

Confirmed Minutes General Meeting held on 26 March 2019 at 6:30 pm in Staff Room

1. Meeting Opened: 6.33pm

In Attendance: Elaine Bellamy, Kylie Byrne, Bianca Castle, Karen Donnelly, Kate Donovan, Rebekah Henry, Lloyd King, Denyse Kleynhans, Karlien Matthee, Mick McDonnell, Sarah Muriale, Tracy Nebel, Emma Rohrbach Spinks, Lucy Webb, Sally Winter (chairperson)

Apologies: Leanne Kleynhans, Karen Knox, Breanne Lucas, Charl Matthee, Helena Mills, Nicolette Punaivaha, Shane Spinks, Amanda Swadling, Julie van der Ende

Absent: Daniel Prentice, Emma Prentice

2. Confirmation of Minutes of Previous Meeting

Motioned: That the minutes of the Annual General Meeting held 26 February 2019 are taken as read and as a true and accurate record.

CARRIED

3. Business Arising from Previous Meeting

3.1 Supporting material for grant applications

Ask B Desmond if he would be willing to liaise with school and P&C to produce a suitable video presentation.

(N Punaivaha) **CARRY FORWARD**

3.2 Department of Education (DoE) allocated \$200,000 to Greenmount Primary School for external paintwork; this work will be carried out during Easter holidays.

The DoE still has the school's request for repairs to the basketball courts in its queue but as yet there is no news on the timeframe.

Michelle Roberts (MLA)'s office has asked the school if it has any large projects for which it is seeking funding; the basketballs courts were mentioned in response to this.

Action: Await further information from DoE regarding repair of basketball courts.

(L Webb)

3.3 Terms of Reference

New Terms of Reference have been adopted, with pre-approved expenditure for each committee as relevant.

Terms of Reference for Grants Coordinator position are being drawn up. These will include a list of pre-approved grants which may be applied for; other opportunities will need P&C approval prior to application being made.

CLOSED

3.4 Grill'd Local Matters

Action: Contact Grill'd to request inclusion in Local Matters fundraiser at Grill'd Midland restaurant.

(A Swadling, B Castle)

3.5 Auditor

New auditor was appointed at AGM (see below - Item 5).

CLOSED

3.6 Uniform Shop Computer

S Winter has placed request in IT support book for attention of technician, to address Uniform Shop computer speed/connection issues.

Action: Await results or further information regarding Uniform Shop computer speed/connection.

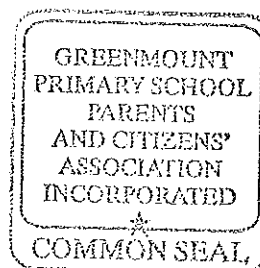
(S Winter)

3.7 School drop-off / pick-up zone

See President's Report.

Action: Await further contact from Shire of Mundaring.

(S Winter)



- 3.8 Survey re Fundraising Activities
In hand - K Donovan is planning to run a short survey to decide between two fundraising ideas – children's artwork for sale, or a school community cookbook. **CLOSED**
- 4. Correspondence**
Correspondence in and out as per the attached Correspondence Report.
Motioned: That the Correspondence Report be adopted. **CARRIED**
- 5. Treasurer's Report**
A Certificate of Appreciation has been drawn up for the new auditor (Russell Muller Pty Ltd).
Action: Facebook post and Newsletter item to thank Russell Muller Pty Ltd for completing our audit.
(S Winter, K Donovan)
Motioned: That the Audited Financial Statement for 2018 be adopted.
Motioned: That the Treasurer's report be adopted. **CARRIED**
- 6. Other Reports (attached)**
- 6.1 President's Report
Motioned: That the President's report be adopted. **CARRIED**
- 6.2 Principal's Report
Motioned: That the Principal's report be adopted. **CARRIED**
- 6.3 Uniform Shop Report
Resolution: Discontinue bootleg pants and reduce remaining stock to \$15.
Resolution: Approval to stock tights, selling price \$10.50. Approval for \$178 for initial order comprising 10 pairs each of small (age 4-6) & medium (age 7-10).
Resolution: To amend selling prices as per the tabled 'Cost Price List'. (See Appendix 1.)
Resolution: Approval for \$62.00 to purchase a self-inking stamp with our ABN number for invoices.
Stocktake – volunteers S Muriale, K Donnelly (tbc), K Matthee, D Kleynhans.
Resolution: Approval for Uniform Shop to be closed on Thursday 11 April, after completion of stocktake on Weds 10 April.
Resolution: Approval to adopt the amended Terms of Reference (tabled) – addition of authorisation for \$500/year for checkered dresses.
Motioned: That the Uniform Shop report be adopted. **CARRIED**
- 6.4 Fundraising Report
Scitech – no longer being considered as price has increased and now too expensive.
Weir in Business
Action: Seek further information regarding Weir in Business (local business discount book) – report to next meeting (21 May). (K Donovan)
Resolution: Approval for Election Day Sausage Sizzle to take place on either Sat 11 or Sat 18 May.
Resolution: Approval for Cupcake day to be held on Tuesday 28 May.
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
Motioned: That the Safety House report be adopted. **CARRIED**

Handwritten signature and initials, possibly 'AWW' and 'ES', located to the right of the Fundraising Report section.

