AGENDA ITEMS

ITEM 2  PREVIOUS BUSINESS
Facebook Policy draft for WACSO was discussed and an alternative to a FB group will be discussed - see general business
P&C can replace the old faction board in the undercover area beside the canteen with a notice board
Parent email address information cannot be released to a third party

ACTION ITEMS  PERSON RESPONSIBLE  DEADLINE
Draft email to parents seeking their email address send to NW for distribution  GC  31/10/2014

ITEM 3  PRINCIPALS REPORT
Chaplaincy program to be reintroduced to school shortly. Open to all families
Staff Planning for 2015 well underway
Naplan Results – Reading and Numeracy showed a slight decline, Lack of specialist expertise in school due to transiency of our area, working on improving this, Nominated for the Implementation of Literacy and Numeracy Program (ILN), Expected level reached, Good Progress, 3 areas above expectations. Well done teaching staff thank you

IPADS - P&C purchased 10 ipads for the school, invoice to be paid
Outdoor Areas – Josh Byrne & Assoc been enlisted to design KP area along with Kitchen gardens and Orchard ideas. P&C will fundraise towards this Process as follows PLANS / COSTINGS / WHAT WHO HOW ($) / FUNDRAISING

Alternative to FB discussed is an APP called Skool Bag - http://www.skoolbag.com.au/ . SMS messages, calendar, bulk emails, linked to our website (which will be as up to date as possible), photo galleries, Absentee forms all included and free after set up initially. Direct form of contact with parents on smartphones. Great reviews from PHPS, GC to manage communication for P&C to be sent to NW
Set up cost $750.00  Annual Fee $300.00 plus $1 per student over 300
GC moved that P&C pay for the Costs incurred to set this APP up and ongoing costs. School to invoice P&C for reimbursement
All in favour. JS Seconded
Thanks to all from NW for our support

CONCLUSIONS
Gardens are a work in progress, fundraising and grants will be discussed with P&C Fundraising Sub Committee once Phases of development have been decided

ACTION ITEMS  PERSON RESPONSIBLE  DEADLINE
Kaz to follow up receipt and payment of IPAD invoice upon return  KG  25/11/2014

ITEM 4  OVAL UPDATE
See email from TOPH below. Thanks to Bec for keeping on top of this. Oval has been sprayed twice. Water issues with Water Corp & TOPH

CONCLUSIONS
No Petition is necessary, before we enter into any Petition Narelle would need to approve.

Narelle has built relationship with TOPH ( safety issues in front area of school resolved, others a work in progress)

ACTION ITEMS  PERSON RESPONSIBLE  DEADLINE
Follow up on prickles being removed by TOPH  Bec / Narelle  WIP
CASSIA P&C MEETING MINUTES

### ITEM 5  UNIFORM SHOP

Report tabled (to be sent) by JS - thank you
Query on profit margin in relation to our demographics of economies within the school
JS would like to move Uniform shop day to Fridays due to family commitments
Kindy Orientation order forms ready to go for next Thursday 30/10/2014 - KK volunteered to assist JS 830 - 1030

**CONCLUSIONS**

GC moved that profit margin in the Uniform Shop be kept between 20 – 40% All in favor KK Seconded
JS moved to change Uniform shop day to a Friday 0745 – 0845 All in favour KK seconded

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS to source new supplier for shirts (Talk to SHHS &amp; SHPS Uniform Shops)</td>
<td>JS</td>
<td>WIP</td>
</tr>
<tr>
<td>Alternative hat being looked into as well as shorts and skirt – ultimate goal to source less expensive options but keeping quality. Less expensive if possible</td>
<td>JS</td>
<td>WIP</td>
</tr>
<tr>
<td>Invoice Cassia Primary School for 10 wide brim hats</td>
<td>JS</td>
<td>ASAP</td>
</tr>
<tr>
<td>JS to email secretary report to be distributed</td>
<td>JS</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

### ITEM 6  CANTEEN

KK has been communicating with WA Canteen Food Association. Copy of correspondence attached. 74% of our Canteen menu choices are Green light.
Worst Offenders (Red Light) Sara Lee Double Choc Chip Muffins, Zooper Dooper Icy Poles and Jelly Cups have been removed from list. Replacements are Fruit Muffins, Quelch Icy Poles and Fruit Cups
Menu has been coloured coded as to lights Green / Amber. Colour copy will be sent out in the newsletter and uploaded to website and handed out to classrooms to highlight our focus on creating a healthier school community. Thank you Kate and Janelle for this
“Low fat” Variety options vs Full fat options available, Margarine etc will be discussed within the Canteen Subcommittee and brought to meeting at a later date.

A larger oven and reorganization of the canteen would aid in the production of fresher homemade options.

JM cleaned out the pantry cupboard – huge task thank you
Priscilla possibly not available as of end of this term, TBA, Is not available Fridays as a volunteer from now on. JM to source help for those days. (Lauren, Louise,??)

