



Produced by Dwellingup Primary School

June 10th 2023

Established 1911
"Choose Respect"

Dates to Remember:

Tues 20th Jun: Years 1/2/3 Assembly

Fri 23rd Jun: Cross Country Jarrahdale – selected students

Thurs 29th Jun: "Million Paws Walk".

Fri 30th Jun: Term 2 ends.

Mon 17th Jul: Term 3 commences

www.mathletics.com.au
www.studyadder.com.au

Weekly Events in Dwellingup:

Sat: "Bush Riders" 9.00am "Waypoints Cafe"

Mon: Bike Skills Oval 3.00pm

Tues: Playgroup 9.00 – 10.30 am

Cross Country Run-Off / Illness

Illness is still having a big impact on many of our students. Today, there were only 7 students present in the senior class and many still away in other classes. Due to so many absences we cancelled the Cross-Country run off on Friday. The power was off so we couldn't notify you! We are going to have the runoff on Wednesday which is EXTREMELY close to the event this Friday in Jarrahdale but we have little option!

If your child qualifies, you will be phoned Wednesday morning after the runoff.



Marble in the Jar "Choose Respect" Awards

Byron Alers, Dylan Dimasi, Logan Every ~
 Completing beautiful handwriting.

Matilda Duyn ~ Always working quietly and carefully and for always being kind and compassionate to others.

Lara Goncalves ~ Delighting Mrs Lamb and Mr Carter with her comprehension questions in "Talk for Writing".

Otis Hughes ~ For his high level of engagement during HASS.

Logan Reid ~ Demonstrating a flair for design during Technology and for always being focussed and engaged.

Capri Sellenger ~ Demonstrating a creative approach and making great design choices during woodwork.

Theodore Wass ~ Completing fantastic spelling and sentences.

CONGRATULATIONS!

CHOOSE RESPECT
 RESPECT IS TO TREAT WITH CARE AND CONSIDERATION

Thank You Mr Warren

The staff were very grateful when Mr Warren brought in his gas stove when the power was off on Friday. We were all much happier after we had our teas and coffees.



Thanks Geoff for your thoughtfulness!

Years 1/2/3 Technology



Above: The students in year 3 with their 'gribber-grabbers' ~ Bronte, Bella, Lily, Oliver, Macy, Lena, Oliver and Jackson.

Students in years 1/2/3 extended their understandings of levers by adding a spring component. They made fabulous 'gribber-grabbers'.

Years 4/5/6 Technology

Students in years 4/5/6 are walking to the Forest Discovery Centre each week. They are in the design stage of constructing bird houses. There are some very creative homes for Dwellingup birds coming up!



Left: Aren't we lucky to live in Dwellingup!

Below: Some fabulous bird houses coming up!



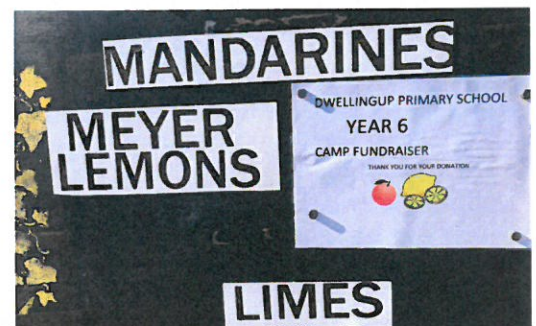
Left: Pearl and Alby with their tool box!

Right: Sienna has collected her materials and started her design.



Year 6 Camp Fundraising

Thank you to Mr and Mrs Warren who have been seeking permission from people around town with fruit trees to pick it and sell it for the year 6 camp. \$108.35 was recently raised. The fruit stall also looks great when people drive into town.



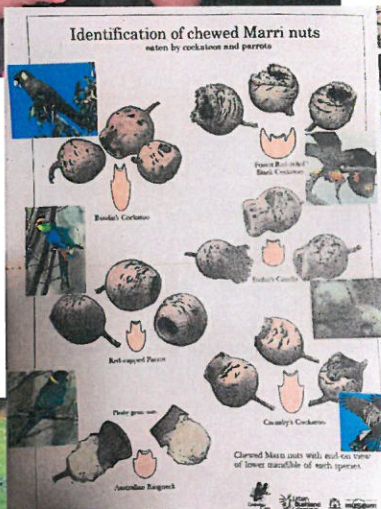
"Dirt Matters"

The students love it that they can step next door and use the bush as an outdoor classroom.

This week in our study of the jarrah forest, we looked for honkey nuts that had been chewed. We then took them back to class and used a chart to identify which cockatoo or parrot that lives in the jarrah forest had been eating a marri seed.



Above: Byron and Tahni found enormous honkey nuts and Arli and Cedar found seeds that had been pecked.



Left: Last week we saw some Carnaby's cockatoos eating pine cones. Bronte thinks that this bird must have been really hungry!



We also found a lovely little fungi and an insectivorous plant!



Special Visitor(s)



Last week Mr Warren saw some mysterious digging and some interesting tracks in the sand. The bottom picture is of a cast that Mr Warren made of the track (you can just see the three toes). We hope our visitor, a quenda or bandicoot actually lives here.

Recycling / Charities

Please bring in obsolete mobile phones (recycling); batteries (safe disposal); stamps (Rotary sell them for charity and have raised \$90 000 in 23 years); toothpaste tubes and old toothbrushes. There are collection bins in the passage.



