

Beverley District High School P&C

Meeting Agenda

Tuesday, 28th, 2018
6-30pm – 8-30pm

Type of Meeting: General Meeting

Meeting Chair: Bruce Kilpatrick

Attendees: Bruce Kilpatrick, Carissa Shaw, Mark Bickley, Kristy Parker, Kerry-Anne Doyle, Wendy Moore, John Hawke, Mari Tita, Maryka de Beer, Chris Footer, Jacinta Murray

Apologies: Tim Elsegood, Aliesha Murray, Carly Veitch, Jodie Bell

I. Opening of Meeting at 6-35pm

II. Approval of minutes from last meeting

Moved: Carissa Shaw

Seconded: Wendy Moore

III. Correspondence In- As per Correspondence Book

IV. Correspondence Out- Meeting Minutes, Meeting Agenda

V. Treasurer's Report

Full report not available for this meeting.

VI. Principal's Report

Thank you to all P&C Members for assistance at the Athletics Carnival

Interscholar Athletics Carnival in Brookton on 7th September- Please contact Aliesha if you would like to assist on the day

Work at Kindy end of School- Bushfire people have inspected and reported back to the school and recommended removal of dead tress which has taken place. The Kindy building has been painted and there are plans for decking and grassed area to the North side of the building. Beverley Shire have been contacted and will assist with repair of the Edwards Street footpath.

Kindy and Pre-Primary Fathers' nights will be held this week.

Upcoming workshops at the school- Protective Behaviours and Triple P Parenting. We are lucky to have the opportunity to access these workshops on site.

2019 Camp Planning has begun- Year 6's will go to Rottneest; High School to Albany.

VII. Sub-Committee Reports

a) Canteen

- Financials

Currently a profit of \$31. However, this includes the purchases of packaging, juice boxes and 2 large banquet frying pans.

Bruce asked Wendy who owns the fridges in the canteen as the single glass door fridge is not working. Wendy thought they were owned by the P&C, but will double check this.

- Parent Helper Roster

Currently Working Well.

Markya questioned whether all parent helpers should have completed the online food safety training prior to working in the canteen? There was some discussion around how this would impact on willingness of parent helpers to volunteer, and whether it is necessary. For further discussion at Canteen Committee level.

Markya raised the question as to whether canteen volunteers who do not have children at the school need to have a WWC Check- this is mandatory.

Maryka raised concerns about whether canteen volunteers over the age of 75 would be covered by the Public Liability Insurance as Jo currently has some ladies assisting her from the church of this age. For further investigation of our policy.

- Operations- Managing Orders, Serving etc

Maryka provided an overview an overview of the Sales Control and Banking Procedure that she is currently doing on Monday afternoon (See attached).

Need to ensure all recess and lunch orders are pre-served prior to recess and lunch commencing, to ensure timely distribution of food to the students.

- Volunteer Welcome Kit

Maryka has put together a volunteer welcome pack for the canteen parent helpers. She queried whether the Anaphylaxis Policy and the Health Food and Drink Policy should be included in this pack, however Wendy confirmed that it is the responsibility of parents and children with allergies to check the canteen menu prior to ordering, and in the event of an anaphylactic incident, this would be managed by trained teachers/school staff and not the canteen manager or helper. It was also agreed that the Healthy Food and Drink policy relates to the menu planning, and is not necessary for inclusion in a volunteer welcome kit.

Maryka queried the need for parent helpers to undergo an induction. Bruce indicated that it was not Jo's responsibility to induct parent helpers. The meeting agreed that a one page 'tick box' checklist that parent helpers could sign would be appropriate. Questions regarding any items on the induction checklist should be directed to school office staff. Maryka is happy to develop.

Carissa and Maryka have previously discussed providing the Real Life Church with some feedback regarding how the canteen is going. Chris offered to mention this in his Youth Care visits to the churches. Bruce and Carissa felt that a letter of thanks would be appropriate.

- Feedback on Menu and Planning for Term 4 Menu

Aliesha has provided some feedback regarding the canteen menu- mainly related to the manageability of the food for the students to eat easily and quickly. Bruce, Mari and Maryka will meet with Jo (?next Wednesday) to start menu planning for Term 4.

All agreed that the simplified menu and pricing was making it a lot easier for collating of orders.

