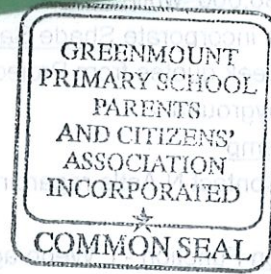


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Greenmount
 Primary P&C

Sally Winter
ECR Rohrbach Spinks



Confirmed Minutes General