Meeting was called to order by Angie at 6.15pm.

**ATTENDANCE**
13 people were in attendance as per the attached attendance sheet and there were 2 apologies.

### SAFE ST
**BUISINESS ARISING FROM PREVIOUS SAFE ST MEETING**

**STOP, DROP & GO signs** - Complete – Trevor Neumann will follow up on getting FSS one more set of signs for the Geordie Street zone early 2013.

**Four E Strategy** - Complete – Trevor Neumann received an electronic copy of this document for information.

**Bag tags** - Complete – All bag tags have been received and will be used in another form of walk to school promotion in 2013.

**Walk to School Strategy** - Complete – A new walk to school strategy will be implemented in Terms 2 & 3 of 2013.

**Traffic DVD** - In Progress – Crazy Talk video has been included in the final DVD. Copies will be distributed at the PREP open day on the 7th December 2012.

**Child care vans/Parking on Frenchville Road** - In Progress – Trevor Neumann is still pursuing the possibility of extending the current bus zone signs time limit from 5 to 15 minutes. This will allow the carer’s adequate time to drop off their children in a safe and compliant manner.

**Seat belt signs** - In Progress – Trevor Neumann will donate two ‘buckle up’ signs for installation on loading zones.

### GENERAL BUSINESS

**Parking fines** – Council have received a couple of complaints regarding the implemented parking fines. Council also received numerous congratulations from concerned school parents on actioning these fines. Councillor Fisher also advised that the majority of people that were issued with fines had been spoken to twice prior to the fine. Implementing these traffic fines has in turn improved general traffic behaviour at both drop off and pick up times.

**4WD’s parking on the grassed island** – Councillor Fisher has kindly donated a number of mature trees that will be planted on this area to prevent any further parking on this area.

**New drop off zone shade structure** – The Drop off zone shade structure is 98% complete. Seating around the perimeter will be considered in 2013 and gardens will be implemented by groundsmen. Signage will be explored for this area.

**Joyce Hardy Parking proposal** – P&C to persist with pressure for a response on this issue from both Council and Federal Member. Parent support with similar letters on this issue could also assist with our request.

**Action:** Pam to draft a letter detailing the concerns for Councillor Fisher to present at the next infrastructure meeting in council.

**New drop off zone shade structure** – The Drop off zone shade structure is 98% complete. Seating around the perimeter will be considered in 2013 and gardens will be implemented by groundsmen. Signage will be explored for this area.

**Safe ST meeting closed at 6:55pm**

**General meeting opened at 7:00pm**

### MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting held on the 11th October 2012 were circulated.

*Motion: Minutes of the meeting held on the 11th October 2012 were a true and accurate representation of the
proceedings of that meeting and be accepted. Moved by Mick, seconded by Kerri. Motion carried.

BUSINESS ARISING FROM MINUTES

- Tennis Court Keys - Complete – Item discussed in General Business.
- School Security Camera’s - Complete – Pam sent letters requesting donation or subsidy to purchasing security equipment.
- Shade structure/Frenchville Road pick up zone - Complete – Kent sought and received donation of rio mesh for the slab of the structure.
- School Security Camera’s - In Progress – Kent to contact Go Farm for a possible donation or loan of their ‘Farm Cam’.
- Draft P&C Financial Support Policy – In Progress – Executives to finalise the two current drafts into one final agreed policy.
- Year 7 camp fundraising guidelines - In Progress – Angie to draft a set of guidelines for comment.
- Shade structure over the handball area - In Progress – Leisa to organise quotes on different options available.

CORRESPONDENCE

The only item for business arising from the Inward correspondence was to proceed with the book cover fundraiser by EZ cover. The flyer will be distributed with the collection of book packs. Parents purchase the book covers on line and the school receives a donation per book cover if the parent quotes the reference number on the flyer distributed. Both the Inward and Outward Correspondence Reports are attached.

Action: Leisa to place a note in the newsletter advising parents of the promotion.
Action: Leisa to copy the flyer and forward to Chris and Rhonda for distribution.

Motion: Inward and Outward correspondence reports are accepted. Moved by Pam, seconded by Mick. Motion carried.

EXECUTIVE DECISIONS

There were no executive decisions external to this meeting.

REPORTS

Treasurer’s Report

One report was submitted at this meeting for the 1st January – 8th November 2012 period. See attached Treasurer’s Report for full details. A summary from the report includes:

Main item of income-
- $1640 from the Camel Calendar fundraiser
- $139 from chocolate sales
- $928.02 from interest on term deposit
- $552 was banked to the Parent Club

Main item of expenditure –
- $5500.00 to repaint the SAC.
- $2119.30 for the shade structure (total shade structure costs were $2999.30).

Our cash at bank = $202,987.48

Motion: The Treasurer’s Report and all payments out are accepted. Moved by Kylie, seconded by Mick. Motion carried.

Principal’s Report
Leisa’s report opened with an update on the purchases for the library with the $10,000 P&C grant and is as per the attached report. A summary of the remaining report includes:

- Firestorm magazine currently being edited
- Dance party tomorrow night
- Spotlight concert Wednesday 14th November
- Microsoft event in Perth 21-23 November
- 190 PREPS on the books for 2013

The school’s budget overview was also circulated for the member’s information.

