MINUTES for General Meeting on Tuesday 11 August 2015, 6:30 pm Staff Room

1. Meeting Open 6:35

In Attendance
K Matthee (Chairperson), L Webb, T Nebel, C Becker, C Quinn, K Donnelly, K Chinnery, J Greaves, M Sutton, C Randall, T Duncan, S & Mr Panu, E Slater, J Tolj, L Williams, M Warner-Stanton, J Van der Ende

Apologies
L Bates, V Gamer, T Green, R Baldwin, D White, M Coster-Anderson

2. Confirmation of Minutes of Previous Meeting
Resolution: the minutes of General Meeting held on 9 June 2015 are taken as read and as a true and accurate record.

Carried

3. Business Arising & Actions from Previous Meeting

3.1 P&C Budget
L Bates provided President additional info relevant to annual budget / fixed P&C expenditure.

Item closed

3.2 Uniform Shop Stats
Secretary circulated link to uniform sales data amongst all members; Term 2 Stocktake completed and figures provided in report.

Item closed

3.3 Treasurer Reimbursements
Treasurer reimbursed T Green $47.00 for raffle permits; C Becker $8.25 for uniform sample return; K Matthee $7.00 for P&C letterbox lock.

Item closed

3.4 IT Funds Committed
P&C to fund 15 iPads $6750 plus two trolleys = $8150; L Webb has purchased these.

Action: L Webb to provide invoice to P&C at next meeting.

3.5 Auditor’s Report
Auditor's report has been forwarded to WACSSO.

Item closed

3.6 School parking & antisocial behaviour on/near school grounds
K Matthee wrote a letter to Raylee Armstead, Engineering Officer from the Shire who responded by email to confirm receipt of the letter and advised will be in touch.

3.7 Scholastic Books Surplus
Horrible Science set of books passed onto C McGlew.

Item closed
3.8 Toy Vouchers
Fundraising committee used vouchers to purchase an assortment of toys/games to donate to library as well as give away for Science Week prizes.  
**Item closed**

3.9 Yellow Day 18th September
K Donnelly met with committee to plan event and will request for helpers as needed.  
**Item closed**

3.10 City to Surf 30th August
K Chinnery placed advertisement in newsletter and has not had any interest to date; plan to start organising earlier next year, possibly in conjunction with lapathon.  
**Item closed**

3.11 P&C Cash Log
Members have been following process of sending SMS to Treasurer to advise of placing collected/counted money in office safe.  
**Action:** K Matthee to check whether cash forms have been amended to indicate process of SMSing Treasurer upon cash deposit.  
**Item closed**

3.12 Confidential Declaration Forms
All P&C members & Class Reps were advised to complete this form and return to Glenise if not done so already.  
**Item closed**

### 4. Correspondence

#### 4.1 Correspondence In

<table>
<thead>
<tr>
<th>Date Rec'd</th>
<th>From</th>
<th>Subject</th>
<th>Passed To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/15</td>
<td>ANZ</td>
<td>Statement May</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>16/06/15</td>
<td>WACSSO</td>
<td>Conference Rego &amp; Schedule</td>
<td>Katie Chinnery</td>
<td>Registration</td>
</tr>
<tr>
<td>18/06/15</td>
<td>LW Reid</td>
<td>Issue 9 Catalogue</td>
<td>Uniform Shop</td>
<td></td>
</tr>
<tr>
<td>18/06/15</td>
<td>Midland TOFS</td>
<td>Community Support Idea</td>
<td>President</td>
<td>By Principal</td>
</tr>
<tr>
<td>23/06/15</td>
<td>LW Reid</td>
<td>Swatches - Faction Shirts</td>
<td>Uniform Shop</td>
<td></td>
</tr>
<tr>
<td>23/06/15</td>
<td>LW Reid</td>
<td>Sample Red Faction Shirt</td>
<td>Uniform Shop</td>
<td>Return or pay for item</td>
</tr>
<tr>
<td>23/06/15</td>
<td>Dept of Ed</td>
<td>WA Education Awards 2015</td>
<td>President</td>
<td></td>
</tr>
<tr>
<td>21/07/15</td>
<td>WACSSO</td>
<td>Conference Guide</td>
<td>Katie Chinnery</td>
<td>Registration</td>
</tr>
<tr>
<td>21/07/15</td>
<td>Fundraising Specialists</td>
<td>Catalogue</td>
<td>Fundraising Committee</td>
<td></td>
</tr>
<tr>
<td>21/07/15</td>
<td>Entertainment Book</td>
<td>Statement of Account</td>
<td>Tracy Nebel</td>
<td></td>
</tr>
<tr>
<td>21/07/15</td>
<td>ANZ</td>
<td>Bank Statement June</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>28/07/15</td>
<td>Entertainment Book</td>
<td>Statement of Account</td>
<td>Tracy Nebel</td>
<td></td>
</tr>
<tr>
<td>28/07/15</td>
<td>Scholastic Bookclub</td>
<td>Statement 10/07</td>
<td>Scholastic Committee</td>
<td></td>
</tr>
</tbody>
</table>
Resolution: that the correspondence be confirmed.  

