

Bambara Primary School P&C

General Meeting – Term 4

Minutes for meeting held **Wednesday, 4th December 2019 at 7:00pm**

1.	Welcome	
ATTENDANCE		
Shelley Webb (President) Nichole Everett (Vice President) Nicole Lavrakas Sherrilee Bartlett Christine Reger	Helen Hopkins (Secretary) Kristen Craker Kevin Duguid Brendan Everett	Stephanie McCurdy Alicia Harlow Sebastian Dzienis Danielle Bardsley
APOLOGIES		
Wyn Hopkins (Treasurer) Morena Howe Racquel Sutton	Penny Lee Kelwin Webb Kandese Butler	Linda Knox (Principal) Shelley Smith (Deputy Principal) Peta Farrell
1.1	The meeting opened at 7:08. Quorum present.	
1.2	Opening message from Shelley Webb	
	Shelley noted her thanks to everyone for making her time at Bambara so enjoyable. Shelley has been at the school since Pre Primary and her daughter leaves Year 6 in a few short weeks. Thanks were extended to all parents who have come forward to help assist with the P&C over the years. Shelley is more than happy to give advice and assistance to anyone thinking of taking on one of the Executive Committee roles when they become vacant at the AGM.	
2.	Confirmation of Minutes of previous meetings	
	RESOLUTION: That the minutes of the General Meeting of Bambara Primary School P&C held on 23 rd Oct 2019 be taken as read and confirmed as a true and accurate record.	Carried
3.	Business Arising from previous Minutes	
	The list of outstanding actions from the last meeting were reviewed. Please refer to Appendix A .	
4.	Correspondence	
4.1	Correspondence In	
	Fundraising: Various brochures from fundraising companies (available in the folder). Financials: ANZ Statement – No. 246. For payments see Treasurer's Report. General: Email from Kelvin Webb regarding suggested change of email provider (see note below).	
	There are technical issues developing around the use of Hotmail accounts. In many cases, ISPs, domain providers and other related organisations now block receipt of Hotmail email addresses, due to a perception that lots of these addresses are problematic (e.g. SPAM or PHISHING). Suggestion that the P&C consider moving to a Gmail (BambaraPandC@gmail.com is probably available) or Outlook (BambaraPandC@outlook.com is probably available) email account in the future to avoid selective receipt/issue/blocking of emails. Continuity with the current Hotmail account could be achieved via a re-direct. Suggestion around the table to investigate the possibility of moving over to Google Business Suite as is available to nonprofit organisations, which Bambara P&C would fall under.	
	ACTION: Helen to undertake some investigative work over the holidays to see if this move is feasible and raise at next General Meeting. (Helen Hopkins)	

4.2	Correspondence Out	
	General payment remittance advice.	
5.	Reports	
5.1	Principal's Report	
	Presented by Helen Hopkins (on behalf of Linda Knox). Attached as Appendix B .	
	RESOLUTION: That the Principal's Report be adopted.	Carried
5.2	Treasurer's Report	
	Presented by Helen Hopkins (on behalf of Wyn Hopkins). Attached as Appendix C .	
	RESOLUTION: That the Treasurer's Report be adopted.	Carried
5.3	Kitchen Garden Committee Report	
	<p>Presented by Shelley Webb (on behalf of Shelley Smith).</p> <p>Proceeds from the Mother's Day Stall and produce sales at assembly total \$1369.10. In addition to this, we have raised a large amount of income from the 2 sausage sizzles which have been held this last calendar year, which brings our total income for the Kitchen Garden to around \$3000 this last year (not including the produce tin). Given we spend around \$700 a year on plants, this is a healthy return.</p> <p>All 10 garden beds plus the long beds will be emptied next week and the Year 6 students will plant them for the holidays. This will ensure there is some produce early in Term 1 to use by the classes.</p> <p>The Kitchen Garden Committee is also looking at enlisting an external gardener, mainly due to the school gardener not being permitted to tend to the Kitchen Garden. Funds for this are being donated from an outside source.</p> <p>We have two new members join the Kitchen Garden Committee but as no one has come forward to take the role of Coordinator, Shelley Smith has kindly offered to take on this position, provided there is parent support.</p> <p>We have had several trees donated to the garden.</p> <p>At our last meeting, we set aside \$6000 of funds to be allocated to the installation of a tap. When quotes came back, this work came in considerably cheaper than anticipated. The work was undertaken over the last week at a cost of \$2,051.77.</p> <p>One side effect of this work has been the need to re-cement over some of the areas that were dug up. In addition to this, there is some final work required to connect new drippers to the beds, replace the mulch and sand and install a sink in the area to wash produce/hands, etc.</p> <p>The P&C has a duty to allocate all raised funds for this calendar year and so agreement around the table was to ensure the entire \$6000 was allocated towards the Kitchen Garden. This is to be transferred to the school's separate Kitchen Garden bank account, which would make management of these funds easier for the Kitchen Garden Coordinator.</p> <p>Questions arose around the Kitchen Garden being run by the school but largely being funded by the P&C. Clarification was sought on how the school would be financially contributing towards the Kitchen Garden going forward.</p> <p>As Shelley Webb wraps up her role as Coordinator, she urged parents to request to formally put the Kitchen Garden on the school timetable going forward – suggestion of 30 mins per week would be ideal, so that teachers weren't struggling to do this.</p> <p>This is Community Kitchen Garden first and foremost and is a wonderful asset to our school.</p>	

