CARINE PRIMARY SCHOOL P&C ASSOCIATION INC  
MINUTES OF GENERAL MEETING  
TUESDAY, 8 MARCH 2016 at 7.30pm, STAFF ROOM

<table>
<thead>
<tr>
<th>Item No</th>
<th>Agenda Item</th>
<th>Voting Outcome / Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WELCOME BY THE PRESIDENT</td>
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<td></td>
<td>The meeting was opened by the President at 7.33pm</td>
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<td>Quorum present (minimum 10 financial members)</td>
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<td></td>
<td><strong>In attendance:</strong> Michael Meaney (MM) (President), Tracy Smith (TS) (Secretary), Anne Fraser (AF) (Principal), Sally Clark (SC), Kashlie Mihovilovich (KM), David Wartzki (DW), John Cross (JC), Kristy Lind (KL), Angela Goffin, Rebecca Bartlett, Karis Thompson, Graeme Hall (GH), Simone Jakowyna (SJ), Rowena Smith, Olivia Green (OG), Prakash Bhanderi</td>
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<td></td>
<td>MM spoke about the role and work of the P&amp;C generally and his approach to the presidency in 2016. He wanted general meetings to be open forums for people to raise issues and for ideas to be discussed. Much of the real ‘work’ of the P&amp;C was done outside of meetings, by volunteers in their various capacities. The P&amp;C was keen to encourage community engagement and to tap into the skillsets of those in the school community. People could contribute in many different ways, even if only in a very small capacity. It was all about making the school a better place for the kids – and to create great memories for them.</td>
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<td></td>
<td>MM’s welcome letter, circulated prior to the meeting, is attached and marked ‘A’.</td>
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<tr>
<td>2</td>
<td>APOLOGIES</td>
<td></td>
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<tr>
<td></td>
<td>Marketa Reeves, Claire Tolley (CT), Kelly Alcock, Kim Butler, Natalie Butterworth, Brooke Gysen (BG)</td>
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Signed: 

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### CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**RESOLUTION:**
*That the minutes of the Annual General Meeting held on 16 February 2016 be taken as read and confirmed as a true and correct record.*

**Motioned**
- [ ]

**Seconded**
- [ ]

**Carried**

### CORRESPONDENCE IN & OUT

**IN:**
- [ ] SDERA News attaching flyer re free methamphetamine workshop for schools and parents
- [ ] WACSSO E-news – fortnightly newsletter (electronic)
- [ ] Email from Jenny Blair, WACSSO rep for Perth North – looking for ‘good news’ stories for next edition of P&C Voice, amongst other things
- [ ] letter from City of Stirling, dated 17 February 2016, re School Parking and enclosing fact sheet re safe parking (attached and marked ‘B’)
- [ ] WACSSO 2016 Affiliate Guide and updated constitution
- [ ] various advertising / fundraising material

### BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Purchase of P&C mailbox
- [ ] SC had purchased a mailbox for the P&C and arranged its engraving
- [ ] the new system seemed to be working well
- [ ] TS has a key, school admin staff has a key and the two current event co-ordinators (sausage sizzle and pizza day) have the other two keys (theirs would be returned to TS and passed onto the next event co-ordinator(s), as necessary)

### REPORTS

6.1 Principal’s Report - AF
- [ ] copy attached and marked ‘C’
- [ ] note that reference to ‘graduation disco’ under the heading ‘Funding’ should be to ‘graduation dinner’
- [ ] the school had lost its gardener, Darren Birtwistle, which was a big loss. He had secured a position at Pinnaroo Cemetery. Two new gardeners were being trialled

Signed: [Signature]
6.2 Treasurer's Report – DW / TS
- one page only on this occasion, copy attached and marked ‘D’
- full reports not tabled on this occasion. BG had advised that she had not updated MYOB since AGM so the attached document should give an accurate picture; more than $10K in hand
- BG had not formally handed over to DW yet, as DW was awaiting all signatures on the relevant bank form to enable him to (re)gain signing authority
- DW noted that all proceeds from the sale of Easter raffle tickets were to be banked. Prizes to be purchased and then purchaser(s) to seek reimbursement from P&C, by completing the relevant form / voucher and leaving it in the P&C tray

6.3 Uniform Shop Report - DW
- CT not able to attend meeting. DW advised that handover had been done and everything was running smoothly
- the uniform shop had been very busy on its first Friday
- DW remarked that Friday seemed to be a better day for parents and having the uniform shop and school banking running concurrently seemed to work well
- still running low on Size 8 garments but everything else in stock

