Greenmount Primary School
P & C Inc
50 – 68 Innamincka Road, Greenmount, WA, 6056
Telephone: 9294 1155 Fax: 9294 3323

CONFIRMED MINUTES for General Meeting on Tuesday 22 March 2016
6:30 pm Staff Room

1. Meeting Open by Karlien Matthee (Chairperson) at 6:36pm

In Attendance: Karlien Matthee, Katie Chinnery, Jenny Greaves, Julia Tolj, Karen Donnelly, Natasha Mellar, Etsi Slatter, Lisa Clarke, Malinda Kanongata’a, Tracy Nebel, Rebekah Baldwin

Apologies: Rietta Kaur, Lynne Williams, Pauline Searle, Leanne Kleynhans, Mesha Desmond, Corina Becker, Chantell Randall, Diane White

2. Confirmation of Minutes of Previous Meeting
Motioned: that the minutes of the General Meeting held on 22 March 2016 are taken as read and as a true and accurate record. CARRIED

3. Business Arising & Actions from Previous Meeting

3.1 Safety House Signage (K Donnelly & K Matthee)
- Update on moving safety house sign.
- Outcome of Safety House Committee pursuing shire to cover costs of signage.
- Safety House Committee continuing to liaise with local schools re Safety House program - also to consider approaching local paper for story. Have not had any support.
  - K Matthee contacted MP Alyssa Hayden to encourage support from local schools on Safety House program. Have not heard anything back yet.
Resolution: Len will move the sign when he has time.
Action: Karen Donnelly to meet with Karlien Matthee re contact with Shire CARRY FORWARD TO NEXT MEETING:

3.2 Flexi Schools (K Matthee)
- Darlington PS did presentation.
Action: Darlington PS P&C is emailing Karlien Matthee on the breakdown of costs which will then be forwarded to Lucy Webb.

3.3 Risk Management for Events (Fundraising)
- WACSSO advice on first aid and safety requirements eg WWCC, emergency contacts etc for one-off events to inform future event planning.
Action: Katie Chinnery to email Sam at WACSSO office, also Lucy said she can get us the teachers check list so we can alter to what we need.

3.4 Calendar of School Events from Mrs Astle for 2016 (Fundraising).
ITEM CLOSED

3.5 GPS Marquee (K Matthee)
- Continuing follow up for estimate of costs to repair damaged marquee. Dan Collins to report back re possible free replacement bag.
Action: Lisa Clarke will get a written quote as the bag is too far gone to be fixed, a whole new bag will be made that will make it easier to prevent future tearing. Lucy mentioned if it cost no more than $150 the school will pay for it to be fixed.

3.6 Auditor's Report
Action: Tracy will deliver it in the next week.

3.7 Terms of Reference (K Matthee) - Scholastic Bookclub Committee 3 members?
Add to Terms of ref that okay to send payment prior to books being received for Issue 7 & 8 to clear the money from our account for Financial Year End.
Resolution: Agreed to change wording in TOF to say: At least 2 people.
Resolution: Payment authority to be included in Treasurer duties and responsibilities.
**ITEM CLOSED**

4. Correspondence
4.1 Correspondence In

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Subject</th>
<th>Passed onto</th>
<th>Action</th>
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<tbody>
<tr>
<td>31/01/2016</td>
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<td>Statement</td>
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<tr>
<td>17/02/2016</td>
<td>Entertainment book</td>
<td>Confirmation fundraising</td>
<td>T. Nobel (entertainment book coordinator)</td>
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<td>Fundraising</td>
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<td>26/02/2016</td>
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<td>Invoice pants and t-shirts</td>
<td>Uniform shop</td>
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<td>New manuals and templates</td>
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<td>LW Reid</td>
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<td>Uniform shop</td>
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<td>09/03/2016</td>
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<td>Drybudz</td>
<td>Flyer</td>
<td>President</td>
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<td>Shire of Mundaring</td>
<td>Invitation</td>
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<td>19/03/2016</td>
<td>Entertainment</td>
<td>List of last years customers for entertainment books</td>
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<td>19/03/2016</td>
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<td>21/03/2016</td>
<td>James (Coffee shop owner)</td>
<td>Donation of coffee vouchers</td>
<td>Karlien Matthee</td>
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### 4.2 Correspondence Out

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<th>Subject</th>
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<tbody>
<tr>
<td>10/03/2016</td>
<td>Tracy Nebel</td>
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<td>10/03/2016</td>
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<td>LW Reid</td>
<td>Request for 2 credit notes</td>
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<td>Hon Alyssa Hayden</td>
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<td>Tracy Nebel</td>
<td>Entertainment Book</td>
<td>Thank you reply and confirming advertising material</td>
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<tr>
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<td>Karlien Matthee</td>
<td>James (Coffee shop owner)</td>
<td>Thank you email for his coffee voucher donations</td>
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<td>Lauren Bates</td>
<td>Certificate of Loyal Service</td>
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<td>22/03/2016</td>
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<td>Kevin Henry</td>
<td>Certificate of Appreciation</td>
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</table>
Motioned: That the correspondence be confirmed.

