

## MINUTES 8 AUGUST 2018

<b>Date:</b>	8 August 2018	<b>Chair:</b>	Mrs Laura Gray
<b>Time:</b>	Open @ 3:16	<b>Minutes:</b>	Mrs Alison Pinches
<b>Apologies:</b>		<b>In Attendance:</b>	Mrs Laura Gray Mrs Fiona Grierson Mrs Triena Hurihanganui Rev John Taylor Mrs Elizabeth Wildish Mrs Alison Pinches Miss Emily Andrew Mrs Sandy Regts Mrs Mariana Terrazas Mrs Kelly Whittle Mrs Lara Meyer-Atkins
<b>Item:</b>	<b>Discussion</b>	<b>Speaker</b>	<b>Action/Outcome</b>
1.	Welcome and Apologies	Mrs Gray	
2.	Amendments and/or Approval of previous minutes	Mrs Gray	Minutes Moved: Mrs Whittle Seconded: Mrs Meyer-Atkins Carried
3.	Correspondence In/Out	Mrs Pinches	Bankwest: P&C statement - \$0 balance Mrs Pinches to write to bank re: closing account as it is no longer in use and no signatories can be contacted. Westpac: New Credit Card in Karen Mettimano's name. Karen has returned old card. Cards to be shredded, letters kept on file. ATO:

			<p>Payment Summary blank sheets. To be discarded.</p> <p>WACSSO: WACSSO State Council elections Reminder: Conference &amp; Affiliation. To be discarded.</p> <p>Moved: Mrs Hurihanganui Seconded: Miss Andrew Carried</p>
4.	Finance Board	Ms Grierson	<p>Ms Grierson put forward her concerns re: the need for Voluntary Cancellation to occur so quickly. All financial records are up to date.</p> <p>Financial Report tabled and discussed. Moved: Ms Grierson Seconded: Mrs Pinches Carried</p> <p>Motion: That all surplus assets are donated to Two Rocks Primary School. Moved: Ms Grierson Seconded: Rev Taylor Carried:</p> <p>Mrs Gray thanked Ms Grierson for her hard work and dedication to the treasurer role.</p>
5.	Finance School	Mrs Wildish	<p>School has received a \$17000 grant to aid with IT infrastructure.</p> <p>School Financial Report tabled and discussed. Moved: Mrs Hurihanganui Seconded: Mrs Regts Carried</p>
6.	Board Email Address	Ms Grierson	<p>Due to change in Board Name – removal of “Independent” Ms Grierson will set up a new Gmail account for the Board.</p>
7.	Voluntary Cancellation	Mrs Wildish	<p>Key points from “Ending an Association’s Incorporation” (End of the Road Document) were tabled and discussed.</p> <p>Motion: TRPS School Board have no outstanding debts or property. Moved: Mrs Hurihanganui</p>

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			<p>Seconded: Mrs Meyer-Atkins Carried</p> <p>The Special Resolution noted below will be formally proposed, discussed and moved at a Special Meeting on Wednesday 29 August at 3:30pm.</p> <p>Special Resolution: TRPS School Board wish to apply for the voluntary cancellation of the Association's incorporation in accordance with the Associations' Incorporation Act 2015.</p>
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## NEW BUSINESS

1.	Annual Report Business Plan	Mrs Wildish	<p>The school's Annual Report is now available online.</p> <p>The school's new business plan was distributed to Board Members.</p>
2.	Canteen Update	Mrs Wildish	<p>Yanchep Secondary College (YSC) Café are now providing lunch orders Wednesday to Friday. All orders are completed online. There has been a healthy take up of the service. Parents have been surveyed and there appears to be a small demand for the service to be available five days a week. Mrs Wildish will discuss this with Mrs Brennan, Café Manager.</p> <p>YSC Café have been asked to provide quotes for the staff end of year function and also for the Year 6 Graduation Dinner.</p> <p>Parents have been reminded via the school newsletter not to bring food, including commercially produced food for other students onto school grounds.</p>
3.	Swimming 2018 & 2019	Mrs Pinches Mrs Wildish	<p>Slow uptake of students attending swimming this year – school had to extend closing date for payments. Numbers attending are approximately 300. The new venue, State Swim Butler, has been well received although the changing areas and are alongside the pool are small and cramped.</p> <p>There will be a parent survey after swimming lessons have finished to gauge interest for 2019 and beyond. A less than 50% return or interest may mean swimming will not be available.</p>