NEW BUSINESS ARISING

7.1 Fundraising Subcommittee - JC
- JC spoke about the role of the Fundraising Subcommittee generally, although subcommittee not formally constituted yet
- TS advised that Sarah Roberts, a pre-primary mum, had responded to the call for volunteers to join the Fundraising Subcommittee
- Year 6 activities and fundraising to be kept separate from the rest
- JC spoke of his ‘vision’ for the Fundraising Subcommittee and its efforts in 2016 – with greater transparency as to where funds were being directed, targeted fundraising / goal setting and advertising around certain events. It was hoped that this would result in more community engagement
- activities planned for 2016 included jogathon, which had raised ~$8,000 in 2015, disco (possibly two to be held this year, given the success of the 2015 disco), pizza days (one per term), sausage sizzle days (one per term), sale of Entertainment Books, ice cream days (one per term) and a quiz night
- JC noted that there seemed to have been more of a focus on spending for the junior school in recent years. There was a general plan to spend some money on middle and upper school with funds raised in 2016

Signed: [Signature]
JC also noted that the P&C was not just about fundraising for the school. It was also about community engagement and bringing the community together.

JC wary of the risk of ‘fundraising fatigue’, which was why it was important to have a co-ordinated approach (esp with Year 6 Graduation Subcommittee).

It was recognised that there was a need for some outdoor tables and seating for the middle and upper school students. This was proposed in 2015 and there had been general agreement that funds should be allocated towards this in early 2016. It was considered that this money could be allocated now, from the cash currently sitting in the P&C’s account.

discussion re expense of playground equipment - $10 to $12K will not buy much, especially given very strict requirements for ground surface. GH, who has considerable experience in the design and purchase of such equipment, noted that a ‘soft fall’ surface needed to be installed under any new equipment and there were very strict requirements regarding its compression. Sand was generally avoided due to the risk of needles.

It was decided that an amount could be allocated now to go towards the purchase of playground equipment in the knowledge that it would not be sufficient and further funds could be provided after the quiz night (targeted fundraising).

After much discussion, two formal resolutions were proposed.

RESOLUTION:

That an amount of $6,000 be allocated for the purchase of outdoor tables and seating for the middle and upper school.

Motioned
Seconded

That an amount of $12,500 be allocated to go towards the purchase of new playground equipment and that the proceeds of the quiz night be used to increase that allocation.

Motioned
Seconded

7.2 Spending ideas for 2016

Further ideas for spending are contained in the Principal’s Report (attached), having been gathered at a recent staff meeting.

TS canvassed the ideas which had been presented via the P&C email account including new readers for the early years, the ‘$c fundraiser’ and Book Week dress up.

Signed: [Signature]

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other fundraising initiatives proposed by JC: a ‘sleepout’ on the school oval, with tents, lighting, sausage sizzle, movie screen; and a school picnic with food and coffee vans (which would require warm weather)

► AF advised that she did not have any issue with these initiatives as long as risks were mitigated and controls put in place. Parents would need to be responsible for supervising their children and they ought not be allowed to wander the school grounds

► a movie night, ‘piazza’ style, was also proposed. AF advised that she would be happy to open up the toilets for such an occasion, but, again, warned that certain risks needed to be mitigated

► AF advised that free dress days were the school’s days. She did not wish to have any more free dress days. The school was committed to supporting Bikabele (charity for deaf or orphaned Balinese children)

► AF advised that she would take the idea of dressing up for Book Week to staff and report back

7.3 Possible role of communications officer for P&C
► it was thought that the P&C would benefit from having a dedicated ‘Communications Officer’ – for the marketing of events, making their purpose and outcome more transparent, and making use of technology to assist, (for example, push notifications on the school’s ‘app’ etc)

► it was thought that KL’s skills could be utilised for this purpose. MM noted that KL had expressed an interest in being on the General Executive of the P&C at the AGM. He had since looked at the WACSSO Guidelines and noted that they specified a minimum of three general executive members. It was therefore proposed that KL be appointed as the fourth general executive member of the P&C for 2016 and as its communications officer

RESOLUTION:
That Kristy Lind be appointed as a member of the general executive of the P&C for 2016.