Students who bring in items receive a raffle ticket which goes into a weekly draw for a milkshake. Recipient is as follows:

Week 8: Nate Fort

Milkshakes are kindly donated by Longriders' Café.

Below: Maddison finishing her rocket. Mum Emma and sister Scarlett look on.



Below: Jack



Playgroup News

Last week we were very excited that 9 children and their parents attended playgroup!



The Transport theme continued with the children making sparkly rockets.

Below: Maddison made this lovely rocket.



Tuesday

9.00am

All welcome!

P & C News

Please find attached the Agenda for the next P & C meeting:

Wednesday 14th June
5.30pm
Staffroom

All welcome!



 Delete  Archive  Report  Reply  Reply all  Forward   


Next P&C Committee Meeting : Agenda and Additional Notes Attached



DP Dwellingup PandC <DwellingupprimaryPandC@outlook.com>



To: Lucinda Sellenger <stikitsolutions@gmail.com>; SING Colleen [Dwellingup Primary Sch Thu 15/06/2023 9:35 PM

 P & C Meeting 21st June.pdf
7 MB



 Balance, income & expenditure ju...
119 KB



 Show all 3 attachments (7 MB)  Save all to OneDrive - education.wa.edu.au  Download all

Dear P&C Committee Members,

I hope this email finds you well.

I am writing to notify you about the upcoming Dwellingup Primary P&C Committee Meeting and to provide you with the necessary information to assist in your involvement.

Meeting Details:

Date: Wednesday 21st June 2023

Time: 5:30pm

Location: Dwellingup Primary School Staffroom

Agenda and Additional Notes:

Please find attached the Agenda and additional notes for our upcoming meeting. These documents contain information regarding the topics that will be discussed, action items and any general business that may be relevant.

We kindly request that you review these documents prior to the meeting to ensure an effective and productive discussion.

We look forward to your participation in the meeting.
Your input is valuable to the committee and we thank you for your continued dedication and support.

Best regards,

Kristy Fitchett
Secretary
Dwellingup Primary School P&C Association Inc.

 Reply  Reply all  Forward



Dwellingup Primary School P & C Association



c/o Dwellingup Primary School

DWELLINGUP W.A. 6213

Dear Members of the Dwellingup Primary School Community,

We welcome you to our forthcoming meeting.

Please find attached the Agenda for the meeting to be held on **Wednesday 21st June** at 5.30pm in the Dwellingup Primary School staffroom.

Our agenda is extremely detailed, but this is helpful to us as a new committee and we want to get the process right. We have taken extensive advice from WACSSO (W.A. Council of State School Organisations) who is the legislated body overseeing P & Cs. and are assured that we are compliant with their guidelines

An advantage of providing a lot of detail in the Agenda is to facilitate short, sharp, effective meetings and for people to have a better understanding of the proceedings prior to the meeting.

Please note that there are eleven financial motions to be considered at the meeting.

Please also find attached the papers relating to the Agenda including the amended (as advised by WACSSO) draft Minutes from the meetings held on Wednesday 1st March and Wednesday 22nd March, Treasurer's Report, Principal's Report, President's report and Vice Presidents' report..

WACSSO have advised that Minutes are for recording outcomes. Any discussion held outside a meeting is not required to be noted. Minutes are kept in perpetuity for everyone to look back on and should reflect positively on both the members and the organisation.

Looking forward to seeing you all at our meeting.

Kind regards

Lucinda Sellenger (President)

Kristy Fitchett (Secretary)

14th June 2023



Dwellingup Primary School P & C Association



c/o Dwellingup Primary School

DWELLINGUP WA 6213

Welcome to our P&C,

I believe that in my role as Presidents I'm here to support the school and the well-being and education of our children. My role is also to support others in doing this.

I am new to the role of President of the Dwellingup Primary School P & C, however, I have been a member since Hemi who is in year 8 now, started school. Over that time, I have been involved in various events such as running the Mothers' Day Morning Tea, Pumpkin Festival, The Dwellingup '100' and an event that is very important to me, the Black Dog ride.

I have utilised the amazing level of support that WACSSO (W.A. Council of State School Organisations) is able to give in terms of downloadable resources, phone help, on-line training and access to Viv Cantem, WACSSO State Councillor from Peel South. I have attached an Information Sheet, "Role of the President" to this agenda, for your information. I have also attached a sheet that details the function of P&Cs.

We are so lucky to live in a community where people want to help. An example is the Black Dog ride where Tania and Alan from Longriders provided all of the food and everything that we needed, at very short notice, with no gain for themselves. I was also impressed that 10 people turned up to help, also at very short notice.

We are all busy people with the responsibility of families. No one has time to spare. Yet, if needed, everyone bands together like so many of you did when a parent was struggling last year. These are the parents of our school. You guys are amazing and I am proud to be the President of the organisation that represents you.

I want us all to work together on making our committee and the members feel that they can contribute and have a say about the needs of our children.

I acknowledge the fabulous work of Christine Reid, the previous P & C President. She is an inspiration to me, and I aim to be as fair, inclusive and efficient as she was. I also acknowledge the contribution that past members and committees have made to the school in the past.

I am looking forward to working with you all. Please do not hesitate to call me at anytime on 0488 521 777.

Lucinda Sellenger

President

7th June 2023

The purpose of the guide is to not only outline the roles and responsibilities of the P&C President, but also to provide some ideas and tools to enhance their skills.

