1. Open. Welcome. Attendance and Apologies

Meeting commenced at 7.37pm.

In Attendance
Dave Carder, Nichola Browning, Michelle Van Oran, Lee Simes, Leonie Beetham, Claire Metcalf, Debbie Murphy, Andrea Lisweski, Michelle Dalitz, Cheryl Pech, Kate Duncanson, Jenny Crawford, Paula Evans, Elizabeth Sorenson, Peta VanHeemst, Andrea Quinn, Milly Sayer, Phil Beeck, Liz Cumming.

Apologies
Sarah Levalds, Laura Cargill, Lidia Cesconetto, Kate Spencer.

2. Confirmation of minutes of the previous meeting

- Amendments required:
  1. Michelle Dalitz was at the meeting but omitted from the ‘in attendance’ register.
  2. In the section on the cookbook I said it had been 2.5 years since the last cookbook, when it has only been 18 months since the last one.

- Motion: That the minutes (with amendments) of the General Meeting of Richmond Primary School P & C Association held on the Wednesday 18th May at 9.30 am be taken as read and confirmed as true and correct

  Moved: Nichola Browning
  Seconded: Lee Simes
  Motion Carried

3. Business arising from previous meeting

3.1 Miracle Playground – Milly Sayer
Dave Carder has negotiated for the DET to pay $30,000 towards the playground. Of this amount, $20K has been spent on site works and softfall underneath the playground. The remaining $10,000 will be reimbursed back to the P&C to offset the $56, 000 they spent on the Activo playground. This should be transferred before the end of July. Once the playground is finished (in approx. 3 days) the railing and landscaping need to be installed. The area adjacent to the playground will be a grassed area. The area around
the playground, therefore, will be a ‘work site’ for another few weeks and children will probably not have access to the playground until term three.

3.2 Natural Playspace – Laura Cargill
Laura absent so this will hold over until next meeting. See also section 5.3 Principals report.

3.3 Air conditioning report, K/PP wish lists–Dave Carder
Dave Carder commissioned a report from an air conditioning company as to the status of current air conditioners and a quote to install further air-conditioners. The report states that the current air conditioners are in good working order but that each motor is servicing too large an area (ie one system is shared between two classrooms). The report recommends putting in 8 additional units, at a cost of $6,000 per unit, so that each classroom has its own unit. After that, the report suggests only reconditioning and upgrading the existing units if the cooling is still inadequate.

The school is working on an assets schedule, with the aim to replace their assets from their own budget- and will only approach the P&C for if there is a shortfall of funds.

The four K/PP do not have smart boards. Dave wants to use ‘Touch it’ screens in these rooms. They are $6000 each. The school budget is to supply 2 or 3 of these with the P&C to possibly supply the 4th using the $6k remaining from the k/PP subcommittee. This will be decided at a later point, when Dave has done more research on the Touch it screens established a timeline for their installation.

3.4 WACCSO- Nichola Browning and Lidia Cesconetto
Lidia wants to be the WACSSO rep and wants to attend the WACCSSO conference

- Motion: Lidia Cesconetto be nominated as WACSSO rep and attend the WACSSO conference.

Moved: Nichola Browning
Seconded: Milly Sayer
Motion Carried

4. Correspondence

4.1 Incoming
- Linda Beilby – Thank you letter
- Teaching awards nominations
- WACSSO newsletter
- WACSSO annual membership renewal
- Centrewest canteen and workers comp renewal
4.2 Outgoing

- Thank you letter to Bunning’s and Aussie Farmers direct for the Dads Camp.

5. Reports

5.1 Treasurers report- Phil Beeck

Report ending 21st June 2011 tabled and presented as attached.

- Cheque Account $ 53,367
- Cash Management Account $15,102
- Cookbook account $0.00

Phil is chasing up all the P&C financial records from 2006 to present as the P&C needs to get the audits up to date. Jacques and Richard Hicks were the treasurers from the last few years and he feels confident he will be able to collect the appropriate records from them.

5.2 Canteen report- Kate Duncanson

- Canteen Accounts/Report
  No figures, Kate will present them at the next general meeting.

Menu prices have been revised and will be implemented in term 3. There is probably going to be a substantial increase in prices because the prices have not risen for a while and staffing costs have increased. They are adding and deleting some items from the menu.

Volunteers: Kate feels they have been steadily decreasing over her time on the committee. She feels the volunteerism is ‘ok’ and there have been teething problems because the new classroom volunteer system coincided with a new manager. Kelly has organized with Dianne (in office) to have notes send home with children who’s classroom is on roster. These notes will be sent home two weeks in advance of that classrooms scheduled roster, so there is plenty of time for parents to organize themselves to volunteer.