Carried

Motioned
Seconded

7.4 Update re Year 6 Graduation Subcommittee - SJ
► leavers’ shirts had been ordered
► pizza days – one per term
► discussion re Easter raffle – this year, monetary donations were being called for, rather than donations of Easter eggs / prizes as in previous years. It remained to be seen how successful this
approach would be. If not enough funds closer to draw date, could possibly put out a call for prize donations
➢ a reminder re donations would be sent out via buddy reps

8 OPEN FLOOR

General
➢ RB had set date for Term 1 ice-cream day: 6 April 2016 (Week 10)

➢ OG raised the idea of applying for a $10,000 grant being offered by Australia Post. Australia Post had advised that its focus this year was on community inclusion and the elderly. OG thought that perhaps a partnership could be formed between school and the retirement village being established in Carine (St Ives). A shared vegetable garden was one idea in keeping with this theme, where retirees and students could work together. This was considered a good idea but, practically, difficult to implement in the near future, given infancy of St Ives retirement village and logistics. Australia Post Grant needed to be applied for by 1 April 2016

➢ GH had some experience with grant applications. GH and OG to discuss possible application further

➢ KM raised jogathon, usually held in May. Date set at 6 May 2016 [since meeting, changed to Tuesday, 3 May 2016]. Ice creams to follow, which would require volunteers (RB unavailable on that date)

➢ GH raised changes to law re incorporated associations. TS advised that WACSSO had been in touch with affiliates about these changes, which would occur later in 2016. WACSSO had assured members that it would be taking the necessary steps (to update forms / constitution etc) and would be keeping affiliates advised as to what they needed to do in light of the changes, including re accounting / auditing

➢ TS also advised that WACSSO had circulated the Constitution and Rules, as amended at the 2015 WACSSO Conference. Copy available if anyone wished to read

➢ DW raised issues with the Kiss ‘n’ Drive service in the afternoons. Volunteers were still being abused by parent drivers who refused to follow the rules (eg, allowing children to enter cars from the road, rather than the path). DW to speak to City of Stirling re adherence to road rules, illegal parking etc and what can be done

Signed: [Signature]

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the possibility of a ‘working bee’ was raised, before new playground equipment was installed. P&C would look to utilise skills from within the school community. Provided such activity was ratified at a general meeting of the P&C, volunteers would be covered by the P&C’s insurance

members of the school community could advertise their businesses in a P&C newsletter/noticeboard. To be considered further. Electronic noticeboard established in 2015. Would require a co-ordinator - someone to collect payments and update periodically

<table>
<thead>
<tr>
<th>9</th>
<th>NEXT MEETING; MEETING CLOSURE</th>
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<tbody>
<tr>
<td></td>
<td>General Meeting: Tuesday, 31 May 2016 at 7.30pm (staff room)</td>
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<td>Meeting closed at 9.10pm</td>
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SIGNED AS A TRUE AND CORRECT RECORD

MICHAEL MEANEY

Dated: 31 May 2016
Welcome all to the 2016 School year!

I would like to start off by saying it was great to see such a large turnout at this year’s P&C Annual General Meeting. It was the best turn out I have seen, with a lot of new faces.

I know that being an AGM, it was a little different than a normal P&C meeting and therefore we did not get a chance to talk through items of interest for many of you and find out where you can help. I look forward to seeing you at the next meeting on the 8th of March so we can start the real work.

We have decided to try something a little different this year by opening the doors at 7pm for a 7.30pm start. This is so you can come in and maybe have a glass of wine, some nibbles and have a chat with your fellow P&C members so we can get to know each other before the meeting.

I would also like to thank you also for electing me president of the P&C for this year, alongside the rest of the P&C committee. I am really looking forward to working with everyone this year.

I do want to emphasize though that the executive committee is not the P&C – you are the P&C. I only have one vote, like everyone else, and I view the executive committee roles as support roles to help you help the school (and your kids).

In addition, the P&C is more than just a group that raises money and spends it on the school. We also exist to build cooperation between parents, staff, kids and the community and there are some great ideas for events (including the school discos and a quiz night later in the year) that we would love people to get involved in.

Lastly, if there is anything you would like to discuss, please do not hesitate to contact me on mike.meaney@westnet.com.au or the P&C on carine.primary.pandc@gmail.com.

See you on the 8th of March.

Kind regards,

Micheal Meaney.

Carine P&C President.
17 February 2016

Principal
Carine Primary School
58 Osmaston Road
CARINE WA 6020

Dear Sir/Madam

SCHOOL PARKING

I am writing to you in regards to the many complaints the City of Stirling Community Safety (Rangers) are receiving in relation to the school parking.

I wish to advise I will be organising extra school patrols by rangers to monitor this situation and to take the appropriate action. I have also taken the liberty to enclose a fact sheet on parking that you are welcome to copy and hand out as required.

It would also assist if you could mention the need for safe parking in your next newsletter, if you would like I could organise the ranger to attend your school assembly to talk about safe school parking.

Should you wish the ranger to attend please contact me direct on 9205 8538 and I will be happy to assist.

