

Bassendean Primary School P&C Association INC
Agenda for General Meeting Tuesday 26th May 2020

1. Attendance: Nikki Rogers, Tracey Akber, Kristy Chester, Angela Gorey, Hannah Thomas, Kim Veale, Laura Simes, Kevin Brady, Lisa Maher, Louise Bell, Sheree Harris.

2. Apologies: Dylan Rayner, Karen Ross, Ngaire Kasdorf, Rob Little

3. Visitors: No visitors present

4. Call for amendments to Draft and Confidential Minutes of AGM and meeting held on 12th February 2020.

Nil amendments tabled.

5. Acceptance of Draft and Confidential Minutes of P&C AGM and meeting February 2020 with amendments.

Accepted by Kim Veale

Seconded by Angela Gorey

6. Business Arising

Fundraising

Term 2

Cross Country – Original date was Wednesday 20th May. New date to be confirmed when possible. **(Estelle Allen has volunteered for this activity)**

- Volunteer required to buy icy poles and hand them out as the runner's return

Kevin Brady to find out if a new date has been set for cross country and let Nikki Rodgers know.

Term 3

Father's Day Stall – Friday 4th September

- Update posters and share on Facebook and Connect
 - Call out for volunteers closer to the date
 - Volunteers required a few days before to sort the gifts
 - Volunteers required on the day to run the stall
 - Donation bins to be placed outside the front of the office
 - Two days to capture both kindy groups
- SM, AG and LM to assist in facilitating with Marnie

Sarah McAllay, Angela Gorey and Lisa Maher to facilitate Fathers Day stall with additional assistance from wider school community. This initiative will be dependant on restrictions at current time.

7. General Business

7.1 Scooter Storage: (LS)

	Racks	Slots per rack	Total scooter places	Cost Inc. GST	
Sefton	3	8	24	\$2,096.00	Includes installation. Indicative quote - can customise based on space. Lockable.
Cora	2	10	20	\$1,403.00	Installation not include. Can also get 2 sided (would need to install freestanding). Lockable.
Area safe	3	6	18	\$1,425.00	Installation not include. Can also get 2 sided (would need to install freestanding). Doesn't look so easy to lock up

Sheree Harris to meet with Kevin Brady and draw out a plan to display where the scooter racks will be located. Monetary amount to be discussed to allow allocation of approx. 40 scooters. Laura Simes to get updated pictures and quotes with installation separately.

Motion to pledge up to \$3500 towards scooter racks.

Carried

7.2 Grant Writers Course – Karen Ross has expressed an interest in attending a grant writing course. Request approval for the P&C to pay for the course, amount TBC, should be under \$250.

Request a commitment from Karen Ross to be grant writing for the P & C for a min of one year. Approved to be up to \$250.

- 7.3 Voluntary P&C Contribution – What are people's thoughts on proceeding with the voluntary contribution request this year or should we put it off until next year?

Put off til 2021. School fees and charges are approved by school council around September. Nikki Rodgers to put on school council agenda as required.

- 7.4 yourchange.com.au Fundraising - Please refer to attached info. What are people's thoughts on this form of fundraising?

Kristy Chester has volunteered to look into this and pass information on at next meeting.

- 7.5 Poster Volunteer – We're looking for a volunteer to update the next meeting date on the posters around the school.

Kristy Chester to update posters if required.

- 7.6 School Wish List - The wish list for this year has not been received from the school due to COVID-19.

Kevin Brady to ask at staff meeting on Thursday 28th May to see if staff have any additional wish list requests for this year.

- 7.7 Literacy & Numeracy - We have received a request from Sue Bartley for the P&C to donate \$3,000 to Literacy & Numeracy, as we have done in previous years. Approval requested to pay \$3,000.

Motion to donate \$3000 towards Literacy and Numeracy Carried

- 7.8 Dave Kelly Donation – Dave has kindly offered to donate another \$1,000 to the P&C to be received by the end of financial year. We need to let Dave what we plan to spend the money on. I was thinking that it could go to the Toilet Committee to be spend on making the toilets more inspirational, similar to The School Toilet Project.

Motion to commit Dave Kelly donation to toilet beautifying project Carried

- 7.9 Science Week - This was scheduled for Term 3, Week 6 but TBC. Approval requested for the P&C to pay \$250 per workshop, per class being a total of \$3,250.

