



Minutes 28 February 2018

Date:	28 February 2018	Chair:	Mrs Laura Gray
Time:	Open @ 3:21pm	Minutes:	Mrs Alison Pinches
Apologies:	Rev John Taylor Ms Letisha Blake	In Attendance:	Mrs Laura Gray Mrs Fiona Grierson Miss Samantha Wright Mrs Triena Hurihanganui Mrs Elizabeth Wildish Mrs Karen Mettimano Miss Harriet Canning Miss Heather Mott Mrs Mel Glover Mrs Rebecca Nolan Miss Emily Andrew
Item:	Discussion	Speaker	Action/Outcome
1.	Welcome and Apologies	Mrs Gray	Mrs Gray welcomed everyone to the new school year.
2.	Amendments and/or Approval of previous minutes	Mrs Gray	Minutes Moved: Miss Canning Seconded: Mrs Hurihanganui Carried
3.	Correspondence In/Out	Mrs Mettimano	<ul style="list-style-type: none"> • Industry Superfund – NFA • Bank Statement – Ms Grierson for information and filing • WACSSO – NFA • School Banking Annual Contribution – Mrs Glover for information • Mother’s Day Catalogues
4.	Finance school	Mrs Wildish	Budgets not yet released by DoE.

			Report re: Voluntary Contributions and Charges distributed and discussed – 29% – 37%. Voluntary Contributions and Charges helped pay for the Lion Dance incursion. Book purchases have increased this year.
5.	Finance Board	Ms Grierson	<p>Ms Grierson informed the Board that she was hopeful of reducing outgoings by:</p> <ul style="list-style-type: none"> • No future Canteen telephone costs • No future bookkeeping fees • Reduction/elimination of WACSSO costs <p>Ms Grierson currently working on BAS statements.</p> <p>Motion: That Canteen Subheading with detailed information included in report</p> <p>Moved: Mrs Gray Seconded: Miss Wright Carried</p> <p>Motion: Finance Report be approved Moved: Miss Andrew Seconded: Miss Canning Carried</p>
6.	Canteen Report	Ms Grierson	<p>In brief:</p> <ul style="list-style-type: none"> • Sales are down on same period last year – to be reviewed at end of T1, possibly only open on 2 days • More volunteers than previously but not a lot for them to do • Canteen “fun” fact to be added to each newsletter • New online company to be approached to request flyers • Need to develop standardised shut down and starting up procedures • Fault list to be updated as required • Grad Dinner to be invoiced to school • School to invoice Big Fan and Sports Shirts. <p>Canteen Coordinator contract discussed. Motion:</p>

			<p>That Mrs Gangemi is offered a further one year contract but with accountability process added Moved: Miss Mott Seconded: Miss canning Carried</p> <p>Motion: That a Canteen Sub Committee is formed Moved: Ms Grierson Seconded: Mrs Glover Carried</p> <p>Canteen Sub Committee as at 28 Feb 2018: Ms Grierson, Mrs Wildish, Mrs Gray and Rev Taylor</p> <p>Motion: That the Canteen is added to the school's termly Cleaning Inspections and that the outcome is reported to Mrs Gangemi by Mrs Wildish on behalf of the Board. Moved: Mrs Glover Seconded: Miss Wright Carried</p> <p>Motion: That the Board will fund the full cost of 22 Football shirts (\$750) and that the previous motion of a \$500 donation to cover football shirts, banner and flag tins is removed and that the Board will review further funding for these items at a later date. Moved: Miss Andrew Seconded: Miss wright Carried</p> <p>Motion: That the Canteen Report is approved Moved: Miss Mott Seconded: Miss Canning Carried</p>
7.	Sporting Schools	Mrs Wildish	Grant has been approved for T1, 2018. Mr Schweda is currently sourcing coaches prepared to travel to Two Rocks.
8.	School Banking	Mrs Glover	Mrs Glover is approach another parent to gauge interest in helping with School Banking if this is not successful she will prepare an

