

Greenmount
Primary P&C
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Confirmed Minutes General Meeting held on 21 May 2019 at 6:30 pm in Staff Room

1. Meeting Opened: 6.34pm

In Attendance: Elaine Bellamy, Kylie Byrne (left 8.30pm, Item 7), Karen Donnelly, Kate Donovan, Aimee Kennedy, Denyse Kleynhans, Karlien Matthee, Mick McDonnell, Tracy Nebel, Emma Rohrbach Spinks, Julie van der Ende, Sally Winter (chairperson), Tash Amato (non-member)

Apologies: Helena Mills, Sarah Muriale, Nicolette Punaivaha, Shane Spinks, Amanda Swadling, Lucy Webb

Absent: Bianca Castle, Rebekah Henry, Lloyd King, Leanne Kleynhans, Karen Knox, Breanne Lucas, Charl Matthee, Daniel Prentice, Emma Prentice, Scott Rogers

2. Confirmation of Minutes of Previous Meeting

Motioned: That the minutes of the General Meeting held 26 March 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

The meeting discussed seeking volunteers from school community to produce a suitable video presentation; it was suggested this could also be used to promote the P&C in general.

Action: Facebook & newsletter item seeking volunteer with photo/film expertise. (S Winter/K Donovan)

3.2 School Basketball Courts - repairs

Action: Await further information from Department of Education regarding repair of basketball courts. (L Webb)

CARRY FORWARD

3.3 Grill'd Local Matters

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

(A Swadling, B Castle) **CARRY FORWARD**

3.4 Uniform Shop Computer

There has been no response to two IT Service requests. An item was placed in the newsletter seeking a donated laptop. S Winter suggested the option of purchasing a laptop; JB HiFi has offered a discount rate. The meeting discussed whether software such as Microsoft Office would be required or whether only Google Drive software would be used.

Action: Investigate cost of laptop with or without Microsoft Office software. (S Winter)

3.5 School drop-off / pick-up zone

Action: Await further contact from Shire of Mundaring.

(S Winter) **CARRY FORWARD**

3.6 Auditor

Facebook post and Newsletter item to thank Russell Muller Pty Ltd for completing our audit - done. **CLOSED**

3.7 Weir in Business

Communication is slow with Shire of Mundaring regarding this scheme. K Donovan suggested waiting until booklet is launched to judge whether it will be a worthwhile fundraising activity for next year. **CLOSED**

3.8 Kompan Australia Grant

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

CARRY FORWARD

- 3.9 GrantsHub
Action: Apply for GrantsHub 14-day free trial and assess suitability, and report to next meeting (21 May).
(S Winter, B Castle, A Swadling) **CARRY FORWARD**
- 3.10 Direct to Market
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) **CARRY FORWARD**
- 3.11 School Curriculum & Standards Authority
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) **IN HAND**
- 3.12 School wish list for year (fundraising goals)
Suggestions included: shade sail for senior playground; an obstacle course; and class sets of maths resources.
Action: Provide more detail and costings to next meeting. (L Webb) **CARRY FORWARD**
S Winter asked members to consider any other items or activities they'd like to suggest, and raised the possibility of P&C funding, or contributing to, Year 6 Camp. The meeting discussed options, including: contributing to reduce the cost per pupil; paying for a specific cost such as bus transport; setting up a dedicated committee if the aim was to fund the entire camp.
Action: Liaise with L Webb to discuss possible P&C contribution to Year 6 Camp costs. (S Winter)
- 3.13 Proposal for students to make awards & thank-you cards for volunteers
Mrs Voakes happy to organize lunchtime art club during remainder of Term 2 to produce thank-you cards. (Term 3 may see a reorganization of teaching personnel.)
Mrs Voakes has also kindly lent some cupcake artworks from senior art classes, to promote P&C Cupcake Day.
CLOSED
- 3.14 Printer in Uniform Shop
Certificate of Appreciation has been drawn up for Penny Bays. **CLOSED**
Action: Draw up guidelines for printer use and display on or near the printer. (S Winter & K Matthee)
Printer not operational with current laptop/school network. Await outcome of Item 3.4. **CARRY FORWARD**
- 3.15 P&C page on school website
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) **IN HAND**

4. Correspondence

Correspondence in and out as per the attached Correspondence Report.