Yours sincerely

Colin Hanley
Senior Community Ranger
Community Safety
The City of Stirling has established Local laws for parking to ensure the safety of the Community. Incorrect stopping and parking can be dangerous for pedestrians, cyclists and other drivers and impedes vehicle movement. The City of Stirling’s Community Safety business unit monitors and enforces parking local laws and penalties apply where parking occurs contrary to those laws, associated signage or markings. Before parking or stopping your vehicle, check it is safe to do so and ensure that you comply with any parking control signage or parking control road markings in the location.

‘Parking control sign’ includes, but not limited to, any of the following:

a) a “bus zone” sign or bus stop post;
b) a “clearway” sign;
c) a “loading zone” sign;
d) a “motor cycle parking” sign;
e) a “no parking” sign;
f) a “no stopping” sign;
g) a “people with disabilities parking” sign;
h) a “permissive parking” sign displaying a “people with disabilities” symbol;

‘Parking control road markings’ includes, but not limited to, any of the following:

a) No stopping;
b) No standing;
c) No parking;
d) Or a continuous yellow or white line signifying – No Stopping or Parking

☐ SCHOOL PARKING
Areas in and around schools present potential parking problems as there may be speeding motorists, busy roads and limited parking bays. As such, parking restrictions may apply around school zones at specific times of the day. Most schools will have a “Kiss-n-Ride” facility so where practicable use these zones to help alleviate traffic congestion. Above all, observe and adhere to all regulatory signage to avoid penalties.

☐ FOOTWAY PARKING
Footpaths provide pedestrians with a safe alternative to walking on roads. By parking vehicles blocking any portion of the footpath including the crossover (where your driveway and the footpath meet), pedestrians can be forced to walk on the road. This can be both frustrating and dangerous for pedestrians, especially people with prams, people with disabilities and young children.

☐ VERGE/NATURE STRIP PARKING
- **Without signage:** To park on a street verge or nature strip where no signs exist, permission from the householders of the property in which the verge abuts must be sought.

- **With signage:** Signage may restrict or prohibit verge parking and must be adhered to at all times by all drivers including those who reside at the property where the signs are placed.

☐ FACING WRONG DIRECTION
Parking against the flow of traffic can be hazardous, particularly when exiting from the parking place. At all times you are required to park or stop your vehicle so it faces the same direction as the flow of traffic.
PARKING NEAR INTERSECTIONS
Parking within 10 meters of an intersection restricts vision for road users negotiating the road junction and increases risk of accidents. As a result parking within 10 meters of the “prolongation of the nearer edge of any intersecting carriageway” is illegal and penalties apply. Where the intersection is controlled by traffic signals this is increased to 20 meters.

ACROD PARKING
ACROD parking bays are reserved for people with disabilities that have a valid ACROD permit. These parking bays are placed in the most convenient locations and as such are favoured parking spots. Regardless of how long you intend to park and whether other ACROD parking is available, non-ACROD permit holders are prohibited unconditionally from parking in these bays.

MEDIAN STRIP PARKING
Median strips are used to divide traffic flow and enhance safety on busy roads. Vehicles are not permitted to park or stop on any median strip regardless of whether signs have been installed.

ADVERTISING VEHICLES FOR SALE IN A PUBLIC PLACE
Vehicles cannot be advertised for sale in public places such as roadways, median strips and verges regardless of whether they are parked legally. Vehicles for sale are generally parked in highly visible locations that can distract drivers and obscure the vision of other motorists.

BOATS, CARAVANS & TRAILERS
Under the City’s Thoroughfares and Public Places Local Law, a person must not leave a boat, caravan or trailer in a public place such as roadways, median strips or verges as per section 3.9(c) of the Parking Local Law. All boats, caravans & trailers must be moved to a suitable location including private property, mooring facility or storage facility.

CLEARWAYS
Clearways are sections of roads where vehicles cannot stop during certain times of the day or night. Clearways are designed to ensure the flow of traffic is continuous during peak traffic periods.

PARKING STATIONS
The City has provided various car parks where vehicles can legally park. Appropriate sign posting identifies these parking stations. Time restrictions and ticket parking may apply.

COMMERCIAL VEHICLES IN RESIDENTIAL ZONE
Any vehicle that is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes must not be parked or stopped on a carriageway for any period exceeding one hour, unless actively engaged in the picking up or setting down of goods.

All Parking offences including, but not limited to those detailed above, are outlined in the City's Parking Local Law 2014 or Thoroughfare and Public Places Local Law 2009 and penalties can be applied for failure to comply.