Parents need some instruction on how to fill out canteen order forms- Nichola to look at including something in the newsletter and/or putting information up on the notice board. In particular, the Pre-primary teachers/parents need to be instructed on the procedure for filling out order forms and then collecting the lunches when they have been made. It was also noted that approx. 15-20 lunches are now being ordered across pre-primary per day, so it’s appropriate that PP parents provide volunteers for the canteen.
5.3 Principals report- Dave Carder

1. *P-3 playground* has been covered in section 3.1
2. *Sensory playground* - the nature space plan was distributed in the newsletter and there was much interest and comment from staff (who had not been consulted on any of the prior planning). As a result staff feedback is being formally requested in the form of a survey - Dave will present the findings at the next meeting. Before we can proceed with this project the Dept. of Housing and Works need to approve the plans. Dave has submitted the plans and is waiting for the report.
3. *Cookbook* - Dave and Claire have drawn up a document which outlines ways in which the cookbook, and the production there of, can be linked into the curriculum. This document will be circulated to the teachers and can also be used to draft grant proposals (if any appropriate ones become known) or be used to seek sponsorship from outside bodies.
4. *Asset replacement schedule* - Dave wants to get a detailed schedule for maintenance and replacement of assets. This will help P&C when they ask for ‘teacher wish lists’.
5. *ICT* - Wireless network is being implemented throughout the school. Ultimately 30 machines will be available in the library so all children will have access to a machine during library time. Dave is also researching ‘Touch it’ screens for the K/PP, classrooms. Once these have been installed every classroom, including the library and music/art rooms will have ‘smart’ technology.

6. General Business

6.1 Cookbook- Claire Metcalf

• Claire Metcalf – *Timelines and contacts*
  Herb Faust (only Australian winner of Iron Chef, and current Catering manager at Scotch College) has come on board to endorse the book as a celebrity chef. Claire and Dave are negotiating for Herb to do some master classes with Richmond students. He is aiding Claire and Andrea with points of contact and advice for sponsorship. He is also offering to give advice to the canteen.

  Photography is booked 3rd, 4th and 5th of August. Next payment is due before the commencement of the photography (Claire did not supply a specific date). The next P&C general meeting is 21st August 2011.

At the last meeting the cookbook agreement was for an order of 1500 books, with each book being 200 pages at a total cost of $52,500. This was to be paid in 3 installments: $2500 (payment 1 - which has already been paid), $25,000 (Due August) and $25,000 (due October). The school was going to underwrite this cost but after advice was sought from the DET the school is no longer allowed to financially underwrite the project. Given the current financial position of the P&C, Nichola asked Claire to present an alternative cookbook agreement was more affordable for the P&C.
New formula is an order of 1000 books, which each book being 150 pages, at a total cost of $35,000. The deposit of $2,500 remains the same as it has already been paid, so the 2 progress payments, due in August and October, will be $16,250 each.

The benefits of the new formula is that it is a more realistic money target for the cookbook committee to reach in the time remaining until the payment is due, but it does not preclude us from going ahead with the original cookbook print run if the committee exceeds its financial targets. (ie if the committee gets enough sponsorship and presales to meet the $52,000 payment plan we can go ahead with the bigger order).

As it stands, the cookbook committee has raised $6,700 (see below under pre-orders, photography, and sponsorship), but owes $2,500 back to main P&C account for theDeposit payment that the P&C made on the cookbook committee’s behalf (see section 7.1 of Minutes from 18th May 2011). Payment 2 of $16,250 is due prior to the photography (which is booked 3rd-5th August) but the cookbook committee only has $4,200 available to put towards this payment, leaving a shortfall of $12,000. The cookbook committee’s aim is that by the time the payment is actually due they will have raised the remaining funds, however, asks for the P&C to provide a $12,000 financial buffer so they can definitely meet this payment. The main P&C account, at present, has $16,000 of unallocated funds (see section 5.1 treasurer’s report).

- **Motion:** P&C will pay up to $12,000 towards the next progress payment if the Cookbook committee is unable to raise the remaining money before 1st August 2011.

**Moved:** Jenny Crawford  
**Seconded:** Milly Sayer  
**Motion Carried**

- Lee Simes - **Pre-orders**  
  One Hundred books have been presold ($4200) to 30 families. There 270 families at Richmond so 11% of them have pre-bought their cookbooks.