So, what exactly does a P&C President do?

Role of the President

Vital link between parents and the school administration.

The President acts as the vital link between the parent body and the school administration and needs to develop and nurture a good working relationship with both.

Observes Constitutional formalities.

Put simply, ensuring that you and all members of the P&C abide by your P&C's constitution. This is particularly important when handling disputes or the possible suspension or expulsion of P&C members. They are also responsible for any communication between the government authority responsible for administering the *Associations Incorporation Act 2015* and the Association.

Chairperson for the P&C Association's meetings.

To effectively run meetings the chairperson requires knowledge of meeting procedure and protocols. However, well-run meetings also require the Chairperson to have an understanding of group dynamics, the ability to use their interpersonal skills to get the best out of all members and to deal effectively with the difficult situations that can occur.

Ensures all office bearers fulfil their duties.

A knowledgeable President is vital to the smooth operation of any organisation. Good Presidents recognise the importance of their role and ensure that, in addition to knowing the scope of their powers, they are aware of their responsibilities. They must not only understand their own role but have a good working knowledge of the other office bearer roles too.

The public face of the P&C handling media enquiries and all external enquiries.

As President, you are the public face of the P&C. When media enquiries are directed to you as the President of the P&C, you are representing ALL of the parents at your school, not just the financial members of the P&C. At no time should you be giving a personal opinion.

Signatory to accounts.

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C.

Ex officio member of all sub-committees.

By virtue of your title, you are a voting and speaking member of all sub-committees.

Effectively manage any P&C paid employees e.g. Canteen worker, Uniform shop worker.

As the Principal Employer of any P&C employees.

Also refer to P&C Constitution Rule 15.0

What is a Parents and Citizens Association (P&C)?

P&Cs meet regularly in most government schools throughout Western Australia.

The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education.

Parents and Citizens' Associations are established under the School Education Act 1999 for the purpose of supporting a strong government school system for the benefit of all students.

A P&C comprises of parents and carers of children attending a school or group of schools and other interested persons over the age of 18 years who have paid an annual subscription.

The Principal of the school is an *ex officio* member by right of their position and under the P&C Constitution.

Functions of the P&C

- Encourage parents to participate in developing the school's educational policy.
- Develop parent participation and involvement in the school.
- Act as the forum for parents to discuss issues pertaining to the school and its community and for gathering opinions.
- Promote and support communication and cooperation within the school community.
- Bring educational matters to the attention of the wider community.
- Provide extra resources for the benefit of government school students.

The P&C and Fundraising

- The P&C can provide resources to the school as it sees fit but is not required to do so.
- P&C Associations are not simply there to fundraise and indeed may elect to avoid fundraising in preference to other activities, such as discussion of educational issues and school policies, as negotiated with the Principal.
- However, all surplus funds of the P&C (including surplus funds held in other P&C accounts) must be used for the benefit of students attending government schools.

WACSSO and Your P&C

The Western Australian Council of State School Organisations Inc. (WACSSO) is the peak body for the Parents & Citizens' movement in WA. The organisation is committed to advocating for and enabling a quality public education system, including equity of access, for all young people irrespective of their age, culture, socio-economic status, gender, level of ability or geographic location.

WACSSO has approximately 650 affiliated P&C Associations and provides representation and services to each, including training, insurance, expert advice and support.

Further Information

For further information, please visit wacssso.wa.edu.au or call 6210 0100 or email info@wacssso.wa.edu.au.



DWELLINGUP Primary School P&C Association Inc.

Special General Meeting to be held on Wednesday 22 March 2023 from 5.30pm – 7.00pm at the Dwellingup Hotel.

In attendance - Katie Vuletic, Lucy Myles, Sophie Bell, Ben Bell, Lee Ericka Rickard, Lucinda Sellenger, Mead
Sellenger, Kristy Lea Fitchett, Cailen Duyn, Lee Vanelst, Lainee Vanelst, Geoff Warren, Robyn Warren, Jamie
Fort, Wendy Bell, Nola Kinal, Tania Doherty, Alan Doherty, Anne Sinclair, Clifford Campbell, Michael Vellacott,
Marissa Vellacot, Fiona Vellacot, Kelly Campbell, Brian Johnson, Anna Johnson, Shani Holster, Anthony Cocivera, Colleen Sing, John Cusack,

1. Welcome Acting President.

Welcome to country.

Confirmed all parties present had paid their financial membership fee and lodged their nomination form.

2. Apologies Treasurer - None

3. Discussion of minutes

There was a discussion of the minutes from the AGM in regards to details included in them. Formalities surrounding the way minutes work was explained, that they are in draft form until the are accepted at the following meeting. This was accepted and the discussion move on.