WACA Training in Port Hedland 5th and 6th November. Janelle, Priscilla, Kate and Juanita attending. $10 pp per session

Janelle happy, finding her way. Very busy between 730 and 830 when she is on her own (something to consider with a replacement assistant), just querying tax rate KK / KG Action item in Treasury item

Canteen to provide catering for Staff Development days in 2015. NW to advise KK when required. Prices will compare to Brumbys Approx 40 pax, 1 or 2 days as required

Janelle would like to purchase a couple of work shirts – see GH about ordering these

**CONCLUSIONS**

KK moved Icy Pole price stays at $1 All in favour GC seconded

GC moved P&C to reimburse course costs to participants (provide receipts please) all in favour KK seconded

KK moved P&C reimburse JM for staff shirts All in favour GC seconded

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<tr>
<th>ACTION ITEMS</th>
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</thead>
<tbody>
<tr>
<td>JM and Priscilla to complete WACA online training (Already enrolled)</td>
<td>KK</td>
<td>ASAP 04/11?</td>
</tr>
<tr>
<td>JM and Priscilla to complete WACA refresher course 5th November</td>
<td>KK</td>
<td>05/11/2014</td>
</tr>
<tr>
<td>Blurb for Friday volunteers to go into Newsletter – to be emailed to GC</td>
<td>KK</td>
<td>29/10/2014</td>
</tr>
</tbody>
</table>
ITEM 7  TREASURY
KG away on leave until 27/10/2014 KK advised all payments up to date. Received email from KG which was tabled and is attached
ITP have audit for 2013/2014 accounts. KG and JH to pick up. Rachel has questions which may require assistance from GH is 9 months normal turnaround?
Suggest we move accounts to Westpac – for ease of authorization and internet banking, Westpac are in South Hedland
KG doing wonderful job as it’s been a busy term with canteen changeover etc
JM not sure if she is paying the correct tax rate?

CONCLUSIONS
KK moved we change banks from CBA to WP All in favour LS seconded

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<tr>
<th>ACTION ITEMS</th>
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</thead>
<tbody>
<tr>
<td>KG to follow up with Super Interest payment to Sharyn (Labour relations / ATO)</td>
<td>KG</td>
<td>ASAP</td>
</tr>
<tr>
<td>KG to follow up IPAD invoice and pay</td>
<td>KG</td>
<td>ASAP</td>
</tr>
<tr>
<td>KG/KK to follow up that JM is paying the correct tax rate</td>
<td>KG/KK</td>
<td>31/10/2014</td>
</tr>
<tr>
<td>JH / KG to pay and pick up books from ITP – query length of time to complete</td>
<td>JH</td>
<td>25/11/2014</td>
</tr>
</tbody>
</table>

ITEM 8  FUNDRAISING
Sandra away until 25/10/2014
Tea Towels should be rolled out soon
Sandra and George meet with Sara Pittman to work out ideas so P&C and YEARS 6&7 do not crossover on fundraising events
LotteriesWest Grant – we may not qualify. Discuss once Outdoor Plans are in place
Disco – we will hold a disco once a term. This terms Disco date to be advised Green Light Disco, green theme / Christmas element, sausage sizzle, fruit platters, water, Icy Poles, Green Apple slushies
Letter received from Mrs Edwards requesting donation towards End of Year prize giving as attached

CONCLUSIONS
More students More books required GC moved P&C to donate $1000 to EOY Prizegiving All in favour KK Seconded

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<tbody>
<tr>
<td>GC to email Mrs Edwards regards amount of donation and advise to raise an invoice to the P&amp;C</td>
<td>GC</td>
<td>25/10/2014</td>
</tr>
</tbody>
</table>

ITEM 9  GENERAL BUSINESS
Day for Daniel Morcombe Walk being organised by 5 Cassia Mums. Nov 1st. Saturday afternoon. Flyer attached feel free to distribute
NW proposed Canteen sells some basic stationery next year. Thought of Uniform / Bookshop combo.
School Banking to start Term 1 2015. Seek a volunteer. LS expressed interest. School receives $5 per account opened or linked to CPS
Gifts discussed

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<tbody>
<tr>
<td>Email NW blurb for School Banking Officer Volunteer</td>
<td>GC</td>
<td>29/10/2015</td>
</tr>
<tr>
<td>Book conference room for next meeting</td>
<td>GC</td>
<td>30/10/2014</td>
</tr>
</tbody>
</table>

NEXT MEETING  Tuesday 25th November 1430 Conference Room
FUTURE APOLOGIES
NOTES  PLEASE TAKE A MOMENT TO READ REPORTS FROM SUBCOMMITTEES ATTACHED
Good morning,

Thankyou for contacting the Town with your concerns about the Cassia Primary School oval. As we discussed during our conversation on Thursday last week, our irrigation technicians have been endeavouring to have the oval watered alternate nights. We have experienced some issues with our re-use water supply from Watercorp, they are aware of this and are attempting to fix the issues. As part of program for the Towns ovals, we did fertilise the oval two weeks ago. As for the calthrop weed issue, we are going to use a selective weed spray on the oval to target this weed. This may take several applications, and we will notify the school when we are planning to carry out this work if it has the potential to affect school operations.