	RESOLUTION: That the \$6000 set aside for the installation of a mains water tap for use in the Kitchen Garden also be allocated to the remaining work required (sink, drippers and general upkeep, etc). This amount to be transferred to the Kitchen Garden bank account.	Carried
	ACTION: Helen to contact Meegan to obtain the school's Kitchen Garden bank account details to make the transfer. (Helen Hopkins)	
	ACTION: The school to provide some detail around how they will support and work in conjunction with the P&C going forward to support the Kitchen Garden. (Linda Knox/Shelley Smith)	
5.4	<u>Fundraising Committee Report</u>	
	No meeting has been held recently.	
5.5	<u>Book Club Report</u>	
	Presented by Helen Hopkins (on behalf of Kandese Butler). Attached as Appendix D .	
5.6	<u>School Banking Report</u>	
	No formal report, however all relevant income from the School Banking initiative is recorded in the Treasurer's Report.	
6.	General Business	
6.1	<u>2019 Fundraiser</u>	
6.1.1	Playground Upgrade - progress update	
	COORDINATOR: Alison Hayward All closed off. A successful outcome for the school which is being enjoyed by the students.	
6.2	<u>Term 4 2019: Updates & Key Items / Dates</u>	
6.2.1	Senior Disco Update	
	COORDINATORS: Nichole Everett & Brendan Everett The event was a great success raising \$293.40 of income after expenses. Initially, there was some push back from the Year 6s around having the Year 3 attend. However, on the night all went well. Each student was checked in at the door. We did have one incident where a young boy was dropped off at our venue by mistake. He was a Year 6 student from Sorrento Primary School and it transpired that the disco he was supposed to be attending was at the hall in Forrest Park. After some investigation and checking we were able to safely have him collected. This incident highlighted how well we run our discos, in terms of ensuring all students have a parent contact number provided in case of emergency. We passed these suggestions over to Sorrento Primary School, as this was not something they had in place.	
6.2.2	Family Christmas Picnic (Friday, 6th Dec - Week 8)	
	COORDINATOR: Shelley Webb Everything is ready to go for Friday. Last minute donations of chocolate blocks can still be received. We secured the DJ for \$150 all he is all ready to go. The weather is set to be warm and so this event should be well attended.	
6.2.3	Kitchen Garden & Running Club Breakfasts (Fri, Week 9)	
	At the combined breakfast with Kitchen Garden and Running Club being held at 8am on Friday, 13 th December we have 64 Kitchen Garden members and 40 Running Club members who have qualified to attend. Everything is organised. Shelley is just waiting on confirmation of yoghurt donations from Brownes. We will also offer cooked breakfast items and fresh fruit.	

