

MINUTES

Newborough Primary School P&C Inc

General Meeting – 23/10/2023 7:00pm-8:00pm

1. Welcome and Acknowledgement of Country	Andrew
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2. Attendance and Apologies	Georgia
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Present: Jackie S, Jacob M, Georgia B, Andrew M, Jodie P, John W.

Apologies: Laurie M, Carly F, Andrew S, Lee W, Simon Z, Chenoa W

3. Approval of previous minutes	Jackie
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Approved without amendment.

4. Follow up from previous minutes

4.1 Building Inspection Report (John)

Findings regarding air-conditioning.

Still awaiting receipt of Building Inspection Report from Department. John has been following up.

4.2 Nature Play works (Andrew)

Completion of limestone path

Posts to prevent vehicle access have been put in, is complete. Spray of sealant to occur when Andrew has availability.

Soft Fall mulch top up.

Completed within a short period of time thanks to students and volunteers.

5. General business

5.1 Correspondence in (Georgia)

City of Stirling Food Safety Assessment (Canteen)

Received with minor items needing attention, expenditure for any items needing replacement approved. Check to be done by Jen to ensure a food grade sanitiser is clearly identified and available for use on food contact surfaces (this had been mentioned in a previous inspection).

Food Safety Supervisor Training (Canteen)

Requirement to appoint a food safety supervisor with qualifications in food safety supervision comes into effect from 8 December 2023. City of Stirling will subsidise 50% of the cost of the mandatory training (Food Safety Supervisor Skill Set – SITSS00069) through training provider, Aveling. Fact Sheet outlining details to be forwarded to Jen. Confirmation P&C will cover remaining costs.

Lewis McMahon Coffee Van Term 1 2024

Offer of a donation of coffee van for parents and staff accepted for first day back next year.

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5.2 Outdoor Classroom Proposal (Andrew M)

Project would see the remaining 4 old vegetable gardens removed and replaced with two on the outsides only. Entry structure with name and commemorative plaque. The remaining internal space would become the outdoor classroom. The majority of this work can be done across three days to create the space, most of the posts for the garden beds are available from last time, so outgoings estimated at approx. \$1500. Bunnings may partially fund project.

General support for the idea and approval for funding sought. Agreement that work to garden beds (previously approved) would be done so that internal space clear and available. Further discussions to then occur and feedback on idea from teachers to be requested.

5.3 Steam Weeding Funding request (Andrew S)

Request for approval for \$170 to fund steam weeding for the nature playground, Andrew S had offered to arrange, however had noted current dryness of the weeds means it's best to postpone the steam weeding until next winter.

\$200 pre-approved for next year.

5.4 Expressions of interest for future funding projects (Jackie)

Chunk of time to allocated for sharing of ideas at next meeting. This is to be communicated to all parents early to maximise participation and input.

6. Reports

6.1 President (Laurie Mc)

Suggests another quiz night at The Saint for a casual catch up for P&C members, perhaps 1st Nov

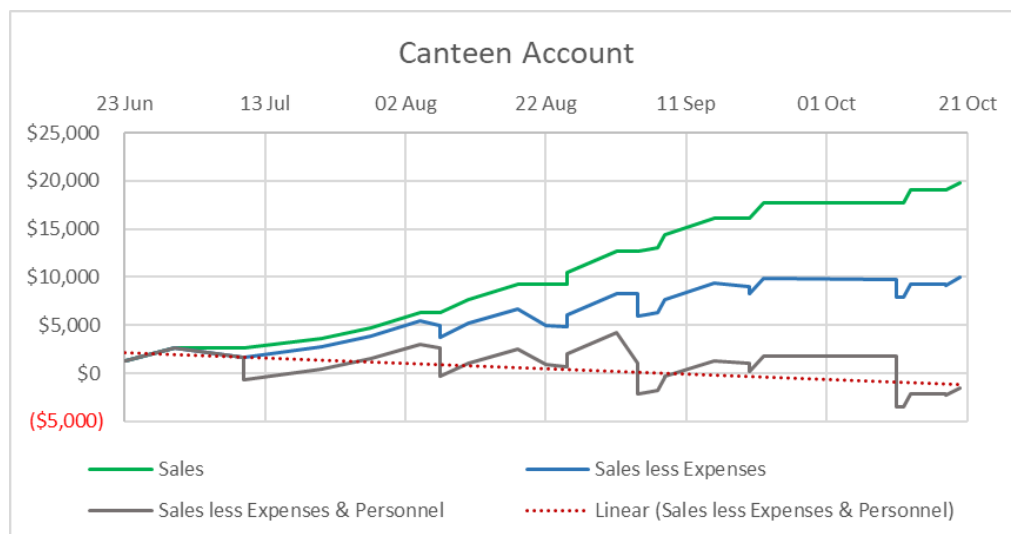
6.2 Treasurer (Jacob M)

Report tabled as below:

Canteen Finances

As of 23 October 2023, the Canteen Account holds **\$27,835.28**.

