The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Wednesday 18th May 2011 at Fremantle Arts Centre Café at 9.30am.

1.0 Open. Welcome. Attendance and Apologies

Meeting commenced at 9.31am.

In Attendance
Nichola Browning, Phil Beeck, Lidia Cesconetto, Claire Metcalf, Paula Evans, Andrea Lesiwski, Kate Spencer, Peta VanHeemst, Michelle VanOran, Lee Simes, Janet Duncan, Dave Carder.

Apologies
Laura Cargill, Sarah Levalds, Elizabeth Sorenson, Louise Beckwith, Jenny Crawford, Lisa Dentith, Kate Bailey, Kate Duncansen, Andrea Quinn, Debbie Murphy, Leonie Beetham, Sue Gadsby, Adrian Foley, Alison Plowman, Mel Massey, Kelly Louthean

2.0 Confirmation of minutes of the previous meeting

Motion: That the minutes of the General Meeting of Richmond Primary School P & C Association held on the 15th March at 7.30pm be taken as read and confirmed as true and correct, once the following amendments have been made.

Amendments: point 8.2... concluded Saturday not Sunday.
- Point 8.1: amend changes suggested by Sarah Levalds, as per attachment.

Moved: Nichola Browning
Seconded: Lidia Cesconetto
Motion Carried

3.0 Elections

Nichola Browning has clarified procedures with WACSSO and gave a brief explanation on how the P&C should be structured, including how subcommittees should be elected and then carry out their business. Nichola intends to follow the procedures set out by the constitution very closely. Members were asked to fill out a P&C membership form and pay the annual fee, a token amount of 10c. Members were then asked to read and sign the P&C constitution. Milly was asked to make note of which members had already paid fee’s at the AGM and to forward a copy of the membership form to them along with new members who will be taking on fundraising tasks and were unable to attend the meeting.
**ACTION:** Milly Sayer to ask financial members Laura Cargill, Kate Duncanson, Cheryl Peck, Sarah Levalds, Liz Cummings, Alison Plowman and Sjaak Lemmens so complete membership forms.

3.1 Executive committees

Nichola Browning noted that since the Executive committee was elected over two meetings (AGM 15th Feb 2010 and General Meeting 15th March 2010) there has been some confusion about who is in each role and if the elections were constitutional.

**MOTION:** That the following P&C members carry out the roles in the P&C committee as outlined below:
- President- Nichola Browning
- Vice-President- Laura Cargill
- Secretary- Milly Sayer
- Treasurer- Phil Beeck
- Canteen treasurer- Kate Duncanson
- Executive member Lidia Cesconetto, Jenny Crawford

*Moved: Nichola Browning*
*Seconded: Lidia Cesconetto*
*Motion Carried.*

3.2 Sub-committees

Canteen sub-committee- At the moment the canteen is working with a small committee comprising Kate Duncanson (treasurer), Mel Massey (assistant), Kelly Louthean (manager). In addition, a volunteer, Pam, who is a grandmother of a Richmond Child is willing to help out a few days a week.

**MOTION:** That the above members (Treasurer, Assistant and Manager) be elected as members of the Canteen Sub-committee and that they would all become members of the P&C in conjunction with the constitution.

*Moved: Nichola Browning*
*Seconded: Claire Metcalf*
*Motion Passed.*

Class representatives:
Kate Spencer and Louise Beckwith both indicated a willingness to act as a rep for kindy and Preprimary, respectively.

4.0 Business arising

4.1 Miracle Playground

Site works are currently in progress; the footings are in for a new retaining wall, once that has been completed the ground will need to be cleared and leveled. Only when that is completed will the site be ready for the installation of the playground. The BER site manager will not give a time frame, but probably at least a few weeks. Miricle has already
indicated approx. 2 weeks for playground installation, and soft fall material will need to be installed after that. Dave Suggests at least 2 months before children will be able to access the area. Dave Carder is trying to get BER funding to put shade over the new playground.

