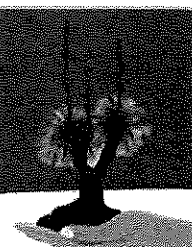
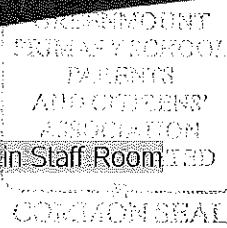


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Greenmount  
 Primary P&C

*[Handwritten signatures]*

Confirmed Minutes Executive Meeting held on 10 September 2019 at 6:30 pm in Staff Room

**1. Meeting Opened: 6.37pm**

**In Attendance:** Elaine Bellamy\*, Kylie Byrne, Bianca Castle, Kate Donovan\*, Denyse Kleynhans\*, Gabriella Nyakpo\*, Nicolette Punaivaha (left 7.35pm, Item 9.1), Emma Rohrbach Spinks\*, Lucy Webb, Sally Winter\* (chairperson)

**Apologies:** Karen Donnelly, Leanne Kleynhans, Breanne Lucas, Tracy Nebel, Shane Spinks, Julie van der Ende

**Absent:** Daniel Amato, Jessica Debarro, Mesha Desmond, Rozana Edwards, Rebekah Henry, Aimee Kennedy, Lloyd King, Karen Knox, Charl Matthee, Mick McDonnell, Helena Mills, Sarah Muriale, Daniel Prentice, Emma Prentice, Scott Rogers, Amanda Swadling

\* Executive members

**2. Confirmation of Minutes of Previous Meeting**

**Motioned:** That the minutes of the General Meeting held 20 August 2019 are taken as read and as a true and accurate record.

**CARRIED**

**3. Business Arising from Previous Meeting**

**20 August 2019 Meeting Actions**

ITEM	ACTION	NOMINEE	COMPLETED
3.2 Uniform Shop	Investigate cost of laptop from Kogan or other supplier.	S Winter	
3.3 Insurance	Electrical testing being carried out by Paul Donovan (Item CLOSED). NB Power block failed test.		27-Aug-19
6.1 President	Add a 'photo permission' column to the volunteer register sheet for P&C events, and produce a poster to display at events, indicating that photos may be taken.	E Rohrbach Spinks	22-Aug-19
6.3 Uniform	Facebook / Newsletter (P&C/school) item for volunteers to work in Uniform Shop on Wednesday mornings, perhaps on a roster basis.	K Donovan	3-Sep-19
6.3 Uniform	Ask at the next school finance meeting, if school can contribute to cost of new cupboards for Uniform Shop.	L Webb	Done
6.4 Fundraising	Research costs of PCYC for disco venue; propose dates for disco and/or movie night in Term 4.	K Donovan	Done
6.5 Scholastic	Item in P&C Newsletter to thank parents for supporting the Book Club and highlight the benefit to the school of being able to use rewards to purchase books and resources.	S Winter	In hand

**3.1 Uniform Shop**

Cost of laptop would be cheaper from Kogan however there would be less after-sales support & service. 5% discount is available through Entertainment Book when purchasing JB Hi-Fi gift vouchers, which could then be used to purchase laptop at or around quoted price of \$499 for laptop and \$129 for AntiVirus software.

**Resolution:** Approval for \$650 to purchase a laptop for P&C use, with AntiVirus software, from JB Hi-Fi using discounted gift vouchers.

**CARRIED**

**4. Correspondence**

Correspondence in and out as per the attached Correspondence Report.

**Motioned:** That the Correspondence Report be adopted.

**CARRIED**

**5. Treasurer's Report**

Accounting for consumables in MYOB

G Nyakpo

Now that all transactions are loaded in MYOB, committee conveners can check their expenditure & income against the Treasurer's MYOB report ('Account Transactions'). This should avoid the need to keep separate spreadsheets.

**Motioned:** That the Treasurer's report be adopted.

**CARRIED**

## 6. Other Reports (attached)

### 6.1 President's Report

Discussion of vision board - either displaying the activities/items for which the P&C might fundraise, or the target amount of money required and ideas as to how to achieve the target.

K Byrne suggested putting an 'ideas sheet' on classroom noticeboards for suggestions from school community. L Webb suggested including some examples or an introduction to keep suggestions realistic.