Motioned: That the Correspondence Report be adopted.

CARRIED

5. Treasurer's Report

T Nebel raised the possibility of the P&C putting some money towards the Graduation Function on Presentation Night – for example providing some lighting and music for dancing. **CARRY FORWARD**

The meeting discussed the benefits of the biennial EduDance program to the children (and to the Presentation Night performances), and the possibility of offering some sort of dance in the in-between years.

Resolution: Approval in principle for P&C to subsidise a dance program if one is offered in the 'in-between EduDance' years (\$value not confirmed).

Motioned: That the Treasurer's report be adopted.

CARRIED

6. Other Reports (attached)

6.1 President's Report

New sign for Uniform Shop will soon be in place.

Motioned: That the President's report be adopted.

CARRIED

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6.2 Principal's Report

The meeting discussed which P&C activities might need to be avoided during 'Free Zones'.

S Winter mentioned that now there is no P&C Representative, she would like the P&C to receive updates from School Board meetings.

It was noted that the Safety House Show on Fri 13 Sep now appears to clash with an Assembly. (30 Oct 6.6, 27 Nov 3.6)

Action: Follow up with L Webb regarding the possible clash of an Assembly with Safety House Show on Fri 13 Sep. (E Bellamy)

Action: Follow up with L Webb to clarify which activities to avoid during 'Free Zone', and regarding School Board updates to P&C. (S Winter)

Motioned: That the Principal's report be adopted.

CARRIED

6.3 Uniform Shop Report

*** All Committees ***

It was decided that, for future meeting reports, each Coordinator should include a list of expenditure relating to Terms of Reference (ToR) pre-approvals. This relates to reporting requirements stipulated in Section 4 of each ToR. Each Committee has a 'Spend Calculator' spreadsheet which could be used to fulfil this requirement.

Action: Each Coordinator should include in the Committee's report to each General Meeting a list of expenditure incurred since the previous meeting, including any expenditure pre-approved in the Terms of Reference for that Committee. (All Coordinators)

Lost Property

There was discussion of the problems with Lost Property; K Matthee clarified that Lost Property is not a Uniform shop/P&C responsibility (helping with Lost Property is at the Uniform Shop coordinator's discretion), and suggested adding a clause to the Terms of Reference (ToR) to document this for future reference. Currently, unclaimed and unlabelled Lost Property is donated to Uniform Shop after a certain period; this system could also be added to ToR.

Action: Start draft versions of 2020 Terms of Reference to reflect possible changes discussed at meeting through the year (any committee). (E Rohrbach Spinks)

Lockable cupboards

Action: Research options for lockable cupboards (with sliding or roller doors) and get quotes.

(D Kleynhans, K Matthee)

Purchase Orders / Cuffed Leg Track Pants

The apparent overspend was explained; earlier orders were retrospectively added against ToR pre-approvals in order to give a clear picture of yearly turnover.

Resolution: Approval for \$341.40 in overspend against the Terms of Reference pre-approved amount for Cuffed Leg Track Pants.

Uniform Shop Volunteers

D Kleynhans thanked Karen Knox for her help over the years in the Uniform Shop; Karen will still help out when needed.

Resolution: To approve Sarah Muriale and Aimee Kennedy as members of the Uniform Shop Committee.

Uniform Shop Spend/Income Report

Although the figures indicate a higher income than expenditure, this reflects a change in ordering and payment dates. The surplus will be spent before the end of the year in ordering next year's bulk stock.

Motioned: That the Uniform Shop report be adopted.

CARRIED

6.4 Fundraising Report

'Sizzling Saturday'

K Donovan commented that it was nice to see some new volunteers at these events.

Action: Write 'Good News Story' for WACSSO re. 'Sizzling Saturday'; include in school newsletter & on Facebook. (K Donovan)

Action: Start draft Fundraising Terms of Reference for 2020 with increased spend for Election sausage sizzles. (E Rohrbach Spinks)

Bendigo Bank Raffle Fundraiser - will be discussed at next meeting.