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			advert for the newsletter requesting another parent volunteer. New students have joined the banking scheme.
9.	Board Email Address	Ms Grierson	Motion: That Ms Grierson set up a new Board email address using a Gmail account. Moved: Ms Grierson Seconded: Mrs Hurihanganui Carried
NEW BUSINESS			
1.	Fundraising	Mrs Wildish	Following discussion, the motion below was put forward. Motion: That Mrs Mettimano will organise and run the Mother's and Father's Day stalls as Board fundraisers this year. The school will run all other fundraisers. Moved: Mrs Mettimano Seconded: Miss Canning Carried
2.	Westpac Referral Service	Mrs Gray	As yet TRPS has not received any financial returns. Miss Andrew reported that the rules governing this initiative have changed which may impact negatively.
3.	Annual Report	Mrs Wildish	Annual Report had been emailed to all Board members. Mrs Gray thanked Mrs Wildish for all her hard work preparing the document and stated she was proud to be associated with such an amazing school. Motion: That the TRPS Annual Report be approved Moved: Mrs Hurihanganui Seconded: Miss Andrew. Carried
4.	AGM	Mrs Wildish	Most Board members are up for re-election (if they chose to stand). Mrs Wildish will send letter to staff, Mrs Gray to parents. If more nominees than positions, then it will go to a vote. Community reps (Mrs Gray, Rev Taylor and Ms Grierson) remain. Nominations to be submitted in writing by 28 March AGM will be held on 4 April at 3:15 followed by a Board meeting. Motion: Ms Grierson to purchase copy of Constitution if necessary.

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			Moved: Ms Grierson Seconded: Miss Canning Carried
5.	School Enrolments	Mrs Wildish	Current student numbers are 479. NB: <ul style="list-style-type: none"> • 100 students have enrolled (including Kindy) • 83 have left (including Yr 6) • Still classed as a high transiency rate.
6.	Proposed Improvements	Mrs Wildish	Improvements already completed: <ul style="list-style-type: none"> • Gardens at front of school • New desks for Yrs 1 – 3 Proposed: <ul style="list-style-type: none"> • Art stools and tables • Painting • Colour coded chairs and trolleys throughout school • Zip line through Fitness Track
7.	Bus Issues at Beginning of Year	Mrs Wildish	New high school in Yanchep has students who live in Lancelin who are transported on the Gabbadah bus which impacted on arrival and departure times at TRPS. School bus services are undertaking a review. Times are better at present but school are continuing to monitor. Mrs Pinches will feed back parental concerns re: lack of seat belts and speeding. Parking remains an issue for some parents but school is unable to generate more parking places.
8.	Parent Workshops	Mrs Wildish	<ul style="list-style-type: none"> • Think U Know – internet. 5 parents attended. Thanks to miss Mott for organising. • SKIPS – Mental Health program – staff (T1), parents and Yr 5/6 students (T2). Thanks to Miss Canning for organising • Boost Program – Literacy Skills – (T1 and T2) Thanks to Miss Canning, Mrs Montes and Mrs Nolan for organising.

9.	Transition Update	Mrs Wildish	Starts Wk. 7, T1. Currently 36 enrolments. Program will follow same process as in previous years.
10.	School Photos	Mrs Wildish	9 and 10 April. All Board members to have photo taken on one of these two days.
11.	School crosswalk	Mrs Wildish Mrs Glover	Two parents have suggested the need for a crossing attendant. We have previously applied but were turned down due to low student and traffic numbers. Mrs Wildish has spoken to Ms Rose and has agreed to Ms Rose investigating further on behalf of the parent body. Mrs Glover will feed back information to Mr & Mrs Rogers.
12.	Asthma Policy	Mrs Pinches	New policy distributed. Mrs Gray asked that parents are reminded to ensure students are using their preventive inhalers at home. Motion: That new policy be accepted. Moved: Mrs Pinches Seconded: Miss wright Carried
13.	Medication Changes	Mrs Pinches	School are now providing common medications for occasional use for those students whose parents have given consent.
14.	Emergency Evacuation Policy	Mrs Wildish	This policy has been updated and distributed to staff.
15.	Bushfire Policy	Mrs Wildish	This policy has been updated and distributed to staff.
16.	Review Process	Mrs Gray	Mrs Wildish advised the Board that that there would be new school review process with details being made available from t3, 2018.

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17.	Website	Mrs Gray	Mrs Gray had been experiencing difficulties accessing school newsletter via website. Mrs Wildish will investigate.
18.	Safety House	Mrs Wildish	Mrs Wildish has again been approached to endorse and advertise the Safety House Program – the school will not be doing this as there are limited, if any, police checks carried out on people who move into houses already showing a Safety House emblem.
19.	Staff Induction	Mrs Wildish	Comprehensive staff induction carried out at the start of each year.
20.	Year 1 Incursion	Mrs Glover	Congratulations to the Year 1 teachers for the superb olden days incursion they organised for the Year 1 cohort.
NEXT MEETING:	28 March AGM: 4 April	MEETING CLOSED:	5:17pm
SIGNED:	Mrs Laura Gray	Date:	