6.3	<u>By Laws Update</u>	
	<p>The most up to date copy of our By Laws document was discussed. A copy of this will be provided separately with the minutes.</p> <p>Due to changes to our P&C Constitution take effect from next year, this document is extremely important to us in that it allows us to have pre-agreed allocated spend for certain events without the need to raise motions at the meetings.</p> <p>It would be wise to keep on top of this as in future, any financial motions require 7 days written notice to be added to the agenda. We cannot simply raise the need to spend money at a meeting.</p> <p>Whilst discussing the By Laws the subject of leavers shirts arose. It was noted that for the last couple of years, the P&C been approached by a parent who works for a small business who can produce the leavers shirts for a considerably cheaper price with better quality. This would support a small local business and be more affordable for parents. The P&C will formally request this issue be raised at the next school board meeting.</p>	
	<p>ACTION: Helen to add the By Laws to the agenda for the next General Meeting in early February. (Helen Hopkins)</p>	
	<p>ACTION: Helen to email a formal notice to the School Board requesting they discuss the option of a P&C sourced printer for the leaver's shirts at their next meeting. (Helen Hopkins)</p>	
7.	<u>Other Business</u>	
7.1	<u>Executive Committee – expressions of interest</u>	
	<p>Thank you to Nicole Lavrakas for pulling together the summary of roles.</p> <p>Please reach out to the parents in your classes as we will be looking to fill all the Executive Committee roles at the AGM.</p> <p>Please also be aware that both Helen Hopkins and Wyn Hopkins will be able to assist with a handover, which will make things much easier for the new incumbents.</p> <p>Remember that meetings going forward don't necessarily need to be on Wednesday evenings. The date/time can be arranged to suit the new Executive Committee.</p> <p>The whole point of the P&C is to provide opportunities for our children. Please encourage parents to have a think about what they would like to fundraise for in 2020. It is a good idea to have a goal in mind from the outset so that the aim for any fundraisers is clear.</p>	
7.2	<u>Microsoft Office licences for students</u>	
	<p>See supporting document attached as Appendix E.</p> <p>The school will be sending out information to parents and this will be rolled out as teachers become more familiar with the program.</p> <p>Wyn will aim to continue discussions with Janet in the office early next year to work out how he might be able to help with running some training sessions.</p>	
	<p>ACTION: Helen to add to agenda for discussion at the next meeting. (Helen Hopkins)</p>	

7.3	Fathering Project	
	Melanie Anscombe has contact details of someone who can come to the school and organise the Fathering Project for any fathers or male carers who are interested. There is further information available on the WACSSO website and also on the link below: https://thefatheringproject.org/dads-groups/	
	ACTION: Helen to add to the agenda for discussion at the next meeting. (Helen Hopkins)	
7.4	School Camp 2020 – Port Peron	
	The subject of the change of venue for school camp going forward was raised. Previously this has been Ern Halliday at Hillarys. For 2020 it will be Port Peron near Rockingham. Parents have been advised they are to be responsible for dropping off and picking up students from this venue. This was deemed an unrealistic request, which was not cost effective, nor environmentally sound. It was noted at the table that a parent who has access to a bus and is licenced to drive would be able to potentially provide the transport. Alternatively, the P&C could look to contribute towards the cost of a bus. Agreement to formally address this via the School Board.	
	ACTION: Helen to email a formal notice to the School Board requesting they discuss the option of a P&C funded bus to take students to and from Port Peron for the 2020 camp at their next meeting. (Helen Hopkins)	
8.	Date of Next General Meeting	
	The next meeting will be our AGM and will be held in Week 2, Term 1 on Wednesday, 12 th February 2020 at 6:30pm. This will immediately be followed by a General Meeting.	
9.	Closure	
	The meeting closed at 8:30pm.	

