MINUTES for General Meeting on Tuesday 8 September 2015, 6:30 pm Staff Room

1. Meeting Open 6:35pm
   In Attendance
   K Matthee (Chairperson), L Webb, T Nebel, R Baldwin, K Donnelly, K Chinnery, M Warner-Stanton, L Bates, T Duncan, L Williams, C Randall, V Gamer, J Tolj, C Becker, E Slater, J Greaves, J Van der Ende
   Apologies
   M Coster-Anderson, C Quinn, D White

2. Confirmation of Minutes of Previous Meeting
   Resolution: that the minutes of General Meeting held on 11 August 2015 are taken as read and as a true and accurate record.
   Carried

3. Business Arising & Actions from Previous Meeting
   3.1 Funds Committed
   ● School provided invoice for 15 iPads plus half the cost of three trolleys = $7374.45; plus invoice for contribution to Mathletics $1000.
   Resolution: P&C to pay invoices totalling $8374.45.
   Carried

   Action: Treasurer to pay the $8374.45 invoice.

   3.2 School Parking
   ● Outcome of President’s correspondence & subsequent meeting with Raylee Armstead, Engineering Officer from Mundaring Shire: Shire will arrange to reinstate existing pavement directional arrows, install two new Children Warning signs and amend the garden median to have an extended curved barrier kerb to discourage incoming motorist cutting through at that point of the driveway. These works would best be undertaken during school break (26/09-11/10).

   3.3 P&C Cash Log
   ● Members have been following process of sending SMS to Treasurer to advise of placing collected/counted money in office safe; Treasurer issued new forms; process has been working well.
   Item closed

   3.4 Faction Shirt Collar Change
   ● K Matthee presented change in faction shirts to School Board - they were happy to go with dropping white collars in favour of saving on costs.
   Item closed
3.5 Raffle Ticket Sales at Swan View Shopping Centre
   ● Event was held; see Fundraising Report.  
   Item closed

3.6 Sports Day
   ● See Fundraising report; volunteer roster should be ready to be written up later this week.  
   Item closed

3.7 Games 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.

3.8 Safety House Signage
   ● L Webb has arranged for maintenance to move safety house sign to more visible location from behind fence at front of school.
   ● Safety House Committee looked into costs of getting extra signage for school - cost for reasonably sized signs = approx $84.
   **Action:** Safety House Committee to investigate option of shire covering costs for signage; K Donnelly to send email communication past President first so that she can forward to her direct contact at the shire.
   **Action:** Safety House Committee to liaise with local schools re Safety House program, including Parkerville PS who were recently featured in article in the Echo newspaper.

3.9 Fundraising 2016
   ● Fundraising Committee should be able to to confirm date for 2016 Events Planning Meeting by next week.

3.10 Online ordering options for Uniform Shop
   ● C Becker explored Flexischools and provided info in report;
   ● C Quinn was to explore alternatives for online payments but as she is not in attendance tonight will revisit this item next meeting.
   **Action:** C Becker & C Quinn to present information on online ordering option at next meeting.

3.11 Uniform Shop Clearance Stock
   ● Uniform Shop Committee displayed sale stock out front of uniform shop with clear signage indicating sale price applies to specific discontinued items.  
   Item closed

3.12 Bubbler Fundraising (T. Nebel)
   ● Donation payment in the amount of $83.45 will be paid sometime in October, unless further purchases are made through Bubbler which nominate GPS P&C as the Fundraiser, then this amount may rise. Donation payments are made by Bubbler every April and October each year (unless under a certain amount). As this is a very passive way to Fundraise, suggest that we promote on a continual through the Facebook Page, School Newsletter and Website.
   **Action:** T Nebel to forward Bubbler info at regular intervals for communication via fb/newsletter/website.
   Item closed

3.13 Reimbursements
   Treasurer made reimbursements $25:00 to K Matthee for Uniform Shop invoice books; $12:00 to T Green for Fundraising envelopes; $8:00 to J Greaves for Fundraising envelopes; $3.50 to K Donnelly for Safety House postage.
   Item closed

4. Correspondence
4.1 Correspondence In
### Date Rec’d | From | Subject | Passed To | Action
--- | --- | --- | --- | ---
27/08 | Entertainment | Return of Unsold Books | Tracy Nebel | Final sale & return unsold books
31/08 | Raelee Armstead, Shire | School Carpark Work | President | Liaison w Principal
01/09 | Permapleat | Back to School Orders Due | Uniform Shop |  
01/09 | LW Reid | Issue 13 Uniform Catalogue | Uniform Shop |  

**Resolution:** that the correspondence be confirmed.  
*Carried*

5. **Treasurer’s Report**
- Error in report under banking to be done - 'Book Club $34' should be deleted.
- Treasurer concerned with Uniform shop spending
  Feedback from Uniform Shop provided some relevant information to the picture: eg current committee inherited T shirt order made in error totalling $~1300 which weren't required; $~728 invoice paid twice & due to be refunded, minimum order quantities increasing spends, orders include bulk orders and stock for next year. More accurate figures for this year’s uniform spending detailed in Uniform Shop report spreadsheet.
- Bulk order forms will go out again in November.
  **Resolution:** that the Treasurer's report be adopted having noted points above.  
*Carried*

  **Action:** Treasurer to review and present updated Profit & Loss statement for next meeting.

6. **Other Reports**

6.1 **President’s Report**
- **Resolution:** that President's report be adopted.  
*Carried*