I have attached a PDF copy of our work request form. Alternatively, you can [Snap Send Solve - download this app on your smart phone](mailto:becdan@hotmail.com) I have sent you a link for this app separately.

Please let me know if you would like me to come discuss this issue with the P&C at the next meeting, or if you have any other concerns.

Regards, Naomi
Proudly supporting

YOUTH INVOLVEMENT COUNCIL (YIC)

Port Hedland Community Walk for Daniel

Get red, Red, READY for

Saturday the 1st of November

Wear red and educate

“Day for Daniel” is a National Day of action to raise awareness of child safety, protection and harm prevention.

3pm - 6.30 pm Cemetery Beach Park

Sausage Sizzle – Face painting – Balloons Activities - Giveaways – Prizes & Much more.
Food Service/Canteen Traffic Light Menu Assessment

<table>
<thead>
<tr>
<th>School:</th>
<th>Cassia Primary School</th>
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<tbody>
<tr>
<td>Contact Person:</td>
<td>Kate Kendrick</td>
</tr>
<tr>
<td>Role/Title:</td>
<td>P &amp; C Secretary</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Kateandclint2012@bigpond.com">Kateandclint2012@bigpond.com</a></td>
</tr>
<tr>
<td>Date:</td>
<td>18 September 2014</td>
</tr>
</tbody>
</table>

Dear Kate,

Thank you for sending the menu through for assessment.

I have assumed that products used in the canteen are approved in the Star Choice™ Buyer’s Guide (or meet the criteria) for example the pastries, hot foods, and other amber savoury commercial products, and that reduced fat dairy products and lean meat/chicken are being used.

Please note the following:

- Please forward the recipe/product information for the muffins. I have classified them as amber for the purposes of the calculation
- It is great to see a wide range of green sandwich fillings offered. It is a requirement of the Department of Education’s Healthy Food and Drink (HFD) policy that a variety of breads (rolls, wraps, etc) including whole meal and wholegrain be offered very day
- Does the jelly cup contain fruit? If not it is classified as red. Jelly must contain at least \( \frac{1}{3} \) fruit to be classified as green. Another option that is popular with students is to fill the cup with \( \frac{1}{3} \) jelly, \( \frac{1}{3} \) reduced fat custard or yogurt and \( \frac{1}{3} \) fruit. I have not included the jelly cup for the purposes of the calculation
- Please forward the product information for the popcorn. Popcorn is green provided it is plain and air popped. There are several commercial varieties available in the Buyer’s Guide which are amber. I have classified it as green for the moment
- It is great to see plain water on the menu. It is also a requirement of the HFD policy that plain reduced fat milk be offered, and we encourage you to include this on the new summer menu for Term 4
- I assume that the hamburger contains a minimum of three salad vegetables, if so it is green. The hamburgers with sauce or cheese only are amber
- Zooper Dooper icypoles are red and should be removed from the menu. There are a number of approved icy poles in the Buyer’s Guide.
Menu assessment:

Green items: \( \frac{32}{43 \times 100} = 74\% \) green choices

If you require any further information please do not hesitate to call the office on 9264 4999.

Kind Regards

Megan Neeson
Executive Officer
21st October 2014

Mr Josh Hallion
President Cassia Primary P&C
16 Boronia Close
SOUTH HEDLAND WA 6277

Dear Mr Hallion,

Re: Donation for End of Year Concert Book Awards

As you are aware the school year is rapidly coming to an end and that means it is time to plan our End of Year Concert. The hall is booked, the sound is organised and the special effects are happening as you read this letter.

As part of the preparations for the Concert, I am writing to the P&C to ask for a donation toward the purchase of the books which are presented to children on the evening. The usual donation from the P&C is around $800.00 and I would be grateful if the P&C were able to support the purchase of the books once again.

Kindest regards,

Debra Edwards
Deputy Principal
See you next week at school.

Thanks,

Kaz

ACCOUNTS

ACTION ITEMS ACTIONED

BY DEADLINE

KK to investigate if it is possible to change banks. KK ASAP

I’m happy to work on changing banks to Westpac if P&C made decision to change.

KG to phone Labour Relations to calculate interest on overdue superannuation

Still outstanding - With my research, We should contact ATO, not Labour Relations. Now we have Sharyn’s super detail. I will follow up on my return.

payments for Canteen Manager KG Before 29/8

All done. confirmed 4weeks annual leave on fulltime employment condition with Labour Relations. We are required to pay annual leave on prorate bases. No unused annual leave paid to Sharyn on 23/8/14 as we have already overpaid the leaves by 19.42hrs. Sharyn accepted the result. Made all adjustment on MYOB.

KG to contact Lisa Armstrong to confirm name of auditing Accountant KG ASAP

We received a bill from ITA in Hedland. Gay confirmed previous P&C ordered an Audit to them. We will be able to receive the report and financial statement Jan-Dec 2013 upon payments - Did we pay and received it? Hope everything ok now...