Subiaco Primary School P&C
Term 3 Meeting

Minutes
7:30pm Monday, 15 August 2016
Subiaco Primary School Library

Apologies: Lisa Barneveld, Greg Lynch, James Mactier, Sandy Rouse

Minutes: Kerry Warburton

Endorsed the minutes as complete and accurate: To be undertaken at next meeting

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<th>Comments</th>
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<tr>
<td>1</td>
<td>Welcome</td>
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<td></td>
<td>Jodi welcomed everyone and called the meeting to order. Apologies were received from Lisa Barneveld, Greg Lynch, James Mactier and Sandy Rouse.</td>
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<td>2</td>
<td>Confirm Minutes from Last Meeting</td>
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<td>Minutes of the last meeting were confirmed by Carolyn Press and seconded by Jodi Mansfield</td>
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<td>3</td>
<td>Officebearers Updates</td>
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<td>President’s Update – Jodi Mansfield</td>
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<td>Please refer to Jodi’s report at the end of the minutes. Jodi began by welcoming James Kennedy who will be assisting Rowena Buxton to run the Pool Committee now that James Mactier has stepped down. She then advised that Sandy Rouse will no longer be operating the Uniform Shop and is seeking an imminent step-down from the role. Everyone agreed that Sandy has done an amazing job. There was brief discussion that this may need to be a paid role in future. There was agreement that Sandy and James both deserve acknowledgment/celebration at the next meeting or at an event towards the end of the year. ACTION: No one has as yet volunteered to take the role on and Jodi is to communicate in the Newsfeed for a volunteer replacement.</td>
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<td>Principal’s Update – Carolyn Press</td>
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<td>Please refer to Carolyn’s report at the end of the minutes (&amp; Chaplaincy Report) Carolyn began by discussing the recent IPS Review conducted at the school. She mentioned she expects a very positive report with one potential area of recommendation – Target Setting. She advised that the Carob tree will be removed and parents will be consulted for ideas to fill that space. The 4 classroom Early Childhood Block has been approved. The proposal to redevelop the undercover area was not approved however she is waiting to hear whether the Dept will approve funding an alternative to enclose the current area. The whole Kindy play area is to be redesigned in to a nature playground next year, hence the trees have not yet been replaced. Temporary shade options will be considered. Carolyn mentioned the early success of the STEM program throughout the school and the healthy attendance at the Protective Behaviour Workshop two weeks ago. The following day Carolyn raised that she has reapplied for Chaplaincy Funding and asked for P&amp;C support – this was fully supported.</td>
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<td>Treasurer’s Update – Virginia Brushoff</td>
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<td>Please refer to Treasurer’s Report attached. Virginia then discussed additional insurance for the cash taken at the upcoming Spring Fair. ACTION: It was agreed that insurance should be taken out (approx. $450, excess tbc). 2015 accounts are with the auditor currently.</td>
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<td>4</td>
<td>Committee Updates</td>
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<td>Events and Fundraising – Federica Battaglia</td>
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|   | Please refer to the Events Committee Report at the end of the minutes. Feedback from School Disco was discussed, in particular that parents must not be allowed access or to attend with their children for safety reasons. A more controlled pick up needs to
meals that halal and vegetarian sausages must be also be offered.
Fed gave an overview of Spring Fair progress, and discussed the need for wine donations for
the stall. Target of 500 bottles.
ACTION: Carolyn to confirm a suitable drop-off location at school for wine donations
ACTION: Fed to communicate via Newsfeed that ‘Due To Demand’ further tickets are available
for the Big Night Out next month.