5. Treasurer's Report  
Resolution: that the Treasurer's report be adopted.  
In addition, please see financial summary also attached (verbal summary provided by K Matthee).

Carried

6. Other Reports  
6.1 President's Report  
Resolution: that President's report be adopted.  
Resolution: $1000 P&C funds approved to contribute to Mathletics fees.  
Resolution: $1500 P&C funds approved to contribute towards sound system for Presentation Night.  

Carried

6.2 Principal's Report  
Resolution: that Principal's report be adopted.  
L Webb requested quote for solid structure shade for senior playground - $49000; awaiting quote for shade sails.  
K Matthee liaising with L Webb about changing P&C logo in line with school change & to finalise P&C information going into new Information Booklet.  

Carried

6.3 Uniform Shop Report  
Resolution: that Uniform Shop Committee report be adopted.  
Permaplate have increased minimum quantities for faction shirts and costs; presents significant issue re stockholding & cashflow.  
Resolution: approval for change in faction shirt supplier to LW Reid who have lower minimum order quantities, and cost, but do not include white collar.  
Action: K Matthee to present change in faction shirts to School Board at meeting next week.  

Carried

6.4 Fundraising Report  
Resolution: that Fundraising Committee report be adopted.  
Disco  
Disco session split planned K-2 / 3-6 (not K-1 as in report).  
Resolution: $600 P&C funds approved to cover costs of DJ and Swan View Youth Centre venue for disco.  
Raffle Tickets  
Resolution: approval for fundraising event, that being the sale of raffle tickets at Swan View Shopping Centre over one or two dates in August (likely 22nd and/or 29th).  
Action: J Van der Ende to forward copy of Public Liability Insurance to M Sutton.  
Action: M Sutton to liaise with shopping centre management to confirm date/s.  
Sports Day  
Main issue is with getting enough people to coordinate sausage sizzle and bake stall as well as have helpers rostered & rotated efficiently throughout the day; essential to have new people shadowing those who have previously coordinated such events going into the future.  
L Williams & J Van der Ende offered help; K Matthee offered to assist filling rosters as per Bunnings sausage sizzle. J Tolj to provide K Matthee with info re slots & duties that
need volunteers.

**Resolution:** $450 P&C funds approved to cover costs for sports day.

**Game Donated to Library**

**Action:** Julia to speak with Morag about improving durability and longevity of games donated from P&C to library, eg zip lock bags for contents & laminating instructions.

---

### 6.5 Scholastic Book Club Report

**Resolution:** that Scholastic Book Club Committee report be adopted.

**Resolution:** approval for Scholastic Book Club Committee to forward any surplus books sent in error to the library.

**Carried**

### 6.6 Safety House Committee Report

**Resolution:** that Safety House Committee report be adopted.

**Safety Houses in Area**

Safety House Committee are continuing to spread awareness and increase numbers of safety houses via letterbox drops - K Chinnery maintaining map of area covered. Only five confirmed safety houses in area with several deemed no longer appropriate or safe following years being unchecked.

Committee responsibility to inspect and approve safety houses based on criteria such as all occupants police cleared, home 80% of time before and after school hours, no dogs in yard, clear access to front door etc.