5. Treasurer's Report
Motioned: that Treasurer's report be adopted.
Action: $63.70 has been deleted from 30/10/2015 on all documents. This was a carry over entry error from the previous year.
Reimbursements approved: R. Baldwin $34.99
: K. Matthee $2.50 & $35.81
 : T. Nebel $7.00
: Maygan Cinquina TBC (Included in Scitech Pre Approval)

CARRIED

6. Other Reports
6.1 President's Report
Motioned: that President's report be adopted.

CARRIED

6.2 Principal's Report
Motioned: that Principal's report be adopted.
Action: Karlien to contact Diane & Charlotte about Coffee vendors for the afternoon of the parent meetings 7 April 2016

CARRIED

6.3 Uniform Shop Report
Motioned: that Uniform Shop Committee report be adopted.
Action: L. Webb to follow up on T-shirt delivery to school. "Maria" signed for it. P&C never received it. If school can't find it, Tracy will follow up with Tudor.
Action: Corina to bring samples of tight and track pants for next meeting.
Resolution: PO 007 ($534.87), 008 ($760), 009 ($307) approved.
Resolution: $40 approved for uniform shop stationery.

CARRIED

6.4 Fundraising Report
Motioned: that Fundraising Committee report be adopted.
Action: Malinda, Karlien and Julia to help coordinate the Bunnings sausage sizzle day.
Action: Tracy to look into onions.
Resolution: $950 total spend max has been approved for Bunnings sausage sizzle.

CARRIED

6.5 Scholastic Book Club Report
Motioned: that Scholastic Book Club Committee report be adopted.
Action: Undelivered order due to no name written on order. Elsi to forward details to Katie to put in newsletter/facebook if this is not a teacher order.

CARRIED

6.6 Safety House Committee Report
Motioned: that Safety House Committee report be adopted.
Action: Karen to have a meeting with Lucy to get approval for the safety house date.
Resolution: Rebekah suggested the safety house play be aimed at the kindy and pre primary students this year. Idea was seconded by Mrs Webb and accepted.

CARRIED

6.7 School Board
Motioned: that the School Board report be adopted.
Note: Mrs Webb mentioned the school will now support Parkerville Children's home as a charity. Board also approved budget.

NO REPORT

7. Members
Diane White joined 14/03/2016. Maygan Cinquina joined 24/02/2016. Malinda Kanongata'a joined 22/03/2016

CARRIED
8. **General Business**

8.1 Uniform shop - Need to find a new co-ordinator as Karlie Steedman pulled out due to family illness. (K. Matthee)
**Action:** Put an add in the newsletter and facebook asking for a coordinator. (K. Chinnery)

8.2 P&C Mathletics & Presentation night contributions (K. Matthee)
**Resolution:** Approved $1500 for sounds system on presentation night, approved $1000 for maths resources and to ask Mrs Astle if she could do a write up of what she spends so we can show parents evidence where the money goes. No contribution will go towards Mathletics.

8.3 P&C Calendar (K. Matthee)
**Resolution:** Please add anything to calendar as you have dates. Members without access to drive to forward to relevant Committee Coordinators, or Office Bearer. (All Members)

8.4 Signing of P&C Documents to 3rd Parties (K. Matthee)
**Resolution:** No documents to be sent out to 3rd parties on letterheads without a signature from the President. It needs to be viewed by the school as well. President will sign and hand back to be forwarded to relevant parties.

8.5 April Webb joins Fundraising committee (K. Matthee)
**Resolution:** Everyone welcomed April to the Fundraising Committee (in her absence). She is now allowed to vote at their meetings.

8.6 Lauren Bates (K. Matthee)
**Resolution:** Lauren Bates was thanked at the meeting for her services over the years in the P&C, as no one realized she was not joining this year again.
**Action:** Certificate of Appreciation to her.
**Action:** Donations welcomed to buy her a little present, as she is an outgoing office bearer. To be put in the P&C Mailbox Att Karlien.

8.7 Newsletter & Facebook information (K. Matthee)
**Resolution:** All information to be forwarded to Katie Chinnery for inclusion in Newsletter and Facebook from now on. (All Members)

8.8 Certificates of Appreciation (T. Nebel)
**Resolution:** Any donations received will be acknowledged by sending out a Certificate of Appreciation for Goods and Services received especially from businesses. All members to notify K. Matthee
**Action:** Lisa Clarke to create a log book and put in Fundraising Pigeon Hole to keep track of who has been approached for donations as per discussion at Fundraising Committee meeting.

8.9 Class Dojo (T. Nebel)
**Action:** Lucy meet with Miss Marotta to discuss the benefits of using Class Dojo as a communication tool school wide. Discuss with teachers to see if they would use dojo at the next staff meeting. Katie is looking into School Bag to compare the two.

8.10 Pricing of Uniforms to be reviewed to cover WACSSO & Insurance Fees (T. Nebel & K. Matthee)
**Resolution:** Increases as presented at the meeting approved. Will review costs in a
years time again.
Action: Pricing in Uniform Shop to be amended.

8.11 Consider the Kids Campaign (K. Chinnery)
Action: Katie to coordinate with Shire to contact "Consider the Kids" to get stickers and then letter drop to homeowners for the stickers to put on the bins if they want them.

8. Other Business
Action: Rebekah is to email members of the P&C training dates and ask for participants and also email members about the annual conference. (K. Matthee to forward Rebekah Info)

9. Date of Next Meeting
General Meeting Tuesday 17th May 2016 at 6:30pm in Staff Room

11. Meeting Closed at 9:08pm