Healthy Eating Update – Leanne Boodle
Please refer to the Healthy Eating Committee Report at the end of the minutes.
It was agreed that we need to steer posters and communication of food stalls away from non-
healthy headlines eg. ‘Cake Break’.
ACTION: Healthy Hub to create a few more suitable headlines for the school food stalls

Pool Committee – James Kennedy
Please refer to the Pool Committee Report at the end of the minutes.
James mentioned that the Pool Committee is meeting this week to confirm members and roles
Pool opening 25 November this year. Several other initiatives discussed.
It was agreed that the Pool Pass should remain on the Term 4 Activity Charges

CLP Update – Phoebe Robinson
CLP Term 3 lunch scheduled for Friday 26 August.
It was mentioned by Fed and supported by Kerry that maybe the fundraising component of the
CLP role needs to be discussed in greater detail with incoming/potential CLPs. It was agreed
that maybe a coffee morning or similar session to do this might be introduced. Carolyn to
consider other ways of communicating.

Building Fund Committee Report – James Mactier (presented by Kerry Warburton)
Building Fund balance $7,125.35.
Waiting on the school re quotes for re-carpeting the music room.

5 General Business
None

Jodi closed meeting at approximately 9.30pm

The next meeting (Term 4) will not be in Week 5 due to the Spring Fair on 6 Nov, but will now be
Monday 14 November, 7.30pm in School Library
P&C ANNUAL MEETING

Monday 15 August 2016

STUDENT NUMBERS

Our enrolment is stable at 610 students.

SCHOOL BOARD

Grounds and Facilities Master Plan
The Board has received a collation of student, staff and parent input into priority areas should money become available for facilities and grounds development in coming years. A Board sub-committee led by Morgan Harland will meet to consider the collated data to inform the development of a Facilities and Grounds Master Plan.

DEPARTMENT INITIATIVES

IPS Review
Last week we were reviewed by an external review team from the Department of Education Services as all Independent Public Schools are reviewed every three years. The purpose of the review is to assure the school community, the Director General of Education and the Minister of Education that our school has met its commitment to the targets and milestones set in our Business Plan. The reviewers, Greg Clune, Alby Huts and Donelle Church spent two days in the school interviewing staff, parents, students and School Board members on the achievement of our targets. The reviewers visited classrooms to observe lessons and they spoke to Year 5/6 leaders, members from the Social Justice Group, Chess & First Aid Clubs about student leadership opportunities. I would like to take this opportunity to thank all those who were involved, for their honest, open and informative opinions they shared with the Reviewers. A report will be compiled on the School Review findings and presented to the Director General of Education. Once the report is received it will be posted and shared on the School Website.

IPS Principal Fellowship Program for 2016-17.
I attended a 7 day course Leading an Evolving Vision at Harvard University, Boston, Massachusetts alongside 20 other WA principals and over 270 principals and school leaders across the world. It was an amazing experience, highly affirming of the good teaching and learning practice at our school and I have come back even more inspired to continue to strive for excellence and for everyone to realise Our Best!

PARENT SURVEYS
The National Opinion Survey was completed by 183 parents, our teaching staff and all our Year 5 & 6 students.

The following statements are rated out of a possible total score of 5. The following table compares the student, parent and staff averages:

<table>
<thead>
<tr>
<th>2016 National School Opinion Survey</th>
<th>Student Average</th>
<th>Parent Average</th>
<th>Teacher Average</th>
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<tbody>
<tr>
<td>This school has a strong relationship with the local community.</td>
<td>N/A</td>
<td>4.6</td>
<td>4.7</td>
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This school is well led.  

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<th>N/A</th>
<th>4.7</th>
<th>4.9</th>
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I am satisfied with the overall standard of education achieved at this school  

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<th></th>
<th>N/A</th>
<th>4.4</th>
<th>4.85</th>
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I would recommend this school to others.  

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<th></th>
<th>N/A</th>
<th>4.7</th>
<th>4.85</th>
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Teachers at this school are good teachers.  

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<th></th>
<th>4.6</th>
<th>N/A</th>
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Teachers at this school care about their students  

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<th>4.3</th>
<th>N/A</th>
<th>4.9</th>
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STAFF PRESENTATIONS  
Congratulations to the following staff who were selected to present to teachers across the district on the following topics:  
Higher Order Thinking using iPads in the classroom, Kath Reger and Bronwyn Mace.  
Mindfulness, Rita Burgess, Senior School Psychologist.