4. Confirmation of minutes of previous meeting - Katie Vuletic accepted / Lucy Myles seconded.

5. Nominations are called for the Dwellingup Primary School P&C

Item 1 –The election of President. Lucinda Sellenger was elected unopposed
Item 2 - The election of Vice President. Jamie Fort was elected unopposed

Item 3 - The election of Secretary. Kristy Lea Fitchett was elected unopposed

Item 4 - The election of Treasurer. Tania Doherty was elected unopposed

Item 5 - The election of Executive Committee member Katie Vuletic was elected

Item 6 - The election of Executive Committee member. Lee Ericka Rickard was elected

5. Date of next meeting - To be set by the new committee

6. Closure

Dwellingup Primary P&C
AGM Minutes
1st March 2023 9.00am

Attendees : John Cusack, Anne Sinclair, Lucy Myles, Katie Vuletic, Christine Reid, Colleen Sing, Rhonda Cunnington, Lucinda Sellenger, Kim Birmingham, Pam Laird, Mead Sellenger

1. **Open and Welcome** – *The President declared the meeting open at 9.00am and welcomed all to the AGM.*
2. **Confirmation of previous minutes** – *Motion to accept: Christine Reid, Seconded: Katie Vuletic*
3. **Correspondence** *None*
4. **Business arising**
 - It is moved that the Pumpkin Fete/festival is removed permanently as an event from the P&C events calendar–
The vote was carried by a majority.
Note: the financial implications for cancellation is a cancellation fee payable to the Circus group. \$220 is payable if cancelling 90 days before event.
5. **Presidents report** – *see attached.*
6. **Present signed Solvency Declaration** - *approved at General Meeting 15th February 2023*
 - Upcoming financial commitments:
 - Outgoing**
 - \$160.00 -Booklcub
 - \$324.32 - Dwellingup IGA
 - \$27.50 - Dwellingup Primary School uniform
 - \$450 -WACSSO affiliation and insurance approx.
 - \$56 – MYOB subscription Jan-Feb
 - Incoming**
 - \$160.00 -Booklcub

7. Financial statements – Provided by Katie Vuletic

- End of Financial Year closing balance **\$14,099.55**
- Bank Statement – *see attached document*
- Balance Sheet – *see attached document*

P&C School Contributions 2022

- **White Elephant Stall \$1079.90**
- **Bus Hire for whole school Pinjarra Primary School excursion \$330**
- **End of Year Reward at Trees Adventure, Bus Hire and BBQ \$1819.33**
- **Dwellingup Community Assistance Scheme Grant \$1500 plus \$300 P&C contribution, total \$1800 for a term of after school basketball tuition for K-6 Students. Afternoon tea was provided.**
- **Raspberry Picking at Vergones Orchard \$324.50**
- **End of year prizes – Books \$90**

Fundraising Events 2022

- **Black Dog ride \$339.93 (profit)**
- **Dwellingup 100 BBQ \$2165.00 (profit)**

8. Principal report – Verbal report given.

9. Elections

P&C membership \$1 membership fee

All positions on the committee were declared vacant.

To form a committee the roles of President, Vice President, Secretary, Treasurer, and 2 general members are required.

Nominations received:

President	Lucy Myles
Treasurer	Katies Vuletic

Lucy Myles was elected unopposed as President
Katie Vuletic was elected unopposed as Treasurer.

No other positions were filled.

The outgoing Vice President and Secretary agreed to continue in their positions until the next meeting. The election of the remaining Executive will be listed as an Agenda item.

(only one AGM can be held per financial year)

- P&C member nomination for school council- *not discussed*

10. Appointments

- Review or audit – *not required*
- Delegate to WACSSO conference – *not discussed*

11. General business

- Discussion regarding why the P&C was unable to appoint a committee.

Possible considerations:

- Inflexible meeting times.
- Meeting times did not suit working people and to move it to a more suitable time around 7pm or later was more appropriate
- Using Zoom or Teams meeting platforms
- Target people specifically for a role rather than putting a general call out for committee positions.
- Circulate office bearer
- Time poor parents.

It was agreed that all the above ideas were valid and needed consideration by the remaining committee as a way to recruit new members and committee persons.

At this point no further items of the agenda were discussed as a new committee was unable to form and that it was concluded to hold another meeting before the 30th April in accordance with WACSSO's rules. This would give time for suitable advertising of the meeting and looking at alternative meeting times and locations.

New committee members do not take up their positions until the rise of the meeting so this meeting could still have continued.

- School wish-list present for approval – **this item was not discussed**
 - Leavers Shirts -\$25 per shirt for 6 students. \$150.00
 - Food and Fibre – subsidized funding for ingredients \$750
 - Visual Arts /Drama-subsidized funding consumables \$1650
 - Constable Care Road Safety and Cyber Bullying performances \$850
 - Bus/Pool Entry Subsidy of total fees to allow reduced parent costs from \$75 to \$50 per child \$1000.00
 - Ashton Scholastic “short reads” book updates required \$2747.50

- End of Year excursion/School reward Trees Adventures \$1900

- Calendar of events and activities – ***not discussed***

- 19th March -Black Dog Ride
- Fete 8th April -Pumpkin Fete
- 12th May -Mothers Day' morning tea
- 1st September Fathers' Day morning tea
- 14th – 17th September Dwellingup 100

- Contingency and emergency spending approval - ***not discussed***

12. Next AGM 1 year from today (should be next General meeting)

13. The President declared the meeting closed at 10.00 am

DWELLINGUP PRIMARY SCHOOL

P&C MEETING

Principal's Report

14th June 2023

QUALITY TEACHING At the end of last year, The Department of Education (DOE) released two new supports to strengthen the quality of teaching in classrooms through the *Quality Teaching Strategy* and to further support our students in the development of essential literacy skills with the *Phonics Initiative*. We are pleased to say that prior to the release of these initiatives, we already had these strategies in place.

The *Quality Teaching Strategy* sets out DOE's commitment to deliver a strategy that establishes a shared understanding of what effective teaching is and to advance our efforts to ensure progress and achievement for every student.