**Parent Club Report**
The dance party is on schedule for the 9th November 2012. The sausage sizzle arrangements have been made and Glow sticks will also be available on the night. All proceeds from both the sausage sizzle and glow sticks go towards the year 7 camp.

**Tuckshop Report**
- 625 Book pack orders have been received.
- EFTPOS terminal has been very convenient for parents however no less work in the afternoon for reconciliations.  
  **Action:** Kylie to look into tuckshop purchases showing on the customer statements as FSS P&C opposed to the current Frenchville State School to save future confusion.
- Teachers are able to pay end of year tuckshop lunch accounts on their credit card.
- The uniform order form on the website is causing confusion amongst parents. Some new parents are not aware the tuckshop does hold uniform stock all year around.
  **Action:** Leisa to add a clause to the current order form.
- Uniform sales and book pack collection will be offered at the PREP open day on the 7th December.
  **Action:** Volunteers sought to man the stall.
- Christmas Party was held at the Frenchville Sports Club in October for volunteers.

**GENERAL BUSINESS**

**Uniform Supplier**
Local business man Gavin Schuker presented a variety of sample uniform pieces by ‘Inferno’. The options presented would be supplied cheaper than what FSS has currently available. The turnaround time for the 1st order would be approximately 12 weeks which allows for samples to be approved etc. Post the initial set up, standard orders would only take 8 weeks for delivery.  
**Action:** Chris to contact the current supplier to determine how much fabric is left on the roll we have in stock and how many shirts that would make. This will help determine how much time we have before being required to make a decision on the future supplier of FSS uniforms.  
**Action:** Gavin will supply quotes for shirts, shorts and socks which includes detailing the delivery timeframes.

**Councillor Fisher update**
- Donation of mature trees for the grassed island as per the SafeST minutes above.
- Donation of an additional tree for the current Year 7 School captains to plant as part of the graduation ceremony.
- Geordie Street pedestrian crossing complaints regarding the slippery surface.  
  **Action:** Pam to speak to Michelle regarding any other complaints.
- Council is trialling a 50km zone promotion around the Frenchville area. This involves providing residents with wheelie bin stickers stating the same.
- Car parking along Frenchville Road is in design stages and has current capacity for up to 38 vehicles.

**School’s Out rental agreement for 2013**
School’s out currently pays FSS P & C $2500 per term for the use of the SAC, including school holidays. This rental option has been in place for at least the last 3 years. With the P&C having invested approximately $21,700 in
improvements within just the last 12 months it is considered timely to review the current arrangements. 

Motion: To increase the rent to $3,500 per term based on the improvements implemented throughout 2012 and future improvements planned for 2013. Moved by Kylie and seconded by Mick. Motion carried.

The windows on the western wall of the SAC make the schools out office extremely hot in the afternoons. The windows are currently being shielded with silver sheeting to reduce the heat. To make this more comfortable and practical the P&C are looking into window shade options.

Action: Errol to draw up a proposal for these window shades and forward to Leisa.

Laptop purchase for the Tuckshop
Action: Pam to add this item to the agenda for February 2013.

Break up day iceblocks
The tuckshop will provide both iceblocks and fruit sticks on break up day, 14th December 2012.

Tuckshop treasurer role in 2013
This role will be vacant come February 2013. Chris is currently in search of potential volunteers.

Patron Resignation
Jeanette Hylard has resigned as one of FSS’s school patrons. Expressions of interest will not be called for to replace this position.

Action: Angie to purchase a thank you gift to the value of $50 to acknowledge Jeanette’s contribution to the school whilst in this position.

Action: Pam to add this item to the AGM agenda in February 13. The school will officially have three patrons only.

Tennis court keys and liability cover
Liability is a major concern for both the school and P&C executives if we were to continue making the court available for school families to use. General maintenance of the court is also currently required.

Motion: The locks will be changed on the court to ensure no future access by school families to eliminate the liability against both P&C Executives and the school alike. Moved by Matt, seconded by Kylie. Motion carried.

Action: Leisa to draft and distribute a letter detailing this change to all current key holders.

Fundraising calendar for 2013
A draft fundraising calendar for 2013 will include:

- Term 1 – Spellathon /Movie Day/Dance Party/School Photo’s
- Term 2 - Fete (late Term 2)/Mother’s day stall/raffle
- Term 3 – Cranston’s voucher pie drive
- Term 4 – Crazy Camel Calendars/Dance Party

General fundraiser activities that go all year round include:

- Banking commission
- Icy cups
- Paul’s collect- a- cap
- EZ book covers
- Battery recycling

Items 2013 fundraising will implement include:

- Shade Structure for handball courts
- Sliding windows in the tuckshop front
- SAC awnings, external paint and IWB
- Irrigation on ovals repaired
• General ground improvements such as small concreted play areas

**AGM for 2013**
The AGM for 2013 will be held on 14th February 2013 at 6.30pm.
Action: Pam to circulate remaining meeting dates for 2013.

**Meeting closed at 9:25pm**

These minutes are a true and correct record of the meeting:

Signed _____________________________________(P & C President)
The next P&C Meeting will be 14th February 2013.