Congratulations to Dr Melinda Harris, one of our Assistant Principals, who presented on STEM (Science Technology Engineering and Maths) at the WAPPA (Western Australian Primary Principal’s Association) Annual Conference. It was an outstanding presentation and well received by the principals in attendance.

$80,000 P&C FUNDING  
Thank you to all those people who submitted funding submissions. Fortunately we have been able to fund all submissions this round. The P&C is very happy to be funding the following projects:  
STEM (Science Technology Engineering & Maths) resources $28,000  
STEM In Residence Program $13,000  
Reading Resources $8,500  
Musical instruments $6,000  
Outdoor Table Tennis $7,500  
Sports Equipment $4,000  
Universal Swing $2,200  
Decked Play Area $1,900  
Seating junior garden area $2,900  
Sustainability Trailer for compost bins $300  
K&PP Outdoor Equipment $2,400  
Outdoor Chess Play Areas $2,300  
Friendship and Anti Bullying Resources $1,000

BUILDING FUND  
We have received $5,330 in donations from generous families to our Building Fund and will be replacing the carpet in the music room.

SCHOOL DEVELOPMENT DAYS  
The following School Development days have been ratified by the School Board  
Term 4 – Monday 10 Oct Day 1 Term 4

EVENTS OF NOTE  
Interschool Cross Country  
Subiaco was awarded third overall out of approximately 80 Government and Private schools at today’s Interschool Cross Country with our Year 4 girls coming second overall. An amazing result.

PARENT WORKSHOPS  
Over 70 parents attended Protective Behaviours workshops were well attended by parents.  

BUILDINGS AND GROUNDS
Buddy Bench
Rotary Club of Freshwater Bay presented a Buddy bench to foster friendship in the playground.

Early Childhood Block
Our school has been notified that we are to receive funding through the Commonwealth’s Universal Access Program to build a new, permanent, 4 classroom Early Childhood Education block. This new classroom block will be built on the site of our current L10 Pre-primary transportable. Preliminary work will commence shortly, this will include the temporary positioning of a transportable along the eastern side of the oval. The new transportable will replace Ms Carli East’s ECE unit which is to be removed to make way for the new build. The transportable is temporary and will be removed once the permanent classrooms are functional. As the new 4 classroom block will cover a section of our current basketball/tennis courts, new improved courts will be built on a section of the upper oval. The build will take approximately 18 months.

Carob Tree
The Carob tree has had extensive remedial works over the last years including branch reduction and cable bracing. This in itself has helped prolonged the life of the tree and the bracing appears to have prevented sudden branch collapse into the play area.

The Arborist report has highlighted a severe crack through the base, a horizontal split and internal decay. It concluded that the tree is structurally unsuitable for retention in an active school environment and has recommended its removal.

The Department of Education has authorised the removal based on an Arborist’s report and is currently liaising with the Heritage Council. Whilst no one wants to see the Carob tree removed, children’s safety and well-being is at the forefront of every action and decision made.

At a future School Board meeting we will discuss possibilities for replacement and grounds enhancement. As soon as I receive additional information about the removal I will inform the school community.

Carolyn Press
PRINCIPAL
15 August 2016
The Chaplaincy program helps support the Subiaco Primary School by fostering the social, emotional, mental and physical development of its community members.

The Chaplaincy program runs in the school every Tuesday and Thursday

Activities undertaken by the Chaplain in Term 2 2016

Before School
The Chaplain is present in the school grounds engaging in informal conversation with staff, students and parents.

Recess and Lunch
The Chaplain is part the school community and is available throughout recess and lunch time to talk to and interact with the children/staff and observe and focus student behaviors.

BUZ Program
Worked with the teachers and students in the in the Year 1 classrooms to complete the 8 week program BUZ Today.