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4.	Transition Phase 3	Mrs Wildish	<p>58 students enrolled for Kindergarten next year. On average 38 are accessing the Transition program.</p> <p>Mrs Justine Montes will be going on Maternity Leave during Term 4, Mrs Nolan will lead the Transition program helped by Mrs Pinches. Ms Jacinta Matthews will lead the program in 2019.</p>
5.	Staff Changes T4 2018	Mrs Wildish	<p>Ms Emily Andrew has accepted a teaching position at Alkimos Beach PS starting in T4. This has necessitated changes in staff.</p> <p>Mrs Justine Montes will be on Maternity Leave.</p> <p>Miss Lorna Dixon (Cleaner) will be leaving next week.</p> <p>Mr David Dixon (Cleaner in charge) is on sick leave following a road traffic accident.</p> <p>Term 4 teacher staffing will be as follows:</p> <ul style="list-style-type: none"> <li>• Miss Laura Ryan will replace Miss Andrew in PrePrimary</li> <li>• Mrs Tanya Bell will replace Miss Ryan in Year 4</li> <li>• Mrs Kerry-Lynn Joubert will replace Mrs Bell in the Relief Role</li> <li>• Miss Carla Priddle will replace Mrs Montes in Kindergarten.</li> </ul> <p>The Board wish Mrs Montes and Miss Andrew well in their new roles. They wish Miss Dixon safe travels and Mr Dixon a speedy recovery.</p> <p>The following jobs will be advertised this term to create a pool of applicants in each should future positions arise:</p> <ul style="list-style-type: none"> <li>• Cleaners</li> <li>• Gardener</li> <li>• K-6 Teachers</li> <li>• General Education Assistants</li> <li>• Special Needs Education Assistants.</li> </ul>
6.	School Upgrades	Mrs Wildish	<p>The following upgrades have been completed or are due to be completed:</p> <ul style="list-style-type: none"> <li>• Delphin and Admin blocks have been painted</li> <li>• Triton and Toilet Blocks across the school are to be painted</li> <li>• New furniture has arrived for the Art Room</li> </ul>

			<ul style="list-style-type: none"> <li>• New trolleys/drawer units for each classroom colour coded to new classroom chairs</li> <li>• New play equipment planned</li> <li>• New laptops for teachers, and updated Ipads for students.</li> </ul>
7.	School Banking	Ms Grierson	Discussion re future school banking commissions. Mrs Pinches to contact Commonwealth Bank and arrange for this to come to TRPS.
8.	Car Park	Mrs Wildish	Following a traffic survey by the City of Wanneroo the proposed changes to car parking have been reduced and will now be undertaken by the Department of Education.
9.	Oz Smiles Dental	Mrs Wildish	Oz Smiles Dental are offering to come to school to offer dental care for students who can utilising the Child Dental Benefit Scheme. Mrs Wildish is to investigate further and organise if appropriate.
10.	Federal Election Polling Station	Mrs Wildish	Mrs Wildish has been notified that at the next Federal Election TRPS will be the official polling station for the Two Rocks community.
11.	Yr 6 Transition to High School	Mrs Wildish	All Yr 6 students attended a general Transition to High School day at Atlantis Baptist College on the last day of T2. Yr 6 students who have enrolled at Yanchep Secondary College or who are considering enrolling there attended a transition day at the college this week. Both days were very successful and thoroughly enjoyed by the students.
12.	School Numbers	Mrs Wildish	Current school numbers are: 478. Since the end of T2 there have been 28 students leave TRPS with 18 new students enrolling. Of these 18 new students 11 will be on IEPs (Individual Education Plan) or have very specific needs.
13.	Board Vacancy	Mrs Wildish	Due to Ms Andrew's departure at the end of T3 there will be a staff vacancy on the Board. Two teachers have expressed an interest in the role. Mrs Wildish will organise a staff vote.

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14.	Talk Up Competition	Mrs Wildish	The annual Talk Up Competition will run again this year but all speeches will be researched, written and practised in school.
15.	Preliminary NAPLAN Results	Mrs Wildish	Preliminary results from the NAPLAN On-Line Testing have been made available to school. They look very positive but cannot be released to parents as they have not been collated at a national level with schools completing the written tests.
<b>NEXT MEETING:</b>	Special Meeting to Move, discuss etc.. Special Motion 29 August 3:30pm	<b>MEETING CLOSED:</b>	5:15pm
<b>SIGNED:</b>	<b>Mrs Laura Gray</b>	<b>DATE:</b>	