Aliesha provided feedback that she thought that the number of canteen orders would increase if the cut off for orders was Tuesday morning, rather than Monday. This is problematic, as Jo likes to know what orders she has Monday night, in preparation for canteen shopping on Tuesday. It was also discussed that we wouldn't want to change this cut off half way through the term, and then need to change it back. Wendy stated that as she already sends out some staff notes via Connect on Sunday afternoon/evening, she would be happy to send a canteen reminder at this time aswell. All agreed that this would be a helpful reminder for parents.

- Reimbursement of Expenses

The envelope with the takings sheet and receipts has now started to go home regularly on a weekly basis for reimbursement of Jo's canteen expenses.

Jo has attempted to shop locally for canteen supplies, however this is proving difficult and Bruce has told her that she can source the canteen supplies from where ever she chooses to make her job easier and the meeting with this.

b) Uniform Shop

Portal through Hypersport is almost set up. Kerry-Anne has been liaising with Hypersport to arrange this and is currently clarifying stock to be available through the portal. Only the Uniform Shop Coordinator will have access to the portal until current stock is depleted.

Current School Jacket is not available though Hypersport. The hypersport contact will send some example jackets of what they do have. Wendy indicated that as long as the design is similar to the existing jacket, that will be fine, however if not, it will need to go to the School Board for approval.

c) K-PP Committee

Cleanskin wine fundraiser closes at the end of August.

KPP Committee ran the canteen for the athletics carnival. Carissa suggested that some of the morning tea profits should be banked to the KPP account, as they had managed the serving etc. Agreed that this money (\$317) would be split 50/50 between the main and KPP account.

VIII. New Business

a) Financial Software for P&C

For further follow up by Bruce with Tim.

b) Review of Music Quiz Night

All agreed was a great night, with good support from both the school and wider community. Many thanks to Wendy for coordinating the creche, as this definitely helped with attendance. Approximate profit of \$2900 from night.

c) High School Area ideas

Chris Footer presented 4 options that he has developed with the high school students (see attached) for the development of the undercover area of the red shed.

There was general discussion by the meeting including volunteer hours, playground V hangout area, cost. General consensus was a willingness to allocate approximately \$3000 to the project.

Pre-fabricated options (3&4) very expensive, however options 1 & 2 dependent on volunteer hours of parents. Jacinta felt option 1 was too similar to design of Nature Playground structure. Chris reported the students like options 1 & 3, but their main request was for something to climb on. Recreational options eg. Table Tennis table was suggested- Wendy reported that this had been trialed in the past with limited interest from students.

Consensus from the meeting was to consider a modified version of Option 2, in a staged process.

Authorise purchase of picnic tables- Chris is happy to build these with the students to promote ownership.

Mark offered donation of boxing bag/gloves to hang from the existing structure of shed.

Chris to discuss with students whether they would prefer a climbing wall or monkey bars.

Chris agreed that he will manage the project including budget, costings, liaising with P&C.

Chris will bring a fully costed budget for preferred option of monkey bars or climbing wall to next meeting.

d) Fundraising Goals

Discussion surrounding moving away from grounds committee projects towards providing educational resources for classrooms. Wendy reported that previously the P&C had funded a Speech and Language Program, purchase of additional iPads. Carissa suggested that all teachers could be asked to submit \$500-\$1000 'wishlist' items for consideration for funding by the P&C. Wendy happy to take this to the next staff muster.

e) RBV Grant Opportunity

See attached. Wendy suggested a project with a 'sustainability' focus ?around recycling. Maryka reported that extra heating would be beneficial in the canteen as second pie warmer not working. Jo had suggested a dishwasher, but meeting discussed that school preferred the food to be served in disposable containers that were easier for the students to managed and that this was why we had moved to an environmentally friendly biodegradable packaging option. Bruce, Mari and Maryka to follow up further.

Shrek Musical (2nd November)

For discussion at next meeting.

f) Other Business

Maryka suggested that a menu planning template might be helpful for parents in making healthy lunch box choices. Wendy advised her to pass information on to Tracey Fleay, for inclusion in school newsletter when space allows.

IX. Adjournment- Meeting closed at 8.27pm

Next Meeting: Tuesday, 16th October @ 6-30pm.