6.7 Grants Report - n/a

Kompan Australia - is offering a matched funding grant; 3 levels will be awarded, from 25% to 50%; details and eligibility tbc; believed to be for equipment only, not surfaces or shade. L Webb confirmed that the school might be looking to upgrade some play areas – conversion of senior play area to an obstacle course, and upgrade of junior swings.

Resolution: Approval for Grants committee to apply for Kompan grant subject to suitability and eligibility.

Action: Investigate details of Kompan Australia grant regarding suitability and eligibility. (A Swadling, B Castle)

CARRIED

GrantsHub – website offering register of available grants, and resources to assist in grant applications. Pricing \$199/yr for grants lists; \$299/yr includes resources and multiple logins.

Resolution: Approval to apply for 14-day free trial of GrantsHub to assess quality & value for money. **CARRIED**

Action: Apply for GrantsHub 14-day free trial and assess suitability, and report to next meeting (21 May).

(S Winter, B Castle, A Swadling)

6.8 Guardians of Greenmount Report - n/a

Resolution: To approve Mick McDonnell as Guardians of Greenmount Coordinator (nominated K Donovan, seconded S Winter).

CARRIED

Resolution: To approve Lloyd King and Charl Matthee as members of Guardians of Greenmount Committee.

CARRIED

6.9 Vice President's Report

WACSSO Conference

Resolution: S Winter and R Henry were approved as delegates to the 2019 WACSSO Conference.

Resolution: Approval for \$150 cost for second conference delegate.

Direct to Market - K Matthee asked whether this scheme might be used for the installation of shade at the senior playground, should the P&C approve this as a fundraising goal. L Webb replied that she believed it would, subject to the installation meeting KidSafe requirements, and mentioned she could ask ProjectScape to quote. K Matthee asked if the P&C could also seek quotes.

Action: Provide details of dimensions and any safety or regulatory requirements for shade sail to senior playground, to enable P&C to seek quotes.

(L Webb)

WACSSO Training – training events are advertised on WACSSO website and in newsletter; members will be kept informed if any local training sessions become available.

School Curriculum & Standards Authority

Action: Link to parent/community website will be added to P&C page on school website and posted on P&C Facebook page.

(K Matthee, K Donovan)

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

CARRIED

6.10 Community Engagement Report – n/a

7. Membership

There are 7 new members since the AGM: Mick McDonnell, Amanda Swadling, Breanne Lucas, Sarah Muriale, Bianca Castle, Rebekah Henry and Lloyd King.

Sarah Muriale is volunteering in the Uniform Shop. As noted in the President's Report, Karen Knox has resigned from Book Club Committee and has been approved as a member of Fundraising Committee. Breanne Lucas has been approved as a member of Book Club Committee.

Resolution: To approve Amanda Swadling & Bianca Castle as grants officers.

CARRIED

8. General Business

8.1 Committee appointments

Positions available on Fundraising (2), Safety House (1), Guardians of Greenmount (2, max 5) and Facebook & Communications (1) committees.

Resolution: To approve R Henry as a member of the Safety House Committee.

CARRIED

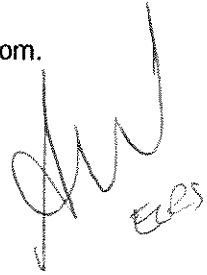


- 8.2 School wish list for year (fundraising goals)
 Suggestions included: shade sail for senior playground; an obstacle course; and class sets of maths resources (the school is investing in upgrading maths resources and has almost exhausted the budget for this).
Action: Provide more detail and costings to next meeting. (L Webb)
- 8.3 Kompan play equipment grant
 See Item 6.7.
- 8.4 Volunteer Recognition
Proposal to ask local businesses for donations for a reward programme for volunteers:
 - Discussion around how this could be achieved; suggestion to seek donations for a draw at the end of the year; volunteers would receive a raffle ticket each time they volunteer – and an extra ticket for referring a new volunteer.
Proposal for students to make awards & thank-you cards for volunteers:
 This could be a voluntary lunchtime art activity; selected designs could be scanned and saved for use as cards. It was suggested that children could present awards to their own parents or family members at Assembly; L Webb gave her approval.
Action: Contact art teacher (Mrs Voakes) to discuss possibility of setting up lunchtime art club to produce thank-you cards. (S Winter)
- 8.5 Shared Drive (Google Drive)
 It is important that all those with Google Drive access save all P&C related work on Google Drive, in the relevant folder, and share with those who need access to view or edit. This will enable everyone to work together and also ease handovers to new coordinators and position holders.
 K Matthee offered to help anyone not familiar with the Drive to organise and save their files.
- 8.6 Printer in Uniform Shop
 Penny Bays (school chaplain) has kindly donated a printer to the P&C; it will be placed in the uniform shop, to work with the P&C laptop. The printer will offer convenience - it will save having to lock up the Uniform Shop just to collect a document from the school admin printer – however printing should be kept to a minimum. Large print jobs should still be sent to the admin printer.
Action: Draw up Certificate of Appreciation for Penny Bays. (S Winter)
Action: Draw up guidelines for printer use and display on or near the printer. (S Winter & K Matthee)
- 8.7 School Banking
 Bendigo no longer offers school banking due to lack of take-up, some other banks still have programmes. School banking is not something the P&C wants to administer. The parent interested in running school banking will speak to L Webb directly; L Webb mentioned that she will review current Department of Education information on the subject.
Resolution: The P&C will not undertake running a school banking scheme. **CARRIED**
- 8.8 Fathering Project / Guardians of Greenmount Information Night
Resolution Approval for Fathering Project Information Evening & Barefoot Bowls at Bellevue RSL on Wednesday 10 April.
Resolution: Approval for \$600 spend for FP Information Evening (\$100 venue hire, \$200 returnable deposit, \$300 for BBQ). **CARRIED**
9. Other Business
- 9.1 S Winter pointed out that the P&C page on the school website needs to be updated, and could provide more information about the different committees.
Action: Send up-to-date information and additional material about committees, including Terms of Reference, to school officer for inclusion on P&C page of school website. (K Matthee)
- 9.2 S Winter & K Matthee are attending a WACSSO Training event and invited others to attend: Managing Conflict, Tuesday 14 May at 6.30pm in Maylands (bookings required but free to attend for members of P&C).
- 9.3 S Winter thanked K Matthee for all the work and time she volunteered while P&C President and presented Karlien with a thank-you card & gift from members.