4.2 Natural play space

Laura Cargill has received a full quote back from Enchanting Landscapes (Josh Byrne). The quote is $56,081 and is attached to these minutes. Remaining funding allocated by the P&C for this project is $16,000, so some rethink of the project is required. We need to eliminate some parts of the proposed project, complete elements of it with parent volunteers or fundraise for extra money.

Several members asked to see drawings of the proposed natural play space, which Milly did not have to hand. It was suggested that it would be beneficial to the school community if map of school could be published, showing the layout of the two new play spaces. Dave suggested that he could create one using plans supplied by the BER site manager, superimposing the natural play space and miracle playground onto it. It would be made available to parents via the school newsletter.

**ACTION:** Request Laura Cargill give full report at the next meeting, with suggestions of how to reduce the final cost of the project.

**ACTION:** Dave Carder to create ‘playground PDF’. Milly Sayer and Laura Cargill to supply him with plans for the Miracle playground and natural play spaces.

4.2 Air conditioning

Richmond Primary School no longer needs to supply its own air-conditioning units for new buildings as this will be covered under the BER scheme. We still need to replace the old air-conditioners in the existing school buildings.

**ACTION:** Dave Carder to finalize quotes and present to next P&C meeting.

4.3 Loyalty Groups

Peta VanHeemst, Paula Evans and Michelle VanOran are happy to co-ordinate a ‘Richmond P&C Loyalty’ program. Currently the P&C has signed up with Loyalty programs run through Aussie farmers Direct (2% of sales) and Bakers delight (5% of sales). The coordinator’s will focus mainly on food based loyalty schemes and the funds raised will support the Richmond Kitchen Garden. Parents will be asked to consider using the “loyalty stores” as they go about their day to day shopping, with a % of sales being returned to the P&C. Parents will be kept informed about which ‘loyalty stores’ we are signed up with via the newsletter and/or Richmond website.

**ACTION:** Peta VanHeemst will insert some information about the loyalty program into the newsletter.
4.4 Dads and kids camp.

Phil Beeck reported that 50 families attended the camp, constituting 133 dads/children, and everyone had a great time. There was a small profit $118 and Phil received sponsorship from Bunnings Warehouse (who donated the 50 gas cookers) and Aussie farmers direct who donated the ingredients for a fried breakfast. Phil is happy to run the Dad and Kids camp as an annual event.

ACTION: Phil Beeck to send thank you letters to both sponsors.

5. Correspondence

5.1 Incoming
- A Thank you letter from Danielle Lee.
- A Thank you letter from Silver chain for donation on behalf of the Lee Family.
- Adam Kelly - A school parent, who is the CEO of East Fremantle Football Club, has offered to be involved in future fundraising projects.
- Penny Young and Callie Sterret- Proposing Parenting workshops. An interested parent is welcome to take this on board and present further information at the next meeting.

5.2 Outgoing
- Various Cheques.

6. Reports

6.1 Treasurer’s Report

Financial statements ending 17th May 2011 are attached.
On the 20th March 2011 the P&C executive committee met to draft a budget plan for 2011, this budget plan was outlined to the committee. The plan comprised of funds that had already been committed in past meetings (eg. for playgrounds, mathletics etc.), requests that normally were funded by P&C (eg. K/PP resources, sports day ribbons, end of year awards etc.) in addition to one-off funding requests (interactive whiteboards). The Budget plan also included unallocated funds.

Motion: That budget plan outlined in section 3.0 of the Minutes of the Executive committee meeting held 20th March 2011 be adopted as the allocation of funds for 2011.

Moved: Phil Beeck
Seconded Nichola Browning
Motion Carried
6.2 Principals report

Dave Carder tabled a ‘wish list’ for the new library/music and art facilities:

Library (Ali Menegola)
1. Modular Lounge $2,500
2. 3 x single ottomans $450
3. Kidney shaped ottoman $800

Musical Arts (Moyanne Bertolini/Allison Lily)
1. Overhaul of Amplification system $5000
2. Replace broken/worn percussion instruments $1000
3. Class set of Glockenspiels $2500
4. 2 x electric and 1 x Base Guitar $1500
5. Replace broken/worn xylophone/Metallophone $3500
6. 6 x Acoustic Guitars $1200
7. 6 x African Drums $1200

Visual Arts (Jody Hill)
1. Work bench with castors and shelves $1000
2. Art Shirt drying rack $800

The P&C will consider these as areas of future fundraising.