- Andrea Quinn and Kate Bailey - **Sponsorship and Advertising**  
  Most fundraising has been through a personal contact with a relevant business. Andrea reports that they have definitely secured $1500 of support. Some supporters from the last books are willing to donate again and Andrea has been in contact with them. She also reports that she is working towards securing another $7000 through various sponsors, and will keep following up with them. There is also the possibility of some major sponsors through Herb Faust- including finding Major suppliers (ie meat, milk) to sponsor the book and Herb Faust would supply a recipe to compliment the product and the recipe would be named after the supplier. Some of the sponsorship will be in the form of goods and service and so the committee will have to consider some sort of event or raffle in order to convert those goods and services into money.

- Peta Van Heemst – **Open Evening**
Food platters have been organized. She needs to organize access to the canteen so food can be plated up etc and for tea and coffee.

- **Leonie Beetham – Recipes and editing**
  Some members mentioned that they were having trouble downloading the recipe submission form, and Leonie requested that if anyone had issues that they should email her and she would forward a copy of the recipe submission form to them.

- **Kate Spencer – Children’s photography**
  Claire reported on Kate’s behalf that approx. $1000 has been collected from children’s photography registration forms. Children who are not currently at Richmond are welcome to be included (ie older and younger sibs of Richmond students).

### 6.2 Art, Music and Library Open Evening (27th June)

There will be displays of work in each of the new rooms- these have been organized by the respective teachers in each room.

- **Tasting plates**- promotional artwork to accompany the tasting plates
- Pre-orders for books will be available
- **Wine-tasting**: Kate Bailey will do this- it will be a wine tasting only. Wine license has been sought- cost of $50 will be reimbursed.
- **Tea coffee**: Michelle to co-ordinate this.
- **Bookplates**: Milly and Andrea have created a bookplate template and Milly has confirmed that the 150 books have arrived on approval. Ali Menegola (librarian) will have these set up on display for one week from 27th June and parents are encouraged to purchase a book on behalf of their child/ren and donate it to the library. The books range in price from $10-$50. Jenny Fewster has drawn up a payment slip and parents can pay by cash/cheque or credit card; filling out these details on the payment slip, along with the child’s name and book purchased and leaving the payment slip in the library or front office. After the book drive is over Ali and Milly will collate all the information and place a bookplate in each book stating the name of the child who donated the book.

### 6.3 WACSSO conference 10th August – Nichola Browning

Lidia Cesconetto will attend.

### 6.4 WACSSO Fundraising guidelines – Nichola Browning

Advice from WACSSO is that if you want to have a fund to support families extenuating circumstances you have to have a separate account and are allowed to have one fundraiser per year to raise funds for this account. Lidia will seek further advice from WACCSO and present this information at a later meeting.

### 6.5 Loyalty Programs – Peta Van Heemst

Information going out in newsletter on how to support the Bakers delight and Aussie Farmers direct.

5% of sales for bakers delight. No need to justify costs.
2.0% of sales from Aussie farmers direct. Need to justify costs.

6.6 Year 7 Graduation and fundraising
Dave and the Yr7 committee will discuss their needs for this year. He will present a report next meeting. A Yr7 Graduation Dinner is usually held in Swan Yacht club with kids and teachers in attendance. There is a Graduation Ceremony held at school as well, that parents attend. The cost of these events around $1000-$2000, with the money raised via a Yr7 parent committee. The Yr7 parent committee run approx. three fundraisers throughout the year to generate the money, eg Disco, Cake stall at sports carnival. Often there is carry over of funds from the previous year- the school holds the graduation account not the P&C.

Jenny asked whether the school/P&C would consider holding Yr6 a graduation ceremony. Dave is not supportive of holding a school based graduation for Yr6 students as these students are not technically graduating from Richmond Primary school (They are moving to a on to high schools that have a Yr7 intake). Lee Simes and Kate Duncanson mentioned that in the past years Yr6 parents have held private Yr6 graduation events.

6.7 Grants – Debbie Murphy, Jane Baker and Sarah Levalds
This committee has been reformed and the purpose of the committee is to locate and apply for grants.

6.8 Kitchen garden – Lee Maloney
Lee Maloney is looking into ways that the kitchen garden project can be incorporate into the cookbook and general teaching. She will present report at the next meeting.

6.9 P&C notice Board
This is now in place in the outside the canteen. Minutes and P&C notices will be placed there. Kelly will also use the notice board for canteen notices. Dave will supply a noticeboard to Kindy classrooms.

6.10 Walking school bus- Cheryl Pech
Cheryl is interested in getting the walking school bus up and running again. She will talk to Laura Cargill, who was the coordinator when it was last running.

6.11 Entertainment books- Lee Simes
Lee has sold 71 book raising $950. She will keep selling them into term 3 with an end date around late August.

7. Thank you and next meeting
The next meeting will be held on Wednesday 17th August 2011 at 9.15am, Fremantle Arts Centre.

8. Close
The meeting closed at 9.50pm.