Motion to pledge \$3250 towards Science Week workshops Carried

8 Correspondence

Correspondence in:

- AHA Hospitality & Tourism COVID-19 Hygiene certificate for Tracey Akbar

Correspondence Out:

- Nil out

9 Reports

9.1 President's Report:

Wow! What a start to the year. Welcome back to term 2.

Obviously not a lot of fundraising happened last term but we did finally see the completion of the Early Childhood Outdoor Learning Area. The next step is for me to organise with Jenny Reid, some photo opportunities for our local business donors.

Going forward this term, rather than throwing all of our efforts into fundraising, we as a P&C could possibly focus more on how we can assist the school with everyday tasks. There is a lot happening at the school with the building works underway and social distancing still a priority, so we could look at a roster of volunteers for drop-off and pick-up to help man the gates or if the kids were allowed to ride bikes and scooters, we could assist supervising.

Thanks for coming along to the meeting, it's great when we work together for the benefit of our kids and school.

9.2 Vice President's Report: None received

9.3 Principal's Report:

COVID19

I would to thank the community for all their support especially over the last few weeks as our world as we know it started to change. The small and big gestures, the kind words were all appreciated.

Thank you all the parents who have made a significant shift in the drop off and collection procedures since we have returned to school this term. I have heard many parents are seeing many positives saying goodbye to their children at the gate.

As a staff we are seeing all of the children growing in independence and confidence as they walk into school, and ready themselves for their school day. Even some of our more tentative children are coping very well once they enter the school and get on with their day. There are some lessons we should take forward as we find our new normal in the coming months ahead.

All the staff were incredibly busy ensuring we were ready for Learning at Home, which then changed with the State Government announcement that children would return to school for the commencement of Term 2. Our plans quickly adjusted. The spirit and resiliency of everyone has been impressive.

We have some staff who have had to isolate for health/risk factors during COVID19 and unfortunately I also find myself being in a similar position. Kevin Brady will be the Relieving Principal during my absence. I am sure you will all make Kevin feel very welcome. I am hoping all of us in WA continue doing all we need to do to ensure our communities are safe places and I look forward to returning to BPS in the near future.

Playground

The ECE playground was removed on Friday 8 May and we are expecting the new Adventure playground will be installed on 14/15 May 2020. The design captures the physical challenges and needs of our young students and I am sure they will be thrilled with the new and updated playground.

The funds for this project included the successful application through the Federal Grant - Local Schools Community Funding and the funds raised through the School and P and C – Fun Colour Run from 2018.

Thank you to Mrs Nugent and the ECE staff who have worked on this project with me.

Building Works

Works identified through the BCA and funded through the State Government Maintenance Blitz are under way. These works have included: painting, carpeting, pinup boards, resurfacing of areas of bitumen, refurbishment of the toilets – students and staff. Further identified works are planned to continue through the next 2 months, with completion by the end of June.

Jacqueline Varris

Principal

9 May 2020

9.4 Treasurer: None received

Kim Veale advised that

9.6 Canteen co-ordinator:

Opening the Canteen Term 2

Due to the COVID-19 pandemic there have been a few restrictions that the Canteen will face

to re-open.

1) I have been advised by the school that due to the restrictions that the Education Minister has placed on schools regarding parents not being allowed to enter the school grounds Bassendean Primary have stated that the canteen cannot run until this restriction has been lifted.

2) When we are able to re-open we will only re-open one day a week (Friday) to begin with to ease volunteers and students back into the routine of having the canteen available and being exposed to potential risks from the COVID-19.

3) We are happy to accept cash. We will make sure all items are pre-packaged before opening the canteen to students and volunteers will be made to wear gloves. Correct change would be preferable but understand that sometimes this cannot be planned. For those parents that are not wanting their children handling cash we could do pre-paid vouchers, suggested by Nikki. Parents can transfer money into an account and a spreadsheet can then be created with the children's names on it. Keep in mind this will be a very slow process and we do not have a lot of time at recess but we are willing to trial it for peace of mind for the parents who do not want their children handling money.

