canteen, Matt questioned the need for a separate Canteen Bank Account at ANZ, and a monthly account at IGA.

Motion:

'That the Current Canteen Bank Account at ANZ (BSB: 016-540, Account: 4853 45284) be closed, with all funds transferred to the P&C Main Cheque Account (BSB: 016-540, Account: 3408 69423).'

Moved: Skye      Seconded: Matt      All in Favour.

'That the Current P&C Canteen Monthly Account at IGA be closed'

Moved: Skye      Seconded: Matt      All in Favour.

Skye will liaise with ANZ and IGA to close these accounts.

d) Notice of Motion for Expenditure of Funds in 2020 for Wish-List Items

'That the P&C spend up to \$18,200 on Wish-list items in 2020, to fund Reading Eggs Subscriptions, STEAM Resources, 4 new microscopes and 1 new oven.'

Notice of Intent was moved at February Meeting and reiterated when the minutes and Agenda for the March Meeting were sent out. Bruce explained the process that is now required for expenditure of P&C funds in line with the new constitution adopted in 2019.

Moved: Jacinta      Seconded: Matt      All in Favour

e) 2020 Sponsorship- Mike Fairclough

Bruce advised that Mike has approached Bruce and is happy to offer \$500 sponsorship to the P&C in 2020. This can be used at the discretion of the committee for an event, raffles etc.

Carissa will write thankyou letter and Skye to send invoice.

f) 2020 Fundraising

Matty asked the committee what they saw as a fundraising target for the year. After some discussion, it was felt that \$5000 per year was a good target.

- Cake Stall and Wood Raffle- ?Saturday, 23rd May

Timing for this event is crucial. Needs to be on a Saturday when Junior and Senior Sport is scheduled in Beverley. AFA Fixtures are currently in Draft form, however 23<sup>rd</sup> May looks to be a suitable date.

Jacinta will book Street Stall for this date. Plan running of the event at next meeting.

- 'Expressions' Tea Towel/Tote Bag Fundraiser for Mother's Day

Carissa, Sharlee and Skye happy to organize. Involves all students and teachers drawing a picture of themselves, that is then printed on a tea towel to be sold to the school community. Ben supportive of the idea and committee happy to proceed. We will get this underway ASAP and hopefully advertise in the next school newsletter.

- Possible 'event' in 2020 was discussed. It was felt that although this involves some work to get off of the ground, it is good PR for the P&C, and has been a successful fundraiser in the past. Plan for a Quiz Night in Term 3. Again, timing dependent of AFA Fixtures.

- Super 66 Raffle. Carissa happy to organize and suggested coordinate so final draw is at the Quiz Night in Term 3. Carissa will follow up.
- g) Student event in 2020. Last Year we held a Student Disco and the committee was keen for this to continue as an annual event. Perhaps advertise as a Primary Disco, as High School Students would also be welcome to attend the Quiz Night. Suggested we could approach Darrell Hagan, as we may be able to run in conjunction with the Police as a 'Blue Light Disco'. Megan happy to discuss with Darrell. Plan for late Term 3/Early Term 4.
- h) 2020 Meeting Schedule. Currently on Tuesday nights and everyone happy to stay with this. Ben requested to try to avoid Week 3 and 7, as this is when the School Board meet.

IX. Adjournment @ 9:04pm

Next Meeting: Week 10- Tuesday, 7<sup>th</sup> April @ 7pm.

Beverly District High School P&C Association  
Treasurers Report  
For the period ended 9/3/20

Reconciled Bank Balances as at

9-Mar-20

	Bal @ 1/1/20	Bal @ 9/3/20	Movement
Main Account	\$ 7,257.73	\$ 7,601.08	\$ 343.35
Cash on Hand	\$ -	\$ 529.00	\$ 529.00
Canteen Account	\$ 12,191.69	\$ 12,120.43	\$ -71.26
KPP Account	\$ 2,999.79	\$ 3,099.79	\$ 100.00
Investment Account	\$ 15,533.22	\$ 15,555.74	\$ 2.52
	\$ 38,002.43	\$ 38,906.04	\$ 903.61