**Resolution:** Safety House Committee to conduct yearly checks on Safety Houses.

**Action:** L Webb to arrange for safety house sign to be moved to more visible location from behind fence at front of school.

**Action:** Safety House Committee to look into costs of getting extra signage for school.

**Resolution:** approval for $5.30 reimbursement to K Donnelly for colouring competition postage.

**Action:** Treasurer to reimburse K Donnelly $5.30.

**Resolution:** approved $300 P&C funds towards Safety House show at Yellow Day.

**Carried**

### 6.7 School Board

No School Board meeting since last P&C meeting.

### 7. Members

**Action:** Secretary to distribute P&C contact list for use in coordinating P&C activities, including only members’ details who have consented in writing to sharing information.

### 8. General Business

#### 8.1 Fundraising Committee for 2016

Current fundraising committee would like to handover to new core group of people interested in supporting fundraising prior to the end of the year, with a view to planning ahead and being able to hit the ground running in 2016. Procedures and templates are in place, no one person is responsible for everything - workload is shared and people contribute according to capacity.

**Action:** Fundraising Committee to confirm date for end term 3 for 2016 Events Planning Meeting - extend invitation and spread word via Facebook page and newsletters, to encourage any new parents with ideas/passions/skills/interest.

---

#### 8.2 Suggestions for what to fundraise for in 2016

J Tolj suggested raising funds for netball shirts to be worn by students when representing GPS at interschool carnivals. L Webb looking into possibility school funding these as have done with other sports’ shirts.
8.3 Reimbursements
**Resolution:** approval for Treasurer to reimburse $25.00 to K Matthee for invoice books for Uniform Shop; $12.00 to T Green for raffle ticket envelopes; $8.00 to J Greaves for movie ticket envelopes.

**Carried**

**Action:** Treasurer to make reimbursements $25.00 to K Matthee; $12.00 to T Green & $8.00 to J Greaves.

8.4 Online ordering options for Uniform Shop

Parents regularly request to be able to order online.

Upon previous investigations: ANZ found to be cheapest bank; EFTPOS presented issues inc where to keep it & having P&C member rostered to do the transactions etc.

**Action:** C Becker to explore Flexischools and bring info to next meeting; C Quinn to also explore alternatives for online payments and bring to next meeting.

8.5 Faction shirt changes for cost saving (addressed in Uniform Shop Report item)

8.6 Sports Day Faction Shirt deal

Need to move old stock/large sizes.

**Resolution:** $15.00 sale price approved for size 16+ faction shirts.

**Carried**

8.7 Stock to discontinue and possibly sell out below cost. (details in Uniform Shop Report)

**Resolution:** approval for reduced sale price of old stock and to discontinue as follows:
- Straight leg track pants in size 14 and 16 - sell $10
- Cuffed leg track pants in size 14 and 16 - sell $10
- Windcheaters in size 16 and 18 - sell $10
- Rugby Jumpers in size 16 and 18 - sell $10

**Carried**

**Action:** Uniform Shop Committee to display sale stock out front of uniform shop with clear signage indicating sale price applies to specific discontinued items. L.Webb to ask teachers in meeting on 12/08/2015 if they would be interested to purchase any.

8.8 Girls Bootleg Pants (detail in Uniform Shop report)

**Resolution:** approval to order 1 of each size girls bootleg pants.

**Carried**

8.9 Green Polo Bulk order for Jan/Feb 2016

Need to order now for start of next year.

**Proposed order:**
- Sz 4 - 40  Sz 6 - 60
- Sz 8 - 70  Sz 10 - 60
- Sz 12 - 30  Sz 14 - 5

**Resolution:** approval for bulk polo shirt order to be placed, totalling $5538.50 for delivery mid-Jan; payment to be made 30 days after delivery (Feb).

8.10 Bubbler fundraising (T Nebel)

T Nebel had communication with Bubbler who stated they did not have our bank account details to transfer money raised via website purchases.

J Tolj confirmed that Bubbler already have this info and last year deposited $52.

**Action:** J Tolj to forward previous correspondence from Bubbler to T Nebel.

9. Other Business

10. **Date of Next Meeting** Tuesday 8th September 2015 at 6:30pm in Staff Room

11. **Meeting Close 8:20pm**