Completed BUZ Together program training to work in the Year 4 classrooms with the BUZ Together program in term 4.

Currently facilitating BUZ Friends with the year 3’s.
Social Justice Group
Assists Deb Hands with the Social Justice Group, raising funds for Cambodia and other community fundraisers. Attends the weekly/fortnightly lunchtime meetings with students worded with students on posters.

This term has been co-coordinating the Winter Appeal and Talent Quest.

Protective Behaviours Workshop
Coordinated the Protective Behaviours Workshop in week 3 term 3. Fantastic turn out, around 70 parents attended. Thank you P&C for funding.

Class visits
Raising awareness of the Chaplain by making regular class visits.

Additional responsibilities undertaken by the Chaplain:

- Attends a Chaplain Cluster Meeting 1x Term.
- Attends District Council Meetings for Cambridge 1x Term
- Meets with her Area Supervisor, Andrew Hadfield, of Youthcare once a Term.
- Reports weekly to Deb Hands, Upper Deputy to exchange relevant information about the Chaplaincy role upcoming events, update and discuss students at risk. Also assists with purchasing materials and preparation for school events.
- Attends a PD day provided by Youthcare each Term.
- Observes at risk students at lunchtime and maintains general interaction with children.
- Assist Teachers with class activities.
- Provides pastoral care for student as requested by teachers or families.
- Information update in Newsletter.

Jamie is in the school Tuesday’s and Thursday’s.
Subiaco Primary School
Parents and Citizens Association

Treasurer Report
Term 3, 2016

<table>
<thead>
<tr>
<th>Author:</th>
<th>Virginia Borshoff</th>
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<td>Calendar Year 2016</td>
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### 6 Months Ended 30 June 2016

- Total Net Surplus 6 months ended June 2016: $61.5k
- Member Contributions to Jun-16: $62k
- Uniform Shop Surplus $14k
- Deposits paid for Spring Fair: $1.8k
- Disco Surplus: $1.6k

### Bank Balances as at 8 August 2016

- Cheque Account: $23,338
- Online Saver: $122,934

### Other

- Audit update
Subiaco Primary School
Parents and Citizens Association

Events Committee Report
Term 3, 2016

Author: Federica Battaglia
Committee Members: Federica Battaglia
Fair Committee: Federica Battaglia & Jodi Mansfield

Vision: To provide events suitable for the whole school community – with an emphasis on fun & education – promoting a sense of belonging to benefit the school and children through the monies raised from these events.

Ongoing Activities

✦ The school disco in June made $1545.92
✦ Feedback from the parents who organised the disco was:
  • It went well and the Palms Community Centre was a better location than the church as the church is too big and encourages children to run around instead of dance
  • Timing was also better as it wasn’t such a late night for the children
  • Concerns were that some parents kept entering the venue
  • Some stayed on the oval for the duration, which encouraged the children to keep running out and difficult to keep track of who was inside or out
  • At the end parents rushed in to collect children rather than wait for their child to be brought out
✦ The Athletics Carnival food stall and sausage sizzle planning is on track and the marketing posters are up around the school. In terms of the sausage sizzle I recommend the school implement a policy on types of sausages that need to be served and communicating this to parents for all future events.
✦ Kindy parents, coordinated by Kerry Warburton have begun planning the book fair and will work closely with Jo in the library in the coming weeks. The theme is Australia. Book Fair is 12th – 17th September
✦ Movie Night planning is on track. The screen deposit has been paid and bouncy castle booked. The organizing parents are yet to choose a movie but will do so by end of August. They will submit the council approval application by October. Movie Night is Saturday 26th November.
✦ The Subiaco Spring Fair is booked for Sunday 6th November 2016 12 noon – 5:00pm.
  • Jodi and Fed have been meeting with all the stall coordinators individually to give out final information and answer specific questions for each stall. The parents involved have been busy preparing the stalls and everything is on track
  • Almost 100% of outsourced equipment and services needed for the fair have been booked and paid for.
  • An electrician is needed for sign off on the day. We have requested a complimentary electrician via the news feed, however we will book our contact if one doesn’t come forward in the next week.
  • All the parent run stalls and general fair council applications have been submitted. We have requested our commercial food vendors forward their applications to the council.
  • We ask that the P&C help with collecting donations of wine, homemade baked goods and preserves.
✦ A night out for the parents has been organised at the Voyeur Bar in Subiaco for Saturday 3rd September 7:30 – 10:30pm. Tickets are still available. This is a social event and not a fundraiser.