KPP Cash from Sausage Sizzle Fundraiser

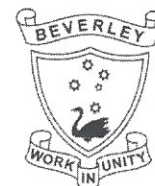
	Main	Canteen	KPP	Investment	TOTAL	YTD
<b>Receipts</b>						
Donations			\$ 100.00		\$ 100.00	\$ 100.00
Fundraising			\$ 529.00		\$ 529.00	\$ 529.00
Grant Monies						
Interest				\$ 2.52	\$ 2.52	\$ 2.52
Memberships						
Uniforms	\$ 1,885.00				\$ 1,885.00	\$ 1,885.00
	\$ 1,885.00	\$ -	\$ 629.00	\$ 2.52	\$ 2,516.52	\$ 2,516.52
<b>Payments</b>						
Admin						
Canteen costs		\$ 71.26			\$ 71.26	\$ 71.26
Capital						
End of Year Celebrations						
Fundraising	\$ 100.00				\$ 100.00	\$ 100.00
Insurance						
Uniforms	\$ 1,441.65				\$ 1,441.65	\$ 1,441.65
Wishlists						
	\$ 1,541.65	\$ 71.26	\$ -	\$ -	\$ 1,612.91	\$ 1,612.91
<b>Net Transfers</b>						
<b>NET</b>	\$ 343.35	\$ 71.26	\$ 629.00	\$ 2.52	\$ 903.61	\$ 903.61
<b>Outstanding/Unpresented Items</b>						
Receipts						
Shire Grant Invoice for STEAM Room	\$ 4,000.00					
P&C Membership from BDHS 31 members	\$ 31.00					
Uniform Moneys paid to BDHS	\$ 424.00					
<b>Payments</b>						
Reimbursement of KPP Sausage Sizzle Expenses, Paid by SC			\$ -	\$ 155.80		
Reimbursement of P&C Post Office Box, paid by SC	\$ 38.00					

Skye Carlshausen  
Treasurer



## **P&C MEETING**

To be held **Tuesday 10<sup>th</sup> March 2020, at 7pm** in the staff room



## **PRINCIPAL'S RERPORT**

### **Open Day**

Thank you to everyone who was in attendance or had a family member in attendance. We had 89 adults come through the school representing 44 families. This accounts for 45% of our families at Beverley and an average of 2 adults per family. A good result, but something I think we can improve upon next year. Does anyone have any suggestions as to ways it could be improved? Time/date/day/activities?

### **STEAM Room**

The STEAM room had the highest attendance of any room open during Open Day, a lot of that comes down to community interest in the room. Students have been highly engaged and I know they are coming home telling stories about the creative activities they are getting up to. At the moment they are still learning the skills necessary to fully immerse themselves in project based learning but they are well on their way. At the moment Mrs Aynsley is teaching almost exclusively off the back of donations and recyclables, which is in line with our sustainability model and ethos at the school but also a big thank you needs to go out to everyone who has made donations, we truly appreciate it.

Speaking of donations, to the P&C for your commitment to our STEAM program, such an enormous contribution will ensure that our room is resourced to the level where our students will be able to engage in deep, rich learning and the sky is the limit, on behalf of all the students and staff at the school, we thank you.

### **Grounds Update**

Kindy Entrance has had the building component of it completed, we are currently getting quotes for the signage. New signs for all three entrances should be installed before the end of the term.

### **Canteen**

I had a meeting with Bruce and Bec last week and as a result canteen will reopen as of this Friday. The school will take over the handling of the canteen for the life of the agreement with Bec. This may result in the school purchasing an industrial sized fridge to assist with food storage.

### **Camps**

Year 6 students are currently on camp and having a great time. Our High School students are due to go on camp in Week 9. We are still seeking a parent or community volunteer to accompany our students on camp, so if you are interested or know of anyone who would be please get in contact with me ASAP.

### **Swimming Carnival**

We help our Faction Swimming Carnival on Friday last week and it was a great success, huge thank you to the horde of volunteers who make it possible to run such a smooth carnival and a massive thank you to the K/PP Committee for putting on lunch and snacks. The interschool swimming carnival is next Friday in Pingelly.

### **Principal Position**

The principals position at the school was advertised in early February the successful applicant will be made public to the school community before the end of the term.

### **Student Services Team**

Another targeted initiative from *Our Plan* was the creation of a student services team. As mentioned last year the team consists of Jen McCarthy (LSC), Emily Hughes (School Psych) and Linda Footer (School Chaplin), they meet weekly on a Thursday morning to discuss student referrals from teachers for all issues educational, social, emotional and wellbeing related. The process has streamlined our school's approach to intervention and has ensured that all students are able to access more targeted intervention in a much timelier fashion. All reports back from teachers and school support services have been excellent thus far. Well done to Jen and her team.

### **Containers for Change**

Sarah Aynsley attended a meeting in Northam yesterday regarding the opportunity for the school to become a recycling hub. Essentially if we applied, it would see the school become the drop off point for recycling in the Beverley community. We as a community would put the focus on recycling and lead from the front in modelling the practice. I believe that the shire has no plans to pick up this incentive. As such it could be quite a lucrative fundraising opportunity for the school or the P&C. If the P&C is interested I suggest a meeting between myself, Sarah and a P&C representative to discuss the possibility.