



Subiaco Primary School P&C Minutes of Executive Meeting 15 March 2022

Meeting Held: Microsoft Teams

Minutes taken by: Katherine Vines

Meeting Opened: 7:07pm

Attendees: Tim Braslin (President), Jo Wilkie (Vice-President), Kanchana Karunaratna (Treasurer), Caro Bell (Pool Committee Rep), Katherine Vines (Secretary), Andrew Devitt (Fathering Project), Rachel Feldhusen (Healthy Hub), Fiona Plant (CLP Rep), Chloe Senior (Building Fund), Melinda Harris (Principal)

Apologies: N/A

1. Welcome

Tim Braslin opened the meeting at 7:07pm. Welcome our new members.

2. Apologies

None.

3. Conflict of Interest

None noted.

4. P&C strategy for 2022

Tim noted that last year P&C was trying to grab a key funding initiative. The P&C explored a grounds refurbishment project but transforming the upper block was settled on as a focus for the P&C.

Queried if there are ways for the P&C to support the Principal and School by tying into their focus areas. Melinda flagged that the school was working to the Business Plan and asked that the P&C priorities initiatives in the funding round that are aligned to the Business Plan's objectives (ie making available interactive panels).

P&C to work through the strategy. Discussed need to communicate to the school community things that P&C focusing on and spending money on.

Tim proposed an amount of \$40K for the 2022 funding round. Melinda noted that on average for the last few years the funding round has been in the order \$45-50K. P&C also left open option of running 2 funding rounds this year.

Discussed the status of the Upper Block refurbishment project. Approximately \$24K has been spent by the school to date on the Upper Block during the 2021/2022 holidays. Of this \$14K was to be covered from the Building Fund with the P&C committing the rest (ie approx. \$10K). This contribution was outside of the 2021 Funding Round. Melinda queried if this had been budgeted for out of 2021 funds. Chloe queried if there are there any funds available to the school for the Upper Block works outside the P&C. Further works to complete the classrooms in the Upper Block are scheduled to be undertaken in the next school holidays. Timing and funding for the remainder of the Upper Block refurbishment unknown. There have also been some increases in the costs for these works from the original quotes last year.

P&C would like to support the completion of the remaining Upper Block works.

Actions:

- Tim to prepare draft of the 2022 Strategy to be circulated to the P&C.
- Treasurer to reconcile where the 2021/2022 budgets are up to and which budget (ie 2021/2022) the Upper Block works already completed are to come out of. P&C to assess what funds the P&C has to make available to a future capital works project (leaving aside what has been done to the Upper Hall to date).
- P&C to consider if it will run 2 funding rounds in 2022.
- P&C to confirm amount of Term 1 funding round.
- P&C would like to better understand what the School's focus is on for expenditure this year.

5. Code of Conduct

Noted that P&C Subcommittees are required to have Terms of Reference. Discussed that other Pool subcommittees don't have Terms of Reference that we're aware of but that this is a requirement for our insurance.

WACCSO template has been circulated to all Subcommittee Representatives to amend as applicable to apply to subcommittees.

Discussed having a code of conduct to apply to P&C. WACCSO template code of conduct and School Board's Code of Conduct has been circulated as examples.

Actions:

- Subcommittee Representatives to prepare drafts of Terms of Reference and circulate to the executive members for comment to enable these to be issued with the Agenda for, and approved at, the next General Meeting.
- Executive committee to reviews the sample codes of conduct provided. Proposal is to adopt the WACCSO Code of Conduct to apply to the P&C at the Term 2 General Meeting unless any additional comments on the template Code of Conduct are received before then.

6. General Business and action items from AGM

6.1 Volunteer for 125 year celebration committee

With COVID restrictions date for celebrating the school's anniversary has been pushed to later in the year. School would like a P&C representative to join the committee.

Jo Wilkie and Katherine Vines offered to join the Committee.

Action:

- Jo Wilkie to join the committee for planning the 125 year anniversary as the P&C Representative.

6.2 Fundraising – ideas and committee vacancy

Discussed how to fill the role of fundraising co-ordinator. Fiona has nominated for the CLP role and being new to the school expectation is not that she would step into the fundraising co-ordinator role.

In the absence of another volunteer, Narissa is willing to take on role of coordinating with CLPs to organise the fundraising events allocated to particular year groups.

Noted there aren't as many CLPs as normally have. There has been a lower uptake of CLP role across the school and some classes don't have a CLP. Discussion around provision of parent details/class list and issues with consent process (especially for new families to the school). Melinda confirmed that the school would like all correspondence to go via Compass and the role of the CLP has changed (as set out in the circulated CLP Role description). P&C would like class lists to be provided for the classes with details of parents who have consented to that information being shared to date. P&C's understanding is that the consent given last year for the sharing of families contact detail was intended to endure for their time at the school.

CLP role description has indicative timing for key fundraising activities undertaken by each year.

Actions:

- Fiona to prepare compass notice looking for Fundraising Co-ordinator, people to join the fundraising committee and additional CLPs.
- Discussion around circulation of class lists to be taken off line. Fiona to progress with Melinda
- Katherine to prepare calendar of P&C activities and key dates

6.3 Boosting Voluntary P&C Contributions

Melinda flagged that these are lower this year with COVID and this is consistent with other local schools which are also down. Contributions sitting at: 55% for kindy; 31% for years 1 – 6; and 33% for building and grounds.

Discussed strategy for boosting contributions and clarifying how parents can make contributions if haven't done so via Campion (ie no clear link on Compass but can be made by direct debit).

Actions:

- Melinda to add something to the newsletter and advise parents how contributions can be paid.
- P&C to distribute flyer to all families after 2022 funding round flagging how contributions have been spent, identifying future initiatives and with a request for additional contributions.

6.4 Building Fund

See comments above at item 1.

P&C remains committed to funding Upper Hall works and would like to see the whole hall completed.

Action:

- Melinda to provide to the P&C with a request for what additional support school would like from the P&C to complete the works in addition to the 2022 Funding Round.

6.5 Year 1 Busy Bee

Year 1 busy bee to be driven by year 1 parents. Tim suggested could form part of a request for Funding round if required.

Action:

- Chloe to speak to Year 1 teachers and parents for ideas.

6.6 Parents of special needs kids support group

Discussed proposal received from a parent seeking to establish a support group for families of special needs children and potential for additional resources/support from school. Concern around confidentiality of families and how this ties in with programs currently available.

Discussed communication protocols for raising with the school ideas from individuals and by the P&C.

Action:

- Tim to go back to parent and seek consent to raise with school Board.

Meeting closed 8:28 pm