For further information on parking local laws contact the City of Stirling customer contact centre on 9205 8555.
Principal’s Report, P&C Meeting, Tuesday 8 March, 2016

Connect

Many of our families are now joining ‘Connect’ to begin the e-learning journey and strengthen the partnerships between home and school. This will continue to grow but it is important to remember that at this stage some classes may be involved to a greater extent than others.

Funding

The staff continually look for P&C support in resources, particularly those resources which benefit a wide range of students. At the staff meeting today, we discussed a number of ideas and this is what came out. We would be looking for ongoing support in Mathletics and Reading Eggs (based on student numbers and both are around $5500) as all families benefit from free access to these programs at home, in addition to use at school. Ongoing support is also needed for the graduation disco (around $550). Upgrading play equipment throughout the school, particularly the middle primary which has not had priority in the last few years. (most pieces/combinations cost at least $10 000-$15 000). The kindy needs updated ‘Fundamental Movement’ equipment and the grassed area near the demountables needs seating, with some paving underneath each table area, for the older children to enjoy a quiet area of their own. (around $6000). There are trees there but the area does need reticulating so the trees and grass grow and provide a cool and attractive environment. We have been doing more work in the technologies area as we have a new technologies curriculum to implement and be reporting on in 2018. Some of the resources here are exciting and involve children taking control of the technology and programming it to solve problems. Such items include B-Bots, Lego Wedo, (Robotics) and the like. Robotics introduce children to design, mechanics, programming techniques and much more. ($10 000) We are also looking at Coder Dojo Clubs and at expanding our HOTS program to include Computational and Systems Thinking. Again, we are in the very initial stages and we are all learning together. I think it’s one area where our students will have a lot to teach us! So they are our ideas and we hope you will give them due consideration this year.

P&C Collection Box

The children are already making very good use of the P&C Collection Box and this makes it a lot better for the front office staff who can get easily overrun by the constant stream of children running in and out dropping in a variety of envelopes while they are attempting to deal with parent queries at the counter as well as answer the phones. It is a much better system and it looks to be working well already.

High School Newsletter

Those of you with older children in the high school will have seen the latest newsletter and it is full of really good things, including much improved results in 2015. For example an increased attainment rate from 69% to 94% in the one academic year. CSHS featured as a top 50 ATAR school with a medium ATAR of 80 for the first time in the school’s history. It was also ranked 10th Department of Education ATAR school in 2015.

Queensland Principals’ Visit

Tomorrow a group of Principals from Queensland will be visiting a number of metropolitan schools, including our school, to discuss the Independent Public School initiative. Many of them are looking at our model and considering following that path. They will spend a couple of hours here in the afternoon and we are looking forward to working with them, no doubt learning as much from them as they will from us.

Perth City Library

Next door to The Town Hall in Perth in Hay Street (eastern side of the Hall), is the new Perth City Library. It is well worth taking the children for a visit as there is one floor dedicated to children’s books. There’s an atrium area overlooking the Cathedral, down to Council House and the Supreme Court Gardens. It was lovely seeing the families sitting in beanbags and other funky furniture and reading to their children. There’s also a study area for older children upstairs and lots for parents too. The design of the multi-storey building itself, is worth a look.

Anne Fraser
### Carine Primary School
Parents & Citizens' Association Inc.

Treasurers Report
3/7/2016

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<tr>
<th>Summary of Funds Carine Primary P&amp;C</th>
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<tr>
<td>Current bank balance - Cheque Account</td>
<td>$ 16,750.98</td>
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<tr>
<td>Current bank balance - Interest Account</td>
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<td><strong>Less:</strong></td>
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<tr>
<td>Unpresented cheques</td>
<td>$ 342.03</td>
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<tr>
<td>Year 6 Graduation Funds</td>
<td>$ 3,080.00</td>
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<tr>
<td><strong>Total Unpresented cheques</strong></td>
<td>$ 342.03</td>
</tr>
<tr>
<td><strong>True balance of account</strong></td>
<td><strong>$ 28,402.69</strong></td>
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### Unpresented cheques

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<th>Amount</th>
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<tr>
<td>CHQ 332 - Brooke Gysen</td>
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<tr>
<td>CHQ 333 - Easy Signs</td>
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<tr>
<td><strong>Total Unpresented cheques</strong></td>
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### Year 6 Graduation Funds

<table>
<thead>
<tr>
<th>Amount</th>
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<tbody>
<tr>
<td>Leavers Shirts</td>
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<tr>
<td><strong>Total Year 6 Graduation Funds</strong></td>
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 Regards
P&C Treasurer
Brooke Gysen