



Greenmount Primary School

P & C Inc

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MINUTES for General Meeting on Tuesday 12 May 2015, 6:30 pm Staff Room

1. Meeting Open 6:34pm

In Attendance

K Matthee (Chairperson), T Nebel, J Van der Ende, R Baldwin, K Chinnery, C Quinn, L Bates, L Williams, M Warner-Stanton, L Webb, C Randall, E Slater, R Edwards, D White, J Tolj, T Green

Apologies

V Gamer, J Greaves, T Duncan, C Becker, M Sutton, M Coster-Anderson

2. Confirmation of Minutes of Previous Meeting

Resolution: that the minutes of General Meeting held on 24 March 2015 be taken as read and as a true and accurate record.

3. Business Arising from Previous Meeting

3.1 Options for office to receive P&C funds

Resolution: P&C letterbox in use now. Item closed.
Keys for P&C letterbox - only one key at present.

Action: K Matthee to buy new lock with two keys.

3.2 Uniform shop volunteers

Resolution: Uniform Shop Committee have written instruction manual advising volunteers of required duty tasks. Item closed.

3.3 Fundraising Bunnings Sausage Sizzle 20 June 2015

Resolution: J Tolj has completed relevant Bunnings paperwork. Item closed.

3.4 Uniform Shop Report

Resolution: R Baldwin consulted T Saunders but still unable to explain extra \$81.50 reported in previous meeting's Uniform Shop Report.
L Bates reported no cheques coming to her as Treasurer.

Action: R Baldwin and L Bates to investigate two missing cheques of ~\$1000 & ~\$2000 to include in reports at next meeting.

3.5 Fundraising Calendar of Events

Resolution: Fundraising Committee has developed this year's calendar of events. Item closed.

3.6 Treasurer P&C Budget

Action: Sub-Committees to advise L Bates of any annual/fixed expenditure.

Action: L Bates to create P&C budget including fixed annual amounts and dollars already committed.

3.7 WACSSO Training Calendar & In House Training

Resolution: WPS WACSSO training was cancelled - there is not enough interest to run one at GPS, but some general training available and open to all P&C members upcoming on 10 June 9:30-12:00 on Fundraising & Effective Meetings. Item closed.

3.8 Updated Uniform Price List

Resolution: Uniform Shop price increases communicated in recent newsletter. Item closed.

3.9 Treasurer's Reimbursements

Resolution: Treasurer reimbursed Toni, Julia & Karlien's fund requests. Item closed.

3.10 Uniform Stocktake

Resolution: Term 1 uniform shop stocktake completed.

Item to remain on agenda for next meeting with volunteers required for Term 2 stocktake.

3.11 IT Funds from P&C (for Ipads, Surface Pros & Trolley/s)

Resolution: \$6000 already committed toward purchase of iPads; additional contribution to be negotiated upon receiving figures for trolleys and Surface Pros.

Action: L Webb to clarify further costs following leadership meeting next week.

4. Correspondence

4.1 Correspondence In

Resolution: that the correspondence be confirmed; all external correspondence to be passed via Secretary before forwarding to office bearers or subcommittee.

Action: J Van der Ende to ask office staff to place all external mail for P&C in 'Secretary' pigeon hole.

5. Treasurer's Report (Bank Statement & Reconciliation attached)

Resolution: that the Treasurer's report be adopted.

Action: L Bates to write budget & Treasurer's summary for next meeting.

6. Other Reports

6.1 President's Report

Resolution: that President's report be adopted.

6.2 Principal's Report

Resolution: that the Principal's report be adopted.

Discussion: since report was submitted, Principal has had very pleasant meeting with Sharon O'Neill (Director General, Dept of Ed). The school has been supplied with a form to apply for a grant and hopes to win \$20000 grant for senior playground shade sails.

6.3 Uniform Shop Report

Resolution: that Uniform Shop Report be adopted; orders listed in report have been approved via Exec Committee.

Action: R Baldwin to provide uniform stats in report for next meeting including sales and stocktake figures.

Action: C Becker to review proposed faction shirt order; in particular reconsider number of large sizes required - take pre-orders from teachers as guide.

Discussion: concern with amount spending on uniforms & not reflected in takings (missing cheques); query re hat order quantities and likelihood of large bags selling, but orders already approved. Orders have been placed based on previous 2 years sales figures. Indent orders can be 'split' so would be worth having suppliers quote these prices and compare at start of year; committee aiming to implement bulk orders with order forms to go out summer (Sep) and winter (Feb), and at early years conference.