Appendix A

List of Actions from the General Meeting held on 23rd October 2019 – Term 4

Item	Action	Owner	Status
5.3 – Kitchen Garden Committee Report	Shelley to put a post out on Facebook asking for unwanted Woolworths seeds to be donated to the Kitchen Garden	Shelley Webb	Completed
6.1.1 – Playground Upgrade	Shelley to advise Michael of the above agreements (bobcat and siteworks)	Shelley Webb	Completed
6.3.4 – Family Christmas Picnic	Helen to contact the City of Joondalup hall hire to see if we can change the date of the disco at Padbury Hall.	Helen Hopkins	Completed
6.3.5 – Senior Disco	Shelley to obtain quotes for the photo booth.	Shelley Webb	Completed
6.3.7 – Kitchen Garden & Running Club Breakfast	Linda to check with the staff who organise Running Club to see if they wish to continue with the breakfast.	Linda Knox	On today's agenda
7.1 – Executive Committee – expressions of interest	Role descriptions and information to be pulled together for distribution to the school community.	Nicole Lavrakas/Helen Hopkins	Completed
7.2 – Microsoft Office Licences for Students	Helen to add to the agenda for discussion at the next meeting.	Helen Hopkins	On today's agenda
7.3 – Fathering Project	Helen to add to the agenda for discussion at the next meeting.	Helen Hopkins	On today's agenda
7.4 – Cadbury Chocolate Fundraiser 2020	Hayley to look into ordering the boxes	Hayley Duguid	Completed

Appendix B



Principal's Report

4th December 2019

Please accept my sincere apologies for my absence from this last P&C meeting which is a celebration of the strong partnership and collaboration that has been developed between the School and the P&C.

1. Ending the year with 185 students – we are losing 30 students in total of these 24 are Year 6 students and a further 8 students who have enrolled at other schools are from mixed grades
2. We will be starting the NY with 196 students of these 39 are Kindergarten students. Encouraging to know that most live inside the BPS catchment.
3. We are losing one staff member (Mr Fletcher). Returning from Parenting leave on a part time basis are Mrs Blanch EA and Mrs Amba Teacher. The remaining staff will be the same.
4. Class organisation is still not decided and we will know in the next week. Information about classes and teachers will be in our week 10 newsletter. The Week 10 newsletter is going to be distributed on Thursday as we wish to include all end of year award winners.
5. The school will distribute the information about Microsoft 365 to parents. As a school we will slowly roll this out as teachers become familiar with the product and determine how they will use it in their classroom. The school will not provide home support as students will access the product through the Department portal.
6. The partnership between the P&C and School has delivered some excellent outcomes for our students. The big-ticket item being the Senior Playground would be impossible to achieve without the hard work of committee members and the support of the general parent body.

Thank you especially to Shelley Webb who has led the P&C – and worked non-stop to ensure that our students are the beneficiaries of hours and hours fundraising.

Thank you to Nichole Everett who along with Shelley has led the fundraising committee to raise the most money in any year.

Thank you to Helen Hopkins who ensured that the P&C has worked within the guidelines of the constitution and kept the community informed of the P&C business.

Thank you to Wyn Hopkins for his work as Treasurer and to all the other parents who have religiously attended P&C meetings and provided input and undivided support.

It's been a successful year and you should all be proud of your efforts!

Appendix C

Net cash flow since last meeting (3,136.28)	Treasurer's Report Wednesday 04 December 2019 Statement of Account	Balance from last meeting 13,189.96 Deposits 2,918.05 Withdrawals (6,054.33) Closing Balance 2/12/2019 Not Yet hit Bank 944.40 Per Bank 9,109.28
Closing Balance 10,053.68		
Category	Event	Date
Book Club	Book Club	29/10/2019 (Tue)
Book Club	Book Club	02/12/2019 (Mon) 
Book Club Total		91.00
		Deposits  Withdrawals
Community Kitchen Garden	Bunning Kitchen Garden Raffle	37.00
Community Kitchen Garden	Garden Seeds	84.00
Community Kitchen Garden	Kitchen Garden Mulch	182.34
Community Kitchen Garden	Plants	41.44
Community Kitchen Garden	Plants Purchase	14.00
Community Kitchen Garden Total		51.00 307.78
Disco Night	Disco Night PhotoBooth hire	380.00
Disco Night	Senior Disco Takings	753.60
Disco Night Total		753.60 380.00
Fathers Day	Fathers Day Stall Gift Wrap	39.50
Fathers Day Total		39.50
Icy Poles	Icy Pol Day	85.80
Icy Poles Total		85.80
P& C Membership & Donation Fundraiser	Voluntary P & C contributions BAMBARA PRIMARY	280.00
P & C Membership & Donation Fundraising Income Total		280.00
Sausage Sizzle	Sausage Sizzle	1,634.65
Sausage Sizzle Total		1,634.65
Senior Playground	Senior Playground Siteworks	1,614.55
Senior Playground	Senior Playground Plumbing Mapping	10.50
Senior Playground	Senior Playground Final Instalment	2,640.00
Senior Playground	Senior Playground Mulch	1,040.00
Senior Playground Total		5,305.05
Sundry	TBC	22.00
Sundry Total		22.00