Future Plans

✦ Continue planning for the fair
✦ Pay remaining deposit for the movie night screen
Subiaco Primary School
Parents and Citizens Association

Healthy Hub Committee Report
Term 3, 2016

Author: Leanne Bodley
Committee Members: Abi Crisp, Leanne Bodley, Kristen Carter, Mel Gilchrist, Cy Rocchi
Vision: To help develop, maintain and communicate a healthy approach to eating within the school and community life.

Ongoing Activities
Conducted 4 workshops called ‘Cool Fuel’ to students from Years 3-6. Educated students around how to build healthy lunchbox from a format called ‘Pick Six’ with each student receiving a ‘Pick Six’ sheet to pin on their fridge;
Fruit and Veg platters to be presented at finish line at Athletics Day September 2nd;
‘Bring A Cup’ Day will run throughout September celebrating ‘Fruit and Veg Month. Healthy Hub to provide healthy snacks once a week during recess;
Maintain communication between Healthy Hub and staff members regarding Crunch & Sip Program;
Apple Slinky Day;
Healthy eating page on the website to highlight F&V activities, articles and recipes;
Lunch on-line monitor and adjust seasonally;
Weekly use and cleaning of kitchen.

Future Plans
Healthy Hub will conduct a ‘Cool Fuel’ workshop to parents/caregivers. This will mimic the one presented to students to further engage Pick Six to be continued at home;
Investigating ‘Sun Screen Stations’ throughout the school to ensure students apply sunscreen before heading outside;
Exploring the idea of the ‘Crunch and Sip Crew’ to do a skit at mini assembly mid-October. This will include a shopping trip to Farmer Jacks with a Go-Pro and filming their food shop for their school holidays;
Examining the idea of formalizing the protocol for naming school food stalls;
Purchase of cooking equipment i.e. blenders.
Subiaco School Swimming Pool
Committee Report to P&C.

Meeting date: 15 August 2015
Submitted on: 15 August 2015
Submitted by: Rowena Buxton

The chairperson role has been formally handed over from James Mactier to Rowena Buxton. Historical documents, accounts, etc. have been handed-over. James has agreed to continue to assist with handover questions for a brief period of time as required.

· The contract with RLSSWA has been reviewed and signed in duplicate. The terms and conditions remain largely unchanged except for a pay increase of $1/hr for the life guards. RLSSWA will continue to operate the pool on a day to day basis, providing the lifeguard services and maintaining the hardware.
  o A copy of the contract is submitted with this report for information purposes / review by the P&C.

· The pool committee are meeting Tuesday 16th August to discuss the following
  o Committee membership, e.g. continuing and new members.
  o Planning for opening
  o Member materials (member cards)
  o Maintenance
  o Advertising & social media
  o Increase of events/activities to assist in contributing funding
· The partnership with city of Subiaco has been slated for renewal, we are awaiting formal written notification.

· The opening of the season is intended for Friday 25th November, 2016, extending til 24th March, 2017 (weather and light conditions permitting).
  o The committee will begin preparation for the opening function.
· Warren Goodwin advised on 28/ of tears in shade cloth resulting from storm damage. Allison Swan advised Rowena Buxton 9/8. Repairs were made on 14/8. Additional clean-up of leaf litter is required. Replacement of shad cloth will likely be required this season or next.