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AW (ECS)

Insurance * All Committees *

All events require a sign-in / sign-out sheet for volunteers to complete so they are covered by our insurance. The P&C needs to draw up a register of assets – i.e. a list of all the equipment we own.

The meeting discussed also creating a list of the equipment stored in the shed, with a sheet for users to sign out equipment, and sign it back in after use.

The meeting discussed whether the P&C should schedule regular testing of any electrical equipment, and whether this would/could/should be covered by school equipment testing.

Action: Circulate sign-in/out sheet for volunteers to all Coordinators for use at events. (E Rohrbach Spinks)

Action: Liaise with each Coordinator to list assets owned by the P&C. (S Winter)

Action: Follow up with L Webb regarding protocols for testing of P&C electrical equipment. (S Winter)

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

6.5 Scholastic Book Club Report

It was suggested that orphan orders/payments should only be held for a specified period of time.

Action: Liaise with L Kleynhans to draw up policy; send to E Rohrbach Spinks for inclusion in Draft ToR. (S Winter)

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

6.6 Safety House Report

Clarification that L Webb declined the 'Child & Parent Handbook' opportunity; other items received school approval.

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

6.7 Grants Report

GrantsHub trial will be discussed at the next meeting, along with proposed applications.

A McEwen has offered her assistance in the preparation of grant applications. **CARRY FORWARD**

6.8 Guardians of Greenmount Report

Please note typo in date of Bunnings Sausage Sizzle – correct date in resolution below.

We are still awaiting confirmation and invoicing of Fathering Project annual fee.

Resolution: Approval for Bunnings Sausage Sizzle on Sunday 25 August.

Resolution: To approve Scott Rogers as a member of Guardians of Greenmount Committee.

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

6.9 Vice President's Report

Executive Committee

Clarification that Executive Committee meetings will need to produce minutes, including date & time and names of attendees.

General Meetings protocol

Following feedback from the 'Managing Conflict' workshop, it was discussed and agreed that we may still bring nibbles to our pre-meeting catch-up but will no longer offer alcohol. Tea and coffee still available!

P&C Day WA

The meeting discussed our involvement in WACSSO's inaugural 'P&C Day WA'. K Matthee confirmed that L Webb has offered that the school will contribute to a morning tea event to celebrate the P&C.

Action: Forward WACSSO 'P&C Day WA' social media materials to K Donovan for use on Facebook and school newsletter. (K Matthee)

Associations Online

The P&C must nominate an Office Bearer to register with AssociationsOnline as a 'Primary' or 'Authorised' user, who will upload our Annual Information Statement.

Resolution: To approve the appointment of Karlien Matthee (Vice President) as the registered Primary User on AssociationsOnline for Greenmount PS P&C. (Nominated: T Nebel; Seconded: S Winter).

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

6.10 Community Engagement Report (N/A)



7. Membership

There is one new member since the last meeting: Jessica Debarro.

8. General Business

- 8.1 Proposed Terms of Reference for Grants Committee (S Winter) **CARRY FORWARD**
- 8.2 Volunteer Recognition (S Winter)
Full copies of all the documentation will be circulated to all members to enable an informed decision to be made at the next meeting. **CARRY FORWARD**
- 8.3 WACSSO Conference (K Matthee)
Resolution: Approval for \$25 extra for second WACSSO Conference delegate ticket (total \$175). **CARRIED**
- 8.4 Shared Drive (K Matthee)
Action: Karlien will arrange with each drive user to check they understand how to use Drive to save and share documents. (K Matthee)
- 8.5 Volunteer Rewards Programme (S Winter) See Item 8.2

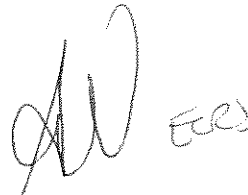
9. Other Business

- 9.1 Dance and Movement programme for students (T Amato)
Tash Amato is interested in offering a before school dance activity; she will discuss it with Mrs Webb.

10. Date of Next Meeting

General Meeting, Tuesday 18 June 2019 at 6.30pm in Staff Room.

11. Meeting Closed at: 8.48pm



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