Ongoing review of canteen operation suggests that expenses are approximately 10% higher than revenue; see below for trend.



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A bit over 50% of the expense is related to Wages expenses; noting that we have increased the hourly rate in line with the 2023 award, which along with the changes to Superannuation rules, represents a significant bump (c. 10% in personnel cost).

Elise has continued on as paid support for Jen, with another paid assistant being added to the books soon.

As the canteen matures, I think we can pull the costs and revenue back to parity.

General P&C Finances

As of 23 October 2023, the Transaction Account holds **\$104,855.67**.

The Election Day Sausage Sizzle raised **\$1,991** (after expenses) for the Year 6 camp.

Newborough also raised **\$460** for Telethon through the sale of Telethon PJs.

The final tally on the Quiz Night was \$4,512 in vs a cost of \$1,827 for a profit of **\$2,685**.

The Netball Account currently holds **\$1,653.97** (included in the transaction account total).

The Newbros Account appears to be in arrears by **\$12.96** (to be confirmed to ensure revenue has been allocated correctly).

The P&C contribution to the Naturescape was finalised at **\$68,033.74** (not counting for the innumerable hours of support from committee and parents).

6.3 Principal (John W)

Acknowledged Jade and Sheloe for their fabulous organisation of disco. They are keen to organise for next year.

Advertisement for Principal's position has closed and process for appointment ongoing..

Facilities request put in for audit and upgrade of toilets in school- low numbers of toilets for staff.

Projector screen- further discussion to occur with Nick.

City of Stirling contacted regarding Wilding St parking- signage for time restrictions on bays at school pick up/drop off times will be installed. Wilding St crossing to be modified and signage replaced, yellow strip will be painted on drive entry to indicate no parking.

6.4 Canteen (Jen)

Report below provided by Jen:

Canteen for Term 4 has started quite well. We have to try to do more with less as I'm struggling to get upfront commitment from volunteers. We thankfully have 2 paid helpers now, Dee Owen and Elise Wong. Elise will work each Canteen Day, Dee will not usually work Thursdays. Only if the canteen can cover it's cost ie orders over \$500, will we utilise our 2nd helper. Also, I've had to increase the prices slightly to cover off the 2nd paid helper but I believe this still represents amazing value for the quality of food produced.

I'm trying my hardest to have a special on most days but sometimes we won't be able to provide a full menu. It totally depends on how many volunteers we can get. Sushi Day seems to be very popular. I've now issued a list of canteen open dates for the term. Some specials have been announced, some are still TBA. If the P&C wants a sausage sizzle day, please let me know.

I'll only be asking for volunteers for a Friday from now on. Hopefully we get some new faces to assist, but I am eternally grateful to the continuing and ongoing assistance of the volunteers I've had so far.

6.5 Newbros (Andrew)

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Ballon Twisting night was a success and very engaging.

Camp Out only event planned for remainder of year.

6.6 Uniform Shop (Carly)

Carly will advertise secondhand uniform shop over the next few weeks and hopefully be able to update new volunteer/manager details ready for week 8 meeting.

7. Fundraising/Planned events

7.1 Camp Out (Andrew)

Scheduled for 25 November. Ticket sales will cover costs, roles are allocated and night mostly organised. Lighting will be funded by Force Real Estate.

8. Other

8.1 Last day of school - after school celebration

A group of year 6 parents have shown interest in organising this year and would like to know what budget they can work with. Then they will run ideas and expense by P&C for approval. \$1500-\$2000 expenditure approved.

8.2 P&C Shed

Roller door to P&C Shed is at end of life. Confirmation that this comes under school maintenance, needs decision about submitting as a fault for repair, or waiting until replacement is warranted.

Next P & C meeting: Wednesday Week 8. 29/11/2023