**MUNDARING PRIMARY SCHOOL P&C**

**Meeting 5th August 2019**

Meeting notes

**Attendees:** Claudia Peet, Yvonne Chow, Stephanie Curtis, Paul Larkin, Zoe Neill, Coralie Gibson, Dan Ferguson, Hon. Matthew Hughes MLA

**Apologies**: Lucy Polich, Ashleigh Flynn, Erandi Parish, Tanisha Wright, Marisa Groenewald,

Katie Pether, Merilee Caravalli, Dulsey Croucamp, Amanda Weschbillig

| **Notes** | **Due date** |
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| 1. ***Meet with Matthew Hughes MLA, State Member for Kalamunda***  * Claudia welcomed the Hon. Matthew Hughes MLA * Mr Hughes described his career in education here and in the United Kingdom prior to entering Western Australia’s parliament. * P&C raised concerns that fundraising efforts are contributing to school maintenance that State Government might be expected to fund. This lessens the direct benefits that current school children derive from P&C fundraising. * Mundaring PS has experienced high growth in school numbers over the past five years, particularly coming from other local schools. The local school amenity and infrastructure needs aren’t keeping pace with this growth. * The last time the school was painted was when it was first built around 25 years ago. * The school budgeting is focussed on ensuring adequate staffing and teachers before allocating remaining funds for infrastructure and maintenance and utilities. * There needs to be a different way of budgeting, so maintenance is an adequate line item rather than having to reduce expenditure on critical items like staffing. * Mr Hughes encouraged the school to use him as an advocate for approaching the Department of Education to address issues like maintenance and infrastructure needs. * School facilities management system and faults management don’t provide an equitable approach to meeting school needs. * Minister for Education (Hon Sue Ellery MLC) is hosting a public education forum in September for the Kalamunda electorate. * Adequate servicing of essential maintenance is the key issue that the member is interesting in advocating for on behalf of the school. * Meeting the children at parliament house and assisting school fundraising are other aspects Mr Hughes can assist with. * Workforce management is also a key concern for Mundaring PS. There are many staff approaching retirement at the school so replacing good teachers is a challenge over the next three to five years. * Claudia thanked Mr Hughes for hearing our key concerns and attending the meeting. |  |
| 1. ***Confirmation of previous Minutes***  * Not enough members in attendance for a quorum so an executive meeting was held. * All actions from the previous meeting were confirmed as completed * The Bendigo Bank raffle was discussed. |  |
| 1. ***Correspondence***   Out   * Nil   In   * WACSSO Certificate of Membership 1/7/2019 – 30/6/2020 * Shire of Mundaring – Certificate of approval and classification for a food business, cross contamination guidelines * 2019 WACSSO Annual Conference program * Brownes – Statement of Account * Weir in Business – Shop local voucher book 2019-20 * P&C Constitution 2019 for adoption * Western Australian School Canteen Association Inc. – Notice of Annual General Meeting, Buyers Guide (Solutions for Food Service Providers) * Advertising pamphlets from: LW Reid, Giftware Direct Father’s Day specials |  |
| 1. ***Reports:***   Treasurer   * Report tabled for the period 13 June – July 31 2019. * The term deposit will be rolled over for another five months. * Total cash at bank as of 31 July is $33,244 less $15,000 committed to school projects (outdoor table sets and musical instruments) that are scheduled for payment in November. * Wood raffle made $732.40. * Canteen and uniform shops are doing well providing the service and intentionally not making a large profit.   Communications   * No report. No issues noted for communication   Auxiliary   * Bendigo bank raffle tickets have been sent out to 231 family representatives. 250 booklets were issued to the school. * A notice has been put out that if the families are not interested in selling them that they need to return them because it is a registered raffle. A stat dec will need to be signed by recipients if the booklet isn’t returned. * Disco has been postponed until August 30 mainly due to the roller doors not being finished. * A cake stall will be held at the school athletics carnival on September 13 (week 8). * Father’s Day stall will be on Wednesday August 28 when all kindy and pre-primary students will be in attendance.   Canteen   * Canteen has been struggling for volunteers this term with the same four people being relied upon all the time. * Tuesday is generally easier to get volunteers. Friday is busier and is when more help is needed. * A poster competition or a letter asking for more volunteers is proposed. Facebook messages and the app about needing volunteers aren’t reaching all potential volunteers. * No volunteers so far for the athletics carnival on September 13. Need volunteers to help with chopping and manning the stall. * Woolworths will be approached to provide fruit for the carnival. There will be a limited menu of rolls, pie or sausage roll. * Parent helpers don’t want to miss their kids race. Zoe will need a program for the day to help organize the roster. * The online canteen orders will be cancelled on the day of the athletics carnival. * There is work happening on the canteen floor that is unfinished. Paul will check to ensure the job is finished and not creating a hazard. * Zoe will need somebody to cover for her as manager on Friday September 27 and will ask if Sharon is available.   Uniforms   * No report   Principal   * Library upgrade has been excellent with more than $20,000 worth of free shelving received from a state government department. * Enclosure of the undercover area is nearing completion with automated roller doors to be installed shortly. * New drainage system is also being installed at the site. * This work is the culmination of three years of fundraising efforts by the P&C. * New seating and tables will be installed over the next week or two also with funds from the P&C. * New musical instruments have been installed and are being introduced to the children incrementally * The staffroom has also recently been upgraded with new furniture and kitchenette. * The lawn area refurbishment was dependent on a grant but there is uncertainty if it will come through so may need to find an alternative way of funding this. * In implementing the Department of Education’s Aboriginal Cultural Standards Framework, the school is displaying an acknowledgement of country banner in the undercover area. * We have chosen three new faction names based on the Aboriginal names of three local animals, which will be announced at the assembly. * Further principles of the program will be established at the school next year. |  |
| 1. ***General business***  * ‘Weir in Business’ booklet is an entertainment book for the Perth hills local area. * They are $40 but can only be ordered online. * $5 per book sold will come to Mundaring PS if they come through the website. * Amanda will put this on the Facebook page with a link to the school website where there will be a link to the online ordering system. * There will be a sample available at the front office for parents to look at. |  |
| The next general meeting will be held on Monday September 9 (week 8 at 7.30 pm in the staffroom. |  |
| Meeting Closed: 8:57 p.m. |  |