At the beginning of 2022, in conjunction with Jarrahdale P.S., North Dandalup P.S. and Carcoola P.S.' our school implemented "Shaping Minds" which is an Instructional Teaching and Learning Framework based on High Impact Teaching Strategies. This is in line with what DOE has set out in the *Quality Teaching Strategy*.

Of course, it is a challenge when staff leave. Miss Davies and Mrs Evans left the school so we had to 'start again'. Mr Dean Carter and Miss Stephanie Fisher have been very professional in attending professional learning and visiting schools and are implementing these strategies in their classrooms. Mr Carter attended professional learning last year and Miss Fisher attended professional learning in Perth before school commenced this year. Waroona DHS commenced the program this year, so Dean and Steph are continuing their learning there. "Shaping Minds" is based on a "coaching model" whereby Steph and Dean attend professional learning with the Waroona teachers each term. This is followed up by a visit to Dwellingup from a coach who observes Steph and Dean putting the strategies into practise. They then receive feedback.

The *Phonics Initiative* requires all public schools to provide an early years' literacy approach that includes 'planned and structured teaching of phonics based on evidence based instructional practices, curriculum aligned phonics programs and assessment tools to monitor, assess and support early intervention.' At Dwellingup Primary School we have embedded the Dianna Rigg program which complies with DOE's *Phonics Initiative* as outlined above.

In addition, "Elastik" has been implemented throughout the school to more closely monitor student progress across the learning areas, identify areas of difficulty and provide intervention strategies. We also use Lexile reading in years 4/5/6 and this has now been implemented with students in years 3. Library books are 'levelled' and students are assigned a Lexile rating after completing an assessment so progress can be closely monitored and students can progress at their own level. Our multi- year level classes also support extension where necessary.

YEAR 6 CAMP After consultation with parents it has been decided that the year 6 students will go to Canberra for their camp this year. A visit to the snow and Sydney will be incorporated into the camp. The students came up with some fabulous fund-raising ideas. We believe that it is very important for students to develop appreciation, responsibility and 'ownership' by contributing to the cost of their camp.

PLAYGROUP The Department of Education supports Playgroups for the following reasons:

- provides the opportunity for children to have enriched learning experiences before starting school
- encourages relationships with families before starting school
- creates stronger links with children, families and the school community
- supports children and families when they transition to school

We have welcomed many families to Playgroup and Laine Vanelst is doing an amazing job of providing activities that children can access. This term the theme is Transport and Laine has even made a Fire Engine and Rubbish Truck as well as organising a visit from a fire truck! The Playgroup shared the fire truck experience with the K/PPs. Playgroup children who will be starting school next year had the opportunity to meet their 2024 peers. It's wonderful to see the children and parents getting to know each other and becoming familiar with and comfortable in our school. On Tuesday 13th June, 9 children and their parents were at Playgroup.

COMMUNITY PARTICIPATION The school is proud to be considered a major part of the town's character and heart. Students are offered great learning and growth opportunities through involvement in the wider community. This involvement also teaches the students about the importance of social and civic responsibility. At the start of the year students had the opportunity to participate in a performance by the Fremantle Symphony Orchestra in the community hall. Year 6 students and a group of parents supported the Black Dog motorcycle ride. Students had the opportunity to be involved in the ANZAC commemoration and participated in the Hospital Commemoration. We have planned a variety of activities to involve the school in the Dwellingup '100' UCI International event in September. Students have the opportunity to participate in a Community Bike Club and the Police / Blue Light committee run fabulous Blue Light discos. In coming weeks, the students will visit the 'Lost Eden Gallery' to view an exhibition. Shani Holster is taking the year 6 students to the Forest Discovery Centre for woodwork. Part of the financial arrangement is that the students will complete volunteer work at the centre including raking and the removal of dead branches from the entrance. We proudly run the "Containers for Change" program in the town. Students researched former outlying settlements and we are now working with the Shire to erect signage and an art project involving students in the Community Garden.



Dwellingup Primary School P & C Association



c/o Dwellingup Primary School

DWELLINGUP W.A. 6213

VICE PRESIDENT'S REPORT

"The Vice President now assumes the role formerly carried out by the WACSSO representative".

Please refer to the attached sheet for clarification of the role of the Vice President. The following is an update on *Working with Children's Cards*, for your information.

Working with Children Card FAQs

We're continuing to receive questions from affiliates relating to the Working with Children Card. Here are some common FAQs:

Do parents need to apply for a WWCC to volunteer at their child's school?

Parents are exempt if volunteering at their child's school. However, if they meet any of the following circumstances, they will require a WWCC

- They are paid for their work at the school
- They are mentoring a student one-on-one
- They are attending an overnight camp.

Do grandparents need a WWCC to volunteer at their grandchildren's school?

Grandparents must have a WWCC to engage in paid or volunteer child-related work at their grandchild's school. The only time there is an exemption for this is if they are the legal guardian of the grandchild instead of a parent. (If they are the legal guardian, the parent exemption would apply.)

Any other adult relatives who are not the student's parent/legal guardian will require a WWCC to engage in child-related work at the school.

If someone is assisting with behind-the-scenes administrative functions of a P&C, is a WWCC required?

No, a WWCC is not required. This may include someone employed to do the bookkeeping (which is not child-related work). However, working in the canteen or uniform shop *is* considered child-related work. (Parental exemptions will continue to apply as long as they are unpaid volunteers.)