4) We trailed having orange cones (loaned by the phys ed department) as line markers at the end of last term where the children lined up 1.5m away from the canteen window. This allowed one child per line to be able to come to the serving window and it was a success. We would like to continue this practice even after the COVID-19 pandemic is over. Having this space, the children felt more at ease ordering without feeling crowded and were able to take their items (such as milos) without bumping into other students crowding around them. Another good reason for these cones was when the students lined up away from the window they were able to view the pictures of the available items we have on display easily and by the time it was their turn to order they were able to place their order quicker. Bunnings sell these cones for approximately \$15 each, we would need 4.

5) Myself and Kayla have completed the AHA WA Hospitality & Tourism COVID-19 Hygiene course. I have downloaded some useful information and flyers we could put up around the canteen regarding the new measures we must do regarding hygiene. A couple things to consider are;

* we would have to use disposable cups, plates and utensils until the pandemic is over (we can place these items in the recycle bin at the end of the shift)

* We would need to purchase the proper food safe grade disinfectant/sanitiser for all benchtops and non-disposable utensils and equipment required to prepare food.

6) We would like to do a special lunch order sometime in the near future to bring a little excitement back to the students and help kick-start the P&C fundraising.

Tracey Akber

Canteen Coordinator

Tracey and Karen to liaise regarding volunteers etc

9.7 Uniform shop:

What a start to 2020! Any plans for this year have had to be cancelled, changed or rearranged but despite that we seem to still be smiling in WA. Thanks to Bassendean Primary School for the lovely new carpet in the uniform shop area. The whole room looks and smells fresh.

Despite restrictions put in place in schools around the Covid 19 pandemic the Uniform Shop continues to do business. A big thank you for the help and support of Bassendean Primary School staff – especially Cardi who has gone above and beyond while parents are not allowed on the school grounds.

We are not able to open the Uniform Shop to parents given that we are not to be on school grounds at the moment however the uniform shop has been able to take orders by email, txt and messenger. The orders have been delivered to student classrooms and this seems to be working well.

As outlined in the AGM we plan to open the uniform shop on a fortnightly basis. At the moment this will suit the volunteers on a Monday afternoon in weeks 1,3,5,7 and 9 when school is again accessible to parents. In the meantime, we will encourage e-orders via connect and bassendean p and c facebook.

Angela Gorey
Uniform Shop Coordinator

Second hand uniform drive

9.9 School council representative: Shona Leahy advised that due to no meetings there would be no report.

9.10 Book club:

The current catalogue, Issue 3, is available online instead of the paper copies. Families can order as per normal on LOOP. Deliveries will be as per normal, to the classrooms. Alternative delivery arrangements can be made for those not attending school.

Issue 2 orders arrived during the school holidays. I was able to collect them from the Australia Post and distribute to the families. In total, 21 students made orders totalling \$454, earning the library \$88.

Sheree Harris
Book Club Coordinator

Continue with paper copies of book club catalogue.

9.11 Fathering project: The Fathering Project were getting some momentum before COVID-19 hit. When larger groups can meet we'll be doing a pizza and planes arvo at Steel

Blue Oval. We've mapped out some other activities for the rest of the year but we'll have to wait and see how it pans out. Our relaunch was successful and we got a lot of new Dads.

10. Other business

COVID-19

It was noted by several P & C members that there are likely to be a number of families within our school community who are struggling in the current financial climate. Several ideas were discussed including:

- Offering second hand uniforms free of charge to families on certain days of the month (potential to have an area where parents are able to have a look through uniforms, dependant on COVID -19 parental access restrictions)
- Vouchers from P & C for consumables such as the canteen
- Assistance with school book list supplies/ donating back scheme

Covid care subcommittee:

Kristy Chester, Kim Veale, Tracey Akber, Laura Simes, Hannah Thomas

Kevin Brady brought it to the P & C that staff had expressed concern around children having adverse reactions to the soap being used in the school. After discussion it was decided that children needed more encouragement around drying their hands thoroughly after washing and that applying a barrier cream such as sorbelene would be helpful. Nikki Rodgers to purchase 20 sorbelene bottles for classrooms to use.

School Book Lists

Louise Bell requested that school book lists have a generic list accompany the chosen supplier list to make it easier for parents who chose to purchase elsewhere. This request will be taken to the next available school council meeting.

11. Date of next meeting: 4th August 2020

12. Meeting closed: 8:27pm