6.3 canteen report

Kelly may look at reducing the menu and increase the costs in order to manage the canteen more efficiently and productively. At present there are a reduced number of volunteers but Kelly is managing the situation and would like time to work on the changes with her team. She will provide an update at the next meeting.

Suggestions from committee to increase the number of canteen volunteers:
1. SMS or email out to parents from each class.
2. Send out a roster form once a term, in addition to the lists outside the class room.
3. A canteen section in the newsletter.
4. Large notice board outside the Canteen with the Term roster on it. This will serve as a master roster and as a visual reminder to parents to volunteer if they see an empty ‘space’.

7 General Business

7.1 Support for Richmond Families in extra-ordinary circumstances
A recent bereavement has raised points about how the P&C can further help individual families that find themselves in extra-ordinary circumstances. Recently, money was raised via donation from the parent body and these funds were used to provide a floral tribute a charitable donation and some practical support for the bereaved family.
The President proposed that a separate P&C account be opened in order that allocated P&C funds would be available to provide appropriate support to Richmond families who find themselves in extra-ordinary circumstances. Advice would need to be sought to establish whether this would be constitutional.

**ACTION:** Lidia Cesconetto will check in the constitution to see if it is appropriate to spend P&C on individual families this way. Milly Sayer to Supply Lidia with a copy of the constitution.

### 7.2 Smart boards

Dave Carder reports that there are only three classrooms left at the main school that do not have Smart Boards (Marshall, Contos and Gaskin). Dave is looking at a slightly different system for the K/P- one that is portable and has a touch screen to make it more user friendly for young children. One would be required in each room (4 total). He will present more information regarding prices and the P&C will consider them as a future fundraising project.

### 7.3 K/P account

Phil Beeck recently discovered that the old K/PP standing committee account was never closed (the committee was disbanded in approx. 2009?). The balance in the account was $5,897, which Phil has transferred into the main P&C account. The k/PP account is now closed. A suggestion was made that this money should be spent on Kindy (offsite) centre. Kate Bockman and Tracey Duncan are still very keen to have a Bubbler (water fountain) installed. Dave Carder thinks there will be school funding for this, so the P&C will consider funding other items for the Kindy centre.

**ACTION:** Dave Carder and Kindy Teachers to prepare and present ‘wish list’ for next meeting.

### 7.4 Linda Beilby

Pre-primary teacher Linda Beilby has recently retired and will be presented with a gift from the P&C this Friday at Assembly. Nichola Browning has organized the gift and will present the gift. The Gift was bought in accordance with the ‘formula’ devised a few years ago.

### 7.5 Richmond Cookbook Fundraising proposal

Claire Metcalf presented a proposal to the committee to publish a second cookbook for Richmond Primary School. The previous cookbook, Mondo, was a 500 book run that raised approx. $15,000. Mondo was compiled and published during a Fete year (2008) and all 500 copies sold within a few months. Two and a half years after its initial publication the school and P&C still receive requests for copies. Claire suggests that there are enough new families at Richmond P.S. to warrant interest in another cookbook. The new cookbook would contain different recipes to the old one.