THE REVISED ROLE OF THE P&C VICE PRESIDENT

The Vice President now assumes the role formerly carried out by the WACSSO Representative.

TRADITIONAL ROLE

Supporting the P&C President

- The Vice President acts as understudy to the P&C President. Some Vice Presidents may be considering becoming President and are using the role as an opportunity to develop their leadership skills and P&C knowledge. The Vice President may also be a former President who is filling the role to advise and mentor a new President.
- Vice Presidents can chair meetings when the President is unavailable. Alternatively, they can chair meetings on a regular basis to enhance skills and knowledge. If a President (as the Chair) is moving a motion or has an interest in a matter before the P&C, the Vice President usually takes over chairing the meeting during this time.
- Vice Presidents can also be the President's representative on sub-committees. They will only have voting and speaking rights if they are a member of the sub-committee in their own right, otherwise they can only attend and report back to the President.
- Vice Presidents are also signatories to accounts as stated in the P&C Constitution.

New ADDITIONAL ROLE

WACSSO Liaison (replaces the WACSSO Representative role)

As the WACSSO Liaison, the Vice President acts as the link between the P&C and WACSSO. They should seek inclusion of a WACSSO Liaison Report (maximum five minutes) on the General Meeting agenda where they have an opportunity to:

- speak about WACSSO activities and communications;
- provide their P&C with ideas shared from other P&Cs across WA; and
- report on current educational issues.

This information can be gathered from monitoring the [WACSSO Facebook](#) page, the [eNews newsletter](#) and P&C Voice. The WACSSO Liaison should also:

- monitor and share WACSSO Facebook posts on the P&C Facebook page where possible and relevant;
- foster relationships with like-minded P&Cs and community groups;
- encourage P&C members to attend WACSSO P&C training and Conference; and
- be the main P&C contact for their local WACSSO State Councillor.



Dwellingup Primary School P & C Association



c/o Dwellingup Primary School

Dwellingup W.A. 6213

Dear Members of the Dwellingup Community Hotel Association,

Thank you for your letter dated 18th March 2023 advising the previous P&C committee that they had been successful in their grant application for \$3 000 for the Giant Pumpkin fete event.

The previous committee voted to cancel the event on 1st March 2023 to have the Pumpkin Fete / Festival 'removed permanently as an event from the P&C calendar'. We apologise for any inconvenience caused.

We received the books from the previous committee on Thursday 6th April. The cheque was handed to Colleen Sing and WACCSO's advised that the cheque should be immediately returned to the committee. Colleen handed the cheque to Christina Gray, Secretary on Saturday 8th April who requested Colleen then hand the cheque to John Laird, Treasurer.

The new committee have placed the Giant Pumpkin Fete / Festival event on the agenda for their forthcoming meeting.

We apologise again for any inconvenience caused and thank you for your ongoing support of the P&C, school and community.

Yours sincerely,

Lucinda Sellenger

President

15/06/23

P&C 'Authority Letter' for the Principal

Important: This letter is COMPULSORY for all P&Cs (P&C Constitution Rule 16.5)

Dwellingup Primary School Parents and Citizens' Association Inc.

April 2023

Colleen Sing
Principal
Dwellingup Primary School
Newton Street
DWELLINGUP WA 6213

Dear Colleen,

As you are aware the P&C has conducted its AGM for the 2023 year, and new office bearers have taken up their respective roles.

In an effort to increase the capacity of the wider school community to contact P&C Executive members, this letter is being sent as notification and **authorisation for the school to release contact details** of the following people, where callers are specifically inquiring through the school about P&C matters.

Position: P&C President
Office Bearer: Lucinda Sellenger
Contact Number: 0488 521 777

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: _____

Position: P&C Secretary
Office Bearer: Kristy Fitchett
Contact Number: 0407 003 290

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: _____

Position: P&C Vice President
Office Bearer: Jamie Fort
Contact Number: 0499 279 003

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: _____

Position: P&C Treasurer
Office Bearer: Tania Doherty
Contact Number: 0409 378 564

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED: _____

We hope this information will be of assistance to school administration and supports the effective flow of communication.

Regards,

Lucinda Sellenger
P&C President



Dwellingup Primary School P & C Association



GENERAL MEETING AGENDA

Date: Wednesday 21st June 5.30pm

Time Meeting Opened:

Venue: School Staffroom

- 1. WELCOME (President):**
- 2. CONFIRM QUORUM – 5 financial members (President):**
- 3. APOLOGIES (Secretary):**
- 4. INTRODUCTION OF NEW MEMBERS (President):**
- 5. ACKNOWLEDGEMENT OF COUNTRY (President):** We acknowledge the Traditional Custodians of the land on which we gather, the Pindjarup people on Noongar Boodjar. We recognise the continuing connection to the land and waters, and thank them for protecting the forest and ecosystems since time immemorial. We pay our respects to Elders past and present.
- 6. DECLARATION OF INTEREST (President):**

Members are requested to declare any possible conflict of interest with any item of business to be discussed at this meeting. The Chair will determine if there is a conflict.

7. MINUTES OF PREVIOUS MEETING:

Please note: Minutes from meeting 1st March 2023 were moved and seconded at the meeting on Wednesday 22nd March but were not carried. Amended Minutes have been presented for approval. (Copy of original and amended Minutes held on file – amended on WACSSO's recommendation.)

Please note: Minutes (amended) from meeting Wednesday 1st March – circulated by e-mail.

Are there any amendments?