6.2 **Principal's Report**
- School looking at student population, class structures and aligning teachers with year levels for 2016 this week.
- Overall, school was happy with NAPLAN data. General feeling that collaborative planning & consistency with Guided Reading program has generated positive results among Year 3s; investigating different aspects of the data and focusing on particular skills sets with Year 5s.
  **Resolution:** that Principal’s report be adopted.  
*Carried*

6.3 **Uniform Shop Report**
- Uniform Shop whiteboard looks nice!
- Due to concerns at Uniform Shop spending, proposed 2016 order in report has been amended.
  **Resolution:** approval for order totalling $635.55 to include only: Spartan bucket hats, hybrid hats & LW Reid cuffed trackies and size 8 skorts.
*Carried*

  **Resolution:** that Uniform Shop Committee report be adopted with amended order.  
*Carried*

  **Action:** Uniform Shop Committee to create template for providing more information on minimum orders / rationale for order requests.
**Action:** Uniform Shop orders to go via Treasurer prior to being presented to executive committee for approval.

6.4 Fundraising Report

- **Raffle:** Each book is on computerised system so unreturned books are able to be tracked; T Green as organiser needs to sign stat dec to confirm that attempts were made to follow up these books & they were not returned or included in the raffle. Raffle will be drawn at assembly this Friday; K Matthee to speak on behalf of P&C and it would be great to have iPads & trolleys there to show everyone what their money in support of the raffle has contributed to.
  
- **Sports Day:** Still coordinating volunteers for sausage sizzle and cake stall.
  
  **Resolution:** Plan for Scitech fundraising event on 11th March.

  Carried

  **Resolution:** Plan for Bunnings sausage sizzle either Saturday 2nd April or Saturday 14th May.

  Carried

  **Resolution:** that Fundraising Committee report be adopted.

  Carried

  **Action:** J Van der Ende to send letter to Bunnings requesting opportunity to host sausage sizzle on either 02/04/16 or 14/05/16.

6.5 Scholastic Book Club Report

- **P&C support for being firm on cut off date for cash orders - parents to be directed to LOOP if they miss the return date.**
  
  **Resolution:** that Scholastic Book Club Committee report be adopted.

  Carried

6.6 Safety House Committee Report

- **Face painting agreed as appropriate activity for K/PP ages; also temporary tattoos.**
- **Ok for $300 cost for Safety Show to be paid in Term 4.**
  
  **Resolution:** approval for reimbursement to K Donnelly for yellow paper $10.94.

  Carried

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

  Carried

  **Action:** Safety House Committee to send notes re free dress & advertise on Facebook.

  **Action:** K Donnelly to contact Safety House to request copies of participation certificates in time for Yellow Day.

  **Action:** K Donnelly to establish costs of paint and other expenses, then forward approval request for specified amount to President for exec approval prior to event.

  **Action:** Treasurer to reimburse K Donnelly $10.94.

6.7 School Board

- **Feedback from last meeting:**
  
  Voted to accept change of faction shirts presented by P&C (different supplier/no white collar). Change to zip Jackets not okayed. To stay with current style.
  
  Discussion about fundraising - two World Vision children who had been sponsored have moved on from the program; looking for alternative WA based fundraising project.
  
  Employed additional teacher to run literacy block; employed EA to run mini-lit and multi-lit program.
  
  Science demountable will need to be returned to Dept of Ed by end of year.
  
  Purchased online subscription to World Book.
  
  Budget update provided.
7. **Members**
   Secretary distributed P&C contact list for use in coordinating P&C activities.

8. **General Business**

8.1 **WACSSO Conference Debrief (K. Chinnery)**
   - Found attendance worthwhile; general feedback from conference including advantages for registering P&C as a charity plus benefits of networking with other local schools' P&Cs.

8.2 **Volunteers needed for Uniform stock take Friday 25 September 9am (K. Matthee)**
   **Action:** L Williams & T Nebel to help Uniform Shop Committee with Term 3 stocktake.

8.3 **P&C Charity Status (E. Slater)**
   - Benefit of charity status being to make donations tax-deductible.
   - Mardi advised of strict rules about eligibility and capacity to issue tax-deductible donations.
   - Information has been seen in WACSSO newsletter and fact sheet on website.
   - E Slater volunteered financial management skills with regard to GST or BAS statements if we decide to go down this route.
   **Action:** K Matthee to contact WACSSO and gather information for presentation on pros and cons of registering as a charity at next meeting.

8.4 **Outdoor Play Area (L. Webb)**
   - L Webb has been consulting student groups to gather info on interest in outdoor activities to engage students in positive, productive activity during break times.
   - Subcommittee established including parent, PE teacher, gardener - re-developing outdoor play spaces is on the agenda over next three years - for older students eg life size chess, drawing centres, obstacle courses; for younger students focus is on developing nature based play areas eg logs & tyres, outdoor kitchen, musical instruments from everyday objects.
   - Has discussed option with staff of shade sail (quote $30000) vs planting mature trees.
   **Resolution:** P&C in agreement that outdoor play spaces to be part of future fundraising goals; including nature play area for junior ages and outdoor games or activities for senior ages.
   **Action:** L Webb to present costs for some outdoor activities at next meeting (eg giant chess or Connect 4 games) for P&C to consider funding some of these this year.

8.5 **Thank a Volunteer Day 2015**
   - Please contact J Van der Ende if you have any suggestions or would like to nominate a volunteer from the P&C for the Mundaring Shire’s ‘Thank a Volunteer Day’. Nominations close 25th September.

9. **Other Business**
   - Suggested date of Christmas Function 4 December. Venue to be advised.

10. **Date of Next Meeting** Tuesday 3rd November 2015 at 6:30pm in Staff Room

11. **Meeting Close 9:00pm**