Action: Uniform shop coordinators to include in report for next meeting a link to spreadsheet on google drive as P&C members' expressed interest in current sales/stock levels. Uniform shop coordinators to draw up list of products that can be ordered through indent ordering with quantities per products, indent price list, and normal prices as comparison.

6.4 Fundraising Report

Resolution: that the Fundraising Committee report be adopted; \$1100 raffle agreement fee approved (due end July); \$1050 funds for Bunnings sausage sizzle costs approved.

Resolution: Kidsabuzz books will not be sold this year, given focus on major raffle.

Discussion:

- *Raffle* - Plan to send tix home with students at the end of this term so selling can start over the holiday period; raffle to be drawn last assembly of term 3.

Requirement for all raffle tix to be returned whether sold/unsold.

Julia has drafted correspondence on raffle, including offering opt out for families to advise school if they do not wish to receive raffle ticket books.

Raffle grand prize is \$2000 Virgin flights plus \$2000 Bali accommodation (brand new hotel - great kids club) which can be split, \$4000 total.

Teachers to be asked to sell tickets, as well as families.

- *Movie Night* - all booked; advertising posters and letters/order forms to come.

- *Sausage Sizzle* - committee continuing to shop around for prices/suppliers of buns.

- *Entertainment Books* - 7 digital and 6 books sold in first week since launch.

- *Facebook advertising* - Julia trialled paid (\$6 for two days) advertising for Ent Book, targeting people who like the GPS P&C Facebook page and their friends - seemed to be successful, worth exploring for future use.

Note that upcoming events and relevant forms can be uploaded to school website - K Mathee can liaise with V Burke who is working on the website every Wed morning.

Action: T Green to pay for raffle permit & claim reimbursement (unsure how much).

Action: Fundraising Committee to update calendar to include Lapathon and Disco.

Action: P&C members to help promote events and encourage sausage sizzle volunteers.

6.5 Scholastic Book Club Report

Resolution: that the Scholastic Book Club report be adopted, including change to rewards spending which will be managed by Literacy Coordinators - Ms Clemente & Mrs Carr - who will be updated with rewards totals each issue and liaise with teachers re Book Club purchases to redeem.

6.6 Safety House Report

Resolution: that the Safety House report be adopted; \$130 association fee approved.; K Chinnery & C Quinn to form Safety House Committee with K Donnelly (R Baldwin also able to help).

Action: K Donnelly to provide Mrs Webb with information on art competition details/requirements to see whether it can be incorporated into school time; also to confirm Safety House Day (early Sept) and advise at next meeting.

Discussion: looking to get Swan View & St Anthony's primary schools on board with

Safety House association; to generate awareness → more safety houses in our local area.

- 6.7 School Board Report (not available)
L Webb advised recent School Board meeting was about presentation of content of business plan and annual report and had a nice tone.
- 6.8 Auditor's Report
WACSSO requirement to have P&C accounts audited annually to ensure everything in accordance with accounting standards.
Resolution: that the Auditor's report be adopted.
Action: Auditor's report to be signed by K Matthee & L Bates.

7. Membership

- 7.1 Welcome new members, membership renewals & consent for sharing of contact details.
Action: All members please fill in consent form to allow your name/mobile/email to be shared among P&C members for P&C purposes only; alternatively advise J Van der Ende of consent by email.

8. General Business

- 8.1 Reimbursement request - \$25.79 for ink, staples and marker from Officeworks for Scholastic Book Club committee (J Van der Ende) - approved.
Action: L Bates to reimburse J Van der Ende.
- 8.2 Parent Class Representative - P&C Disclosure Forms (T Nebel)
Action: Could P&C parents please lead the way with returning disclosure forms for contact information to be shared with Parent Class Rep - need to either complete form or advise T Nebel by email so that consent is in writing.
- 8.3 P&C Archives - Glenise requested P&C to organise archive boxes (J Van der Ende)
Action: J Van der Ende, K Matthee, T Nebel, C Quinn volunteered to organise archives next Tuesday 19th May - try to condense and protect in plastic then move to Uniform Shop to allow school more space storage space for their own documents.

9. Other Business

- 9.1 Communication - Facebook page administered by Chantelle; as member of Exec Committee, can update P&C communication via page and newsletters; regular reminders set for P&C meetings so no need for Secretary to advise for each upcoming meeting for facebook page

10. Date of Next Meeting

Tuesday 9th June 2015 at 6:30pm in Staff Room - please note all reports to be submitted to Secretary by nominated committee representatives before Friday 5th.

11. Meeting Closed 8:11pm