If there are, the motion will need to say, "That the amended 1st March 2023 meeting minutes ..."

Motion: That the 1st March 2023 meeting minutes are a true and accurate record of the proceedings at the meeting

Moved: Seconded:

Carried: YES / NO

Please note: Minutes (amended) from previous meeting Wednesday 22nd March –
circulated by e-mail.

Are there any amendments? (If there are, the motion will need to say, "That the amended 22nd March 2023 meeting minutes ...)

Motion: That the 22nd March 2023 meeting minutes are a true and accurate record of the proceedings at the meeting

Moved: Seconded:

Carried: YES / NO

8. MATTERS ARISING FROM MINUTES

8.1 Matters from previous meeting set out below:

Action for Meeting	Responsibility	Deadline

9. CORRESPONDENCE

9.1 Correspondence In (As an Attachment 1 to the agenda)

Sender	Subject	Dated
Dwellingup Community Association	Notification that P&C were successful in their application for \$3000 for Pumpkin Festival.	18/03/23

9.2 Correspondence Out (As an attachment to the agenda.)

Receiver	Subject	Dated
Dwellingup Community Association.	Explaining as to why cheque was returned to them and thanking them for the support that they give to the school and community.	15/06/23
Colleen Sing	P&C Authority Letter	

Correspondence is just a record of received and sent letters. There is no need to have a motion or record a mover or seconder unless there is a decision made during the meeting to write a letter.

10. TREASURER'S REPORT

10.1 Treasurer's Report – As attached to the agenda.

Motion: That the Treasurer's Report presented be accepted.

Moved: Seconded:

Carried: YES / NO

11. VICE PRESIDENT'S REPORT

11.1 Vice President's Report – As attached to the agenda.

Motion: That the Vice President's Report presented be accepted.

Moved: Seconded:

Carried: YES / NO

12. PRINCIPAL'S REPORT

Moved: Seconded:

Carried: YES / NO

13. PAYMENT REQUESTS:

ITEM/S	REQUESTER	AMOUNT
Leavers Shirts & \$25 for 6 students	Colleen Sing	\$1 500
<i>That the P&C contribute the amount of \$ 1 500 to the Year 6 students' Leavers' shirts. Money to be transferred to the school by _____(date).</i>		
Moved: Seconded: Carried: YES / NO		
Food & Fibre Design & Technology (K-6)	Shani Holster	\$750
<i>That the P&C contribute the amount of \$ 750 to the PP – year 6 Food and Fibre Design Technology program. Money to be transferred to the school by _____(date).</i>		
Moved: Seconded: Carried: YES / NO		
National Simultaneous Storytime / History Excursion Years K-2 students 24th May	Colleen Sing	\$150
<i>That the P&C contribute the amount of \$300 to subsidise the "National Simultaneous Storytime / History" excursion on 24th May for students in years K-2. Money to be transferred to the school by _____(date).</i>		
Moved: Seconded: Carried: YES / NO		
Constable Care Road Safety & Cyberbullying performances. (Years PP-6)	Colleen Sing	\$850
<i>That the P&C contribute the amount of \$ 850 to fund a Constable Care Road Safety and Cyberbullying Performances for students in years 1-6. Money to be transferred to the school by _____(date).</i>		
Moved: Seconded: Carried: YES / NO		
Funding for history project signage informing about historic towns in the area.	Colleen Sing	\$2 000
<i>That the P&C contribute the amount of \$ 2 000 to support the funding of the history project signage to be erected in Newton Street. Money to be transferred to the school by _____(date).</i>		
Moved: Seconded: Carried: YES / NO		

Whole School End of Year Reward Excursion (K-6)	Colleen Sing	\$2 000
<p><i>That the P&C contribute the amount of \$ 2 000 to the Whole School End of Year Reward Excursion. Money to be transferred to the school by _____ (date).</i></p> <p>Moved: Seconded:</p> <p>Carried: YES / NO</p>		
School Camp Year 6	Colleen Sing Dean Carter	\$1 000
<p><i>That the P&C contribute the amount of \$ 1 000 to the Year 6 students' camp to Canberra/ Sydney. Money to be transferred to the school by _____ (date).</i></p> <p>Moved: Seconded:</p> <p>Carried: YES / NO</p>		
Refund of Donation for Pumpkin Festival to Vergones	Lucinda Sellenger	\$500
<p><i>That the P&C refunds the amount of \$ 500 to Vergones for their contribution to the Pumpkin Fete. Money to be transferred to the school by _____ (date).</i></p> <p>Moved: Seconded:</p> <p>Carried: YES / NO</p>		
Music Program – Ukuleles	Edo O'Neil	\$630
<p><i>That the P&C contribute the amount of \$630 to the school music program for the purchase of 20 ukuleles (quote attached).</i></p> <p>Moved: Seconded:</p> <p>Carried: YES / NO</p>		
Noongar Mosaic Plaques	Colleen Sing	\$800
<p><i>That the P & C contribute \$800 for 8 mosaic plaques to be placed outside each room. Each plaque will have a representation of a bird / animal endemic to the jarrah forest and will contain the bird / animal's Noongar name. The aim is enhance knowledge of wildlife in the area, enhance the uniqueness of our school and support valuing of Noongar culture.</i></p> <p>Moved: Seconded:</p> <p>Carried: YES / NO</p>		
Play Group (Transition to Schooling) Supplies	Colleen Sing	\$500
<p><i>That the P & C contributes \$500 to support the Play Group. We have welcomed new families to the school. It is believed the initiative supports parents to enrol their children at Dwellingup Primary School.</i></p> <p>Moved: Seconded:</p> <p>Carried: YES / NO</p>		

For each payment request there should be a separate motion. It is a constitutional requirement that financial motions be listed on an Agenda and given 7 days' notice. Please note, invoices / statements / quotes for these requests are held by the Treasurer and may be viewed if requested.