Cheque Account

Account Name	Account Number	Current Balance	Available Funds
Cheque Account	016494 340868914	\$9,109.28	\$9,109.28

Processed

Processed	Description	Debit	Credit	Balance
28/11/2019	TRANSFER FROM BAMBARA PRI MARY BAM002PC VOL CONT ANZ INTERNET BANKING PAYME		\$280.00	\$9,109.28
22/11/2019	NT 975630 TO Kelvin Webb Paid to: Kelvin Webb Message: KGMulch ANZ INTERNET BANKING PAYME	\$182.34		\$8,829.28
22/11/2019	NT 975788 TO Michelle Webb Paid to: Michelle Webb Message: KGplants ANZ INTERNET BANKING PAYME	\$41.44		\$9,011.62
08/11/2019	NT 845545 TO Empee Group Paid to: Empee Group Message: INV0238 ANZ INTERNET BANKING PAYME	\$2,640.00		\$9,053.06
08/11/2019	NT 845161 TO Bambara Primary School Paid to: Bambara Primary Schoo \$1,040.00 Message: MulchPlaygroundandKG ANZ INTERNET BANKING PAYME		\$1,040.00	\$11,693.06
08/11/2019	NT 876426 TO Antony Pintaudi Paid to: Antony Pintaudi Message: PhotoBoothHire	\$380.00		\$12,733.06
04/11/2019	DEPOSIT ANZ INTERNET BANKING PAYME		\$22.00	\$13,113.06
29/10/2019	NT 625577 TO Michelle Webb Paid to: Michelle Webb Message: KitchenGardenSeeds ANZ INTERNET BANKING PAYME	\$84.00		\$13,091.06
29/10/2019	NT 624945 TO Michelle Webb Paid to: Michelle Webb Message: FathersDayStallGiftWrap	\$39.50		\$13,175.06
29/10/2019	ANZ INTERNET BANKING PAYME NT 624322 TO Scholastic Australia Pty Ltd Paid to: Scholastic Australia Pty Ltd Message: 24609601 ANZ INTERNET BANKING PAYME	\$22.00		\$13,214.56
29/10/2019	NT 624652 TO Michelle Webb Paid to: Michelle Webb Message: SeniorPlaygroundPlumbMapping ANZ INTERNET BANKING PAYME	\$10.50		\$13,236.56
24/10/2019	NT 186253 TO Bambara Primary School Paid to: Bambara Primary Schoo \$1,614.55 Message: Inv1102 PlaygroundSiteworks		\$1,614.55	\$13,247.06

