MINUTES for General Meeting on Tuesday 9 June 2015, 6:30 pm Staff Room

1. Meeting Open 6:32
In Attendance

Apologies
V Gamer, C Quinn, E Slater, M Coster-Anderson, K Clair

2. Confirmation of Minutes of Previous Meeting
   Resolution: the minutes of General Meeting held on 12 May 2015 are taken as read and as a true and accurate record with amendment to item 6.4 reference to major fundraising raffle prize being a total of $4000.

   Carried

3. Business Arising & Actions from Previous Meeting

3.1 P&C Letterbox
   K Matthee purchased new lock with two keys. Karlien & Glenise each have keys.
   Item closed

3.2 Uniform Shop Cheques
   R Baldwin and L Bates found missing cheques.
   Item closed

3.3 Treasurer P&C Budget (See Treasurer’s Report)
   Action: L Bates to add WACSSO & insurance fees to annual budget.

3.4 Treasurer’s Reimbursements
   Treasurer reimbursed Julie’s fund request.
   Item closed

3.5 Uniform Shop Info / Stats (See Item 6.3 Uniform Shop Report)
   Uniform Shop stocktake information provided in report.
   Action: Secretary to circulate link to uniform sales data amongst all members.

3.6 Faction Shirt Order
   C Becker put revised faction shirt order to exec who approved & shirts have been ordered at a total cost of $3211.10.
   Item closed

3.7 Uniform Stocktake T2
   Action: L Williams & T Nebel volunteered for stocktake 9:00am Friday 3rd July.

3.8 Fundraising Calendar (See item 6.4 Fundraising Report)
   Fundraising calendar of events in report.
3.9  Major Raffle Reimbursement
**Action:** T Green to obtain official receipt for Treasurer in order to claim reimbursement of $47.00 (approved) for raffle permits.

3.10  IT Funds from P&C (for Ipads, Surface Pros & Trolley/s)
L Webb reported that survey & discussion amongst staff came to decision to get full class set of 30 iPads and charging trolleys from JB HiFi. No Surface Pros.
**Resolution:** P&C to fund 15 iPads $6750 plus two trolleys = $8150
Carried
**Action:** L Webb to arrange purchase & payment, then invoice P&C (GST free).

3.11  Safety House Day & Art Comp (See item 6.6 Safety House Report)
K Donnelly liaised with Mrs Webb on art competition and Safety House Day.
**Action:** Karen to forward relevant blurb for newsletter to Karlien or Tracy, including link to the competition if someone wants to print off information, as soon as possible.

3.12  Parent Class Representative
- T Nebel advised Class Reps system was under way. Purpose for introduction of Class Reps system was to improve communication but limited contact details shared by parents so far for this to happen. Need to allow more time to see whether it is/will be effective.
**Action:** T Nebel to explore option of including information and disclosure form for Class Reps in start of year induction package.

3.13  P&C Archives
J Van der Ende, K Matthee & T Nebel moved archives to Uniform Shop and condensed into four plastic tubs Tuesday 19th May.

3.14  Auditor’s Report
Auditor’s report signed by K Matthee & L Bates at last meeting.
**Action:** M Warner-Stanton to forward copy of auditor’s report to Karlien for WACSSO.

4. Correspondence
J Van der Ende asked office staff for all external mail for P&C to go in 'Secretary' pigeon hole.

4.1  Correspondence In

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<tr>
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<th>Subject</th>
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<td>14/05/15</td>
<td>LW Reid</td>
<td>Issue 8 Catalogue</td>
<td>Uniform Shop</td>
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<td>P&amp;C Voice Term 2</td>
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<td>WACSSO</td>
<td>Affiliation Fees &amp; Insurance</td>
<td>General Meeting 09/06</td>
<td>Payment by 30 June</td>
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<tr>
<td>29/05/15</td>
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<td>Statement of Account</td>
<td>Tracy Nebel</td>
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4.2 Correspondence Out

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<td>Secretary</td>
<td>Bunnings</td>
<td>Copy Insurance Certificate</td>
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Resolution: that the correspondence be confirmed.  
Carried

5. **Treasurer's Report** (Bank Statement, Reconciliation, Finance Summary)

- Uniform Shop Order: from 11 March needed new approval due to costs approved - $1894.75 for jackets and $495 for hats being less than actual cost due to price rises in interim - $2145.00 and $528.00. Difference of $250.25 total.

Resolution: discrepancy acknowledged but all in agreement that there was no choice but to approve and pay the actual costs of $528.00 and $2145.00.  
Carried

Resolution: that the Treasurer's report be adopted.  
Carried

6. **Other Reports**

6.1 President’s Report

- Request for items for discussion at upcoming meeting with Minister for Education - issues around school parking areas and parents smoking or drinking near school car park were raised; agreed that there would be a more appropriate person/forum to address such issues - local member of parliament a better option than Minister for Education at such an event.