The Dwellingup Primary School P&C has 31 financial members as at 22nd March 2023. It is a WACSSO requirement that an updated Register of Members is kept.

No	MATTER	PROPOSER
15.1	<p>Pumpkin Weigh Off Thank You - It is recorded in the Minutes dated 1st March 2023 that a motion was moved to cancel the Pumpkin Fete. It is suggested that a letter of thanks be forwarded to Geoff and Robyn Warren, Anthony and Jamie Cocivera and Bert and Judith Giumelli informing them of this decision and thanking them by means of a certificate for the huge contribution that they have made to the school and the community with their significant involvement with the Pumpkin Festival.</p> <p>Motion: That a letter of thanks be written to those mentioned above for their contribution to the school and community by - _____(writer) by _____(date).</p> <p>Moved: Seconded:</p> <p>Arguments for: Arguments against:</p> <p>Carried: YES / NO</p> <p><i>* Please note: Arguments for (mover and seconder); arguments against – maximum of two people. These 4 people have 2 minutes each maximum to speak for/against motion. A vote is then cast and the majority determines result.</i></p>	Lucinda Sellenger
15.2	<p>Pumpkin Fete / Weigh Off Future</p> <p>Motion: That P & C representatives meet with Geoff and Robyn Warren, Anthony and Jamie Cocivera and Bert and Judith Giumelli from the Pumpkin Weigh Off committee to discuss the future of the event by _____(date)</p> <p>Moved: Seconded:</p> <p>Arguments for: Arguments against:</p> <p>Carried: YES / NO</p>	Lucinda Sellenger

15.3	<p>Changing of Date of Financial Year WACCSO recommends that the Financial Year of the P&C is from 1st January to 31st December. Ours currently differs from this (1st October to 30th September.)</p> <p>Motion: That the beginning of the financial year of the Dwellingup Primary School P&C Association be changed from 1st October to 1st January.</p> <p>Moved:..... Seconded:.....</p> <p>Carried: YES / NO</p>	Lucinda Sellenger
15.4	<p>Request that the secretary of the WA Council of State School Organisation Inc. (WACCSO) lodge the change of rules (change of date of Financial Year) with the Department of Mines, Industry Regulation and Safety.</p> <p>Motion: That the members of the Dwellingup Primary School P & C Association hereby authorise the secretary of the W.A. State School Organisation, to lodge the special resolution which changes the rules of the association with the Department of Mines, Industry Regulation and Safety under the provisions of the Associations Incorporation Act 2015.</p> <p>Moved..... Seconded:</p> <p>Carried: YES / NO</p>	Lucinda Sellenger
15.5	<p>P & C Lunches It is proposed that an approach is made to member Lainee Vanelst to thank her and her husband Lee for preparing lunches for students in the past and discussing the reintroduction of this service to parents / students.</p> <p>Motion: That P&C representatives (names) will thank Lainee Vanelst and husband Lee for organising student lunches in the past and discuss the reintroduction of P&C lunches with Lainee Vanelst by _____.</p> <p>Moved:Seconded:.....</p> <p>Arguments for: Arguments against:</p> <p>Carried: YES / NO</p>	Colleen Sing

15.6	<p>Thank You Past Committee Members</p> <p>Recognition of past members who have supported the P&C.</p> <p>Motion: That a certificate of appreciation be awarded to past P&C members who have volunteered a significant amount of their time to support the P&C by _____(insert date).</p> <p>Moved:Seconded:.....</p> <p>Arguments for: Arguments against:</p> <p>Carried: YES/NO</p>	Lucinda Sellenger
15.7	<p>Black Dog Ride</p> <p>Motion: That a letter be written to the Black Dog Ride thanking them for the support of our school and assuring them of the P&C's continued support. Letter to be written by _____and sent by _____(date)</p> <p>Moved:Seconded:.....</p> <p>Arguments for: Arguments against:</p> <p>Carried: YES/NO</p>	Lucinda Sellenger
15.8	<p>Thank You to Tanya & Al Doherty from Longriders.</p> <p>Tanya and Al Doherty stepped in at very short notice and provided all of the food and associated equipment (pie warmer, freezer truck, float & even pie bags) required to support the Black Dog Ride at cost price. \$520 was raised for the year 6 camp.</p> <p>Motion: That a letter be written to Tanya and Al Doherty from Longriders thanking them for supporting the school and the Black Dog ride with no benefit to themselves.</p> <p>Moved:Seconded:.....</p> <p>Arguments for: Arguments against:</p> <p>Carried: YES/NO</p>	Lucinda Sellenger
15.9	<p>UCI Fund Raising Opportunities</p> <p><u>Ideas for consideration:</u></p> <ul style="list-style-type: none"> • UCI tent accommodation was discussed at meetings by the previous committee. • Catering at school for event. • Catering at oval – sausage sizzle? • Other ideas? <p>Discussion of ideas requested from members. Possible motion to be moved following discussion.</p>	