21/10/2019	DEPOSIT PAYMENT FROM MR BRENDAN E VERETT	\$1,634.65	\$14,861.61
21/10/2019	Paid by: MR BRENDAN EVERETT Message: RaceNiteRetnEvertt	\$827.26	\$13,226.96
21/10/2019	DEPOSIT ANZ INTERNET BANKING PAYME NT 520555 TO Penny Lee	\$37.00	\$12,399.70
21/10/2019	Paid to: Penny Lee Message: PennyTupperwarePan PAYMENT FROM Mrs Michelle R Webb	\$258.00	\$12,362.70
21/10/2019	Paid by: Mrs Michelle R Webb Message: Bunnings Expenses Re fund SWebb ANZ INTERNET BANKING PAYME NT 763697 TO Michelle Webb	\$412.05	\$12,620.70
15/10/2019	Paid to: Michelle Webb Message: BunningsSausageSizzl e	\$1,000.00	\$12,208.65
14/10/2019	DEPOSIT	\$1,179.10	\$13,208.65
14/10/2019	DEPOSIT	\$1,046.00	\$12,029.55
14/10/2019	DEPOSIT	\$670.00	\$10,983.55
14/10/2019	DEPOSIT	\$420.10	\$10,313.55
14/10/2019	TRANSFER FROM EVERETT BREN DAN RACENIGHT RETURN	\$250.00	\$9,893.45
14/10/2019	DEPOSIT ANZ INTERNET BANKING PAYME NT 407298 TO Imagination Play	\$138.00	\$9,643.45
02/10/2019	Paid to: Imagination Play Message: 4743	\$1,879.61	\$9,505.45
02/10/2019	TRANSFER FROM SCHOOL BANK ING SCH CONTRISCH61535	\$160.00	\$11,385.06
27/09/2019	CREDIT INTEREST PAID	\$2.64	\$11,225.06
27/09/2019	TRANSFER FROM BAMBARA PRI MARY BAM002VOL CONTRIB	\$120.00	\$11,222.42
25/09/2019	ANZ INTERNET BANKING PAYME NT 420725 TO Imagination Play	\$3,318.00	\$11,102.42
	Paid to: Imagination Play Message: 4726		
24/09/2019	TRANSFER FROM COJ TRUST FU ND CITY OF JOONDALUP	\$750.00	\$14,420.42
12/09/2019	TRANSFER FROM BAMBARA PRI MARY BAM002VOL CONTRIBU PAYMENT FROM DESIREE DE GR AAF	\$659.05	\$13,670.42
09/09/2019	Paid by: DESIREE DE GRAAF Message: Desiree dG Race night ANZ INTERNET BANKING PAYME NT 186281 TO Brendan and Nich ole Everett	\$10.00	\$13,011.37
06/09/2019	Paid to: Brendan and Nichole Ev erett Message: RaceNight ANZ INTERNET BANKING PAYME NT 185862 TO Michelle Webb	\$1,750.00	\$13,001.37
06/09/2019	Paid to: Michelle Webb Message: KG Tulip Mix	\$59.00	\$14,751.37
06/09/2019	ANZ INTERNET BANKING PAYME NT 186773 TO Michelle Webb	\$47.00	\$14,810.37
	Paid to: Michelle Webb Message: FathersDayStall		

IMPORTANT INFORMATION

Current balance, available funds and transaction records may not show transactions that have not been processed or cleared by ANZ, other ANZ Group companies, other financial institutions, billers, merchants or other parties.

If ANZ allows you to overdraw your account or to draw on undrawn funds then a fee may be charged in accordance with the Terms and Conditions of your account.

Appendix D

SCHOLASTIC BOOK CLUB REPORT

Excluding Issue 8 that is due to arrive over the next two weeks, \$539.50 in rewards have been earned with Book Club this year for the school. Though not as high as previous years, this is still an excellent contribution to our school library!

- Most orders are now through the LOOP App or online. Parents are now using the GIFT option for any secret orders.
- Mrs Helen Pirouet is the allocated rewards holder. Helen uses the accrued rewards to purchase books for the school.
- Issue 8 orders have been placed on the 29th November with arrival at school due over the next two weeks.

Book Club Issue	Total Sales	Rewards/Credits
Term 1		
• Issue 1	\$679.00	\$136.00
• Issue 2	\$274.00	\$55.00
Term 2		
• Issue 3	\$368.00	\$74.00
• Issue 4	\$277.00	\$56.00
Term 3		
• Issue 5	\$524.00	\$105.00
• Issue 6	\$289.00	\$58.00
Term 4		
• Issue 7	\$275.50	\$55.50
• Issue 8	Not yet received	
Rewards Sub Total		\$539.50

Book Club Coordinator
Kandese Butler

Appendix E

DO THIS AT HOME

Student Guide to Microsoft Office 365 Services

Student email and calendar has been extended at your school to include a range of extra **free** services, in particular:

OneDrive: 1 Terabyte of online file storage per student;

MS Office Online applications: online versions of Word, Excel, PowerPoint and OneNote that can be accessed anywhere via web browser;

ProPlus: download and install the full MS Office suite on up to 5 PCs or Macs and 5 tablets or smartphones. There is no charge for using these services and once your account is set up, they are accessed through your student email address and password. Detailed guides on using the services can be found on the Microsoft website.