10. Date of Next Meeting

General Meeting, Tuesday 21 May 2019 at 6.30pm in Staff Room.

11. Meeting Closed at: 8.15pm



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Appendix 1
Uniform Shop Cost Price List - suggested selling prices

COST PRICE LIST					
ITEM	COST PER UNIT INC GST	IDEAL SELLING PRICE	IDEAL PROFIT	COMMENTS	Estimated Total Profit in Shop
Green T-Shirt	\$ 8.25	\$10.00	\$1.75	Bring price down from \$14.50 effective immediately	\$211.75
Green Polo Short Sleeve	\$ 18.94	\$22.00	\$3.06	Bring price down from \$25 when we order our bulk stock again. Probably effective December	\$694.62
Green Polo (Long sleeve)	\$ 22.40	\$24.00	\$1.60	New Product. Effective as soon as stock arrives.	\$50.00
			\$0.00		
Faction Polo (all colours)	\$ 19.84	\$22.00	\$2.16	No need to change anything here.	\$155.52
Checkered Dress	\$ 15.85	\$19.50	\$3.65	Keep the same, as last 3 times we purchased, it was at a higher price.	\$97.60
Sport Short 4-16	\$ 14.19	\$16.00	\$1.81	Keep the same	\$114.03
Sport Short 2	\$ 15.51	\$16.00	\$0.49	Size 2 however gets purchased from Permapleat still. Keep same with only small profit	\$4.41
Microfibre Short	\$ 15.39	\$17.50	\$2.11	Keep the same	\$33.76
A-Line Sport Skirt (with Built in Short)	\$ 12.10	\$15.00	\$2.90	Keep the same	\$40.60
Girls Skirt (with Built in Short)4-16	\$ 16.24	\$19.00	\$2.76	Bring down from \$22 to \$18.00 once majority of stock on shelf is from Spartan	\$93.84
Girls Skirt (with Built in Short) 2	\$ 21.12	\$19.00	-\$2.12	Size 2 however gets purchased from Permapleat still. Make up loss from other sizes	-\$4.24
Trackpant Cuffed Leg	\$ 16.85	\$19.00	\$2.15	Bring down from \$22.00 effective immediately	\$40.65
Trackpant Straight Leg	\$ 16.85	\$19.00	\$2.15	Bring down from \$22.00 effective immediately	\$27.95
Girls Bootleg Pant (long)	\$ 23.49	\$15.00	-\$8.49	Hoping to discontinue, if not, raise price to \$25.00 Current price is \$24.00	-\$76.41
Zip Jacket	\$ 27.91	\$30.00	\$2.09	Bring down from \$35.00 once majority of stock of stock on shelf is Spartan	\$227.81
Microfibre Hat	\$ 9.50	\$11.00	\$1.50	Keep the same	\$126.00
Bucket Hat	\$ 7.38	\$11.00	\$3.62	Keep the same	\$271.50
Homework/Library Bag	\$ 6.95	\$9.00	\$2.05	Was \$8.00. Go up to \$9.00 effective immediately	\$110.70
16L Bag	\$ 28.47	\$30.00	\$1.53	Bring down from \$36.00 effective immediately	\$29.07
25L Bag	\$ 39.58	\$42.00	\$2.42	Bring down from \$43.00 effective immediately	\$14.52
			\$0.00		
RagTagd Label - each	\$ 2.20	\$2.50	\$0.30	Keep the same	\$15.00
			TOTAL	Current fixed costs around \$1950 for WACSSO, Insurance, EFTPOS, Stationary etc.	\$2,298.88

[Handwritten Signature]
 KERS