Since the Mondo Cookbook, Claire has successfully taken the cookbook fundraising template to two other schools and run fundraising campaigns for them. She showed copies of these two cookbooks to the committee.
Claire is proposing doing another cookbook for Richmond using her new template and according to the following time line:

- Recipes submitted by June 2011.
- Photo’s of child by end June (Parent sponsors child’s photograph - as a way to raise extra $$).
- Photograph food by first week of August.
- Editing/printing etc Sept/Oct 2011
- Launch of book in November.
- Have Fundraising event for the Launch

Claire suggests a book run of 1500 books. The P&C is charged $35 per book (if 1500 books are ordered). The ‘wholesale’ cost of the books, therefore, is $52,500. It is expected that much, hopefully all, of this cost will be covered by sponsorship and advertising from local families/businesses, as well as pre-sales, and by the time the cookbook is launched the P&C will have paid the debt completely. The suggested RRP of each book is $40, and if the wholesale debt has been paid this would be collected as profit (1,500 books x $40 per book = $60,000). It is expected that around 500-1000 of the books would sell in the first few months, and the rest will be sold over 1-2 years.

The payment scheme is as follows (based on a 1500 book run with a wholesale cost of $52,500):
A 10% deposit ($5,250) is required to book Claire for the project.
A 45% progress payment ($23,625) at the time the food is photography
A 45% final payment ($23,625) due when the book goes to print.

According to Claire’s proposed timeline/payment scheme the P&C would pay $5,250 immediately, and then pay $23,625 during the first week of August 2011, and the final payment of $23,625 around October.

As at today’s meeting (see attached financial report) the P&C has only $6,802.05 of unallocated funds, so would be committing all its funds if it were to accept the proposal and pay the 10% deposit immediately. The committee then has approx. 5 weeks to secure $23,625 sponsorship/donations/presales to meet the next payment and another approx. 10 weeks from then to make the remaining payment. If the P&C were unable to raise this money, it would need to consider postponing the project or reallocating funds from some other project (natural play space?) to meet the payment plan. Dave Carder also suggested that the school may consider underwriting the project if the P&C could not raise its progress and final payments.

**MOTION:** That the Richmond P&C accept Claire Metcalf’s proposal to prepare and print another cookbook.

**Moved:** Claire Metcalf  
**Seconded:** Nichola Browning  
**Motion Carried**

A fundraising sub-committee was established to proceed with the Cookbook, consisting of Claire Metcalf, Nichola Browning, Peta VanHeemst, Andrea Quinn, and Leoni Beetham and a
number of other members (Lee Simes, Kate Spencer, Michelle VanOren, Andrea Lisewski and Paula Evans) have offered to assist on the project as it progresses.

As it stands that the P&C does not have $5,200 (the 10% deposit) to commit to the project, but Claire is willing to proceed with a $2,500 deposit.

**MOTION:** That the P&C will pay a $2,500 deposit to Claire Metcalf for the Cookbook fundraising project.

**Moved:** Milly Sayer
**Seconded:** Nichola Browning
**Motion Carried.**

**ACTION:** Claire Metcalf will start organizing sponsorship/donations with her working committee. She will also send out pre-orders to gauge interest with school body.

7.5 **School directory**

Janet reports that 272 families have included their details in this year’s directory, which is significantly more than previous years. Normally only around 200 families respond. Janet is ready to print the booklet but needs the details of the 2011 P&C committee.

**ACTION:** Milly Sayer to email Janet details of the P&C executive and the Class Reps list.

7.6 **Disco**

Student council wants to know when the next disco will be. Current P&C committee feels over committed. Dave Carder will approach Yr7 parent body to find a volunteer to run one.

7.7 **Kindy T-shirts**

Milly Sayer reports that $989 worth of t-shirts have sold. She had 90 made and approx. 25 remain. The 90 t-shirts cost approx. $1300 to print, to the P&C still has approx. $300 woth of shirts to sell before they have recouped their money. Milly gave two options (1) discount remaining t-shirts in an effort to sell them and recover the final $300 (2) carry the t-shirts over to 2012 and sell to them to the incoming Kindy parents. The committee agreed to carry the t-shirts over into the 2012 year, and supplemented with fresh stocks as necessary.

8.0 **Thank you and next meeting**

Nichola thanked those in attendance.

The next meeting will be held on Tuesday 21st June at 7.30pm in the school library.

9.0 **Close**

The meeting closed at 11.21am.