OneDrive and Office Online applications: How to get started.

Use your school issued network login:

username: «first.last»

password: «Password»

(Confidential Information *DO NOT SHARE*)

How to begin:

1. Log in to the Department Portal at: <http://portal.det.wa.edu.au/>
2. Click on the 'email and calendar' icon: to launch Office 365
3. If you have previously used the Office365 student email service here, you will be familiar with the screen layout but, if not, click on the 'App Launcher' grid icon at top left of any screen to display and launch the available applications:



4. When you first use these services you will be led through a setup process to configure the storage (OneDrive) and applications such as Word, Excel and PowerPoint for your personal use.
5. You can now access these services through any web browser on any device with a good internet connection.

ProPlus:

How to install Microsoft Office on a student's home computer or portable device

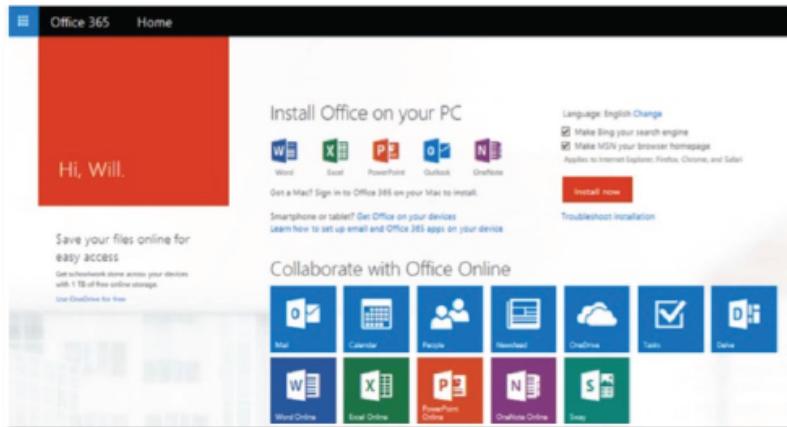
Students can now download up to 5 free copies of the Microsoft Office Suite to their personal home computers (Mac or PC), and a further 5 copies to tablets or smartphones.

How to begin:

6. On the computer you want to install Office 365 log in to the Department Portal at <http://portal.det.wa.edu.au/>

DO THIS AT HOME

7. Click on the ‘email and calendar’ icon to launch Office 365
8. Click on ‘Office 365’ at the top left of the screen:



9. Click on the ‘Install Now’ button at middle right of screen to launch the download and installation process (*note – you may want to un-tick the Bing and MSN homepage options before starting*).
10. You will be asked to acknowledge various warnings and conditions and agree to allowing the program to make changes. If, having given all the required positive answers, you encounter an error message or fail to get a message showing the progress of the installation, use the ‘Troubleshoot installation’ link located under the Install button on the screen shown above, or else follow the links given in any error message.
11. You may need to relaunch the installation a couple of times if it at first fails to make the required connections but, with perseverance, the process should eventually complete – as long as you are not trying to do it over the school network, which definitely won’t work.
12. Once the installation has finished, you should have a full suite of MS Office applications available on your computer. These programs can be launched in the usual way (e.g. from the Start button on a PC)

Installing Applications on a tablet or smartphone

Navigate to the appropriate store to search for and download the Word, Excel, PowerPoint, or OneNote apps:

Android devices: Google Play Store

Apple devices: Apple App Store

Windows Phone or Windows 10 device: Windows Store

Detailed guides to obtaining and installing the software on phones and tablets can be found at on the Microsoft support site (<https://support.office.com/en-US/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f>).

Who can use these downloaded applications? Once the MS Office suite is installed on a computer or tablet, it is available to any user of that device. The Department of Education’s licence with Microsoft allows for this as long as 50% or more of the usage is by a student or staff member of the Department.