**Motioned:** That the President's report be adopted.

**CARRIED**

### 6.2 Principal's Report

L Webb added that the school is pleased to welcome Melanie Clark on a temporary basis but it is hoped for the duration of Term 4. Miss Clark is a Level 4 Principal with experience in country schools, who is transitioning to the metro area. She brings a wide skillset and will be working with the Associate Principals to support school staff.

**Motioned:** That the Principal's report be adopted.

**CARRIED**

### 6.3 Uniform Shop Report

#### Cupboards

Cupboards will be installed over a weekend early in Term 4.

**Resolution:** Approval for \$150.00 to cover shortfall of \$11.00 for Uniform Cupboards, and the cost of the wall fixings.

#### Microfibre Shorts

**Resolution:** Approval for PO74 - \$56.75 for Microfibre Shorts.

**Action:** Make note to increase Uniform Shop ToR for microfibre shorts.

(E Rohrbach Spinks)

**Motioned:** That the Uniform Shop report be adopted.

**CARRIED**

### 6.4 Fundraising Report

#### Outdoor Movie Night

It was agreed that Elf would suit a wider age range than Polar Express. Suggested start time 6pm with choir performance before movie showing.

**Resolution:** Approval for Outdoor Movie Night to be held on Friday 25 October 2019 on school oval.

#### Christmas Raffle

**Resolution:** Approval for Fundraising Committee to send letters seeking donations from local businesses.

**Motioned:** That the Fundraising report be adopted.

**CARRIED**

### 6.5 Scholastic Book Club Report

**Motioned:** That the Scholastic Book Club report be adopted.

**CARRIED**

### 6.6 Safety House Report

#### Safety House Show & Sausage Sizzle

Final numbers were 213 sausages in buns, plus 8 gluten-free, and 189 drinks, with total income of \$521.80. The meeting discussed the problem of late orders, which affect planning & purchasing. From past years, it was suggested that at least 10% contingency - perhaps more - should be allowed for. It was discussed whether, in future, using the P&C's Eftpos to run a couple of payment sessions at school drop-off or pickup might help.

It was noted that Coordinators should set up all suitable events on Flexischools, which allows for an automatic cut-off date, and that the P&C should promote the use of Flexischools for bookings.

#### P&C Email sign-up

K Donovan presented an online signup form, to enable parents/carers to receive information and forms for P&C events by email. This will help to alleviate the problem of lost or forgotten forms. (See also Item 9.1)

**Resolution:** Approval for use of P&C Email sign-up form, and for circulation of P&C information and forms by email to subscribers.

#### 2020 Show

**Action:** Investigate options for Constable Care shows for 2020 - what themes are available for the different year groups.

(E Bellamy)

**Motioned:** That the Safety House report be adopted.

**CARRIED**

ERS DW

6.7 Grants Report - verbal

Grill'd Local Matters

B Castle mentioned that members of the featured organisations can earn extra tokens for their orders.

**Action:** Facebook post to encourage members of Greenmount Primary community to earn extra tokens for their orders by saying "I'm from Greenmount".

(K Donovan)

Grill'd also offers 'Awesome Effort' awards, which are vouchers which organisations can award as prizes. Not clear if these could be used as raffle prizes.

**Action:** Investigate details of Grill'd Awesome Effort awards vouchers.

(B Castle)

**Motioned:** That the Grants report be adopted.

**CARRIED**

6.8 Guardians of Greenmount Report

**Motioned:** That the Guardians of Greenmount report be adopted.

**CARRIED**

6.9 Vice President's Report - N/A

6.10 Community Engagement Report - N/A

7. **Membership**

No new members since last meeting.

8. **General Business**

8.1 Kindy Packs - Uniform Catalogue (S Winter)

Clarification needed regarding P&C allocation for colour printing.

**Action:** Check with Mrs Burge re P&C colour printing allocation.

(L Webb)

9. **Other Business**

9.1 P&C Newsletter

L Webb confirmed that the P&C may forward the P&C Newsletter to Admin for circulation to the school's email list.

9.2 P&C Powerpoint

S Winter and K Donovan have been working on a P&C Powerpoint, a draft of this was shown at the meeting. L Webb agreed that this could be added to the school's presentation on the foyer TV screen.

10. **Date of Next Meeting**

General Meeting, Tuesday 5 November 2019 at 6.30pm in Staff Room.

11. **Meeting Closed at: 7.38pm**