Action: K Matthee to explore further and follow up alternative avenues.

Resolution: that President's report be adopted.  
Carried

6.2 Principal's Report

- Next term will bring timetabling changes due to implementation of full literacy blocks - may see some minor impact on specialist subject areas.

- School carnival Yr 1-6 17th September (backup date 22nd October). Pre Primary students to have separate carnival events.

Resolution: that Principal's report be adopted.  
Carried

6.3 Uniform Shop Report

- Treasurer assisting with swapping notes for cash float - working well.

- Queries around stocktake totals - need to be careful that amount in stock covered by insurance ($25000).

Resolution: that prices should increase as per report (sport shorts $13.50; girls’ box pleat shorts $17.50; Skirt with built in shorts $21.00; windcheater $21.00).  
Carried

Resolution: C Becker to be reimbursed by Treasurer for $8.25 postage fee.  
Carried

Action: L Bates to reimburse C Becker $8.25; Corina to provide BSB & Acct details.
Resolution: that Uniform Shop Report be adopted. Carried

6.4 Fundraising Report
- Major Raffle: process well and truly on target - T Green inputting data into program in prep for raffle books; letters to be printed introducing raffle and opt out option.
  Action: K Matthee to make copies of letter to go home with all students this week.
- Movie Night: Fundraising committee will decide on Friday whether to increase to 157 seat cinema.
  Action: R Baldwin to put movie night posters up on class boards.
- Bunnings Sausage Sizzle: roster is looking ok; Julia will speak with P&C members for someone to stay and count cash at the end of event; Ent Books & Raffle Tix will be sold at the Bunnings Sausage sizzle.
  Action: D White to take letter from P&C requesting support from Coles who may be able to offer voucher and provide storage/cooling prior to event.
  Action: J Van der Ende volunteered to prep onions; will compare cost sliced onions.
- Entertainment Books: 19 sold for $247 profit so far.
- There are some other great Fundraising ideas out there - we need a stable long-term Fundraising committee going into the future.
- Toy vouchers due to expire end of this month.
  Action: Fundraising committee to review toy catalogue and make decisions about purchases to use for fundraising incentives.
Resolution: Disco to be scheduled for early Term 4. Carried

Resolution: Lapathon will be deferred until next year so that fundraising activity this year can focus on major raffle. Carried

Resolution: that Fundraising report be adopted. Carried

6.5 Scholastic Book Club Report
Resolution: Surplus books be donated to school for upcoming Science Week. Carried

Resolution: that Scholastic Book Club report be adopted. Carried


6.6 Safety House Report
Yellow Day 18th September
Action: Karen to meet with committee next week to plan events and will request for helpers as needed.
Resolution: that Safety House Report be adopted. Carried

6.7 School Board Report
Last School Board meeting: reviewed a pamphlet highlighting GPS move to IPS; shared session on Visible Learning and literacy strategies.

7. Members

8. General Business
8.1 City to Surf 30th August (K Chinnery)
Schools can register as a team (parents, teachers, students etc) and any City to Surf entrants from the school community then receive 15% off; involves a school challenge
program which can be run during breaks and facilitated by parents/faction captains; unsure whether commitment involves all aspects or if could be as simple as registering.

**Action:** K Chinnery to clarify information, advertise & garner interest via newsletter due out next week.

8.2 Log book system to be put into place for handing over cash to the front office, and for when Treasurer collects. Sign in and out. (K Matthee)

**Resolution:** Any P&C member who hands over cash to front office for collection by Treasurer should send a text message to L Bates at the time so that it is tracked and highlighted immediately for pickup. SMS needs to state, amount, what it is for.

**Carried**

**Action:** L Bates to amend cash form with check-box indicating need to sms Treasurer to advise whenever money placed in safe for collection.

8.3 Reimbursement (K Matthee)

**Resolution:** L Bates to reimburse K Matthee for purchase of new lock $7.00

**Action:** L Bates to reimburse K Matthee $7.00.

**Carried**

9. **Other Business**

9.1 WACSSO Conference (K Matthee)

Need to RSVP - members to let Karlien know if interested.

9.2 Confidential Declaration Forms (J Van der Ende)

Glenise requires this form from all P&C members, class reps or helpers at school.

**Action:** All P&C members to complete one and return to Glenise if not done so already; Tracy to follow up with class reps to complete.

9.3 WACSSO Annual Fees

**Resolution:** that the WACSSO affiliation fee $788.12 and uniform shop insurance fee of $420.16 be approved for payment.

**Action:** L Bates to arrange payment by 30 June.

**Carried**

10. **Date of Next Meeting**

Tuesday 11th August 2015 at 6:30pm in Staff Room

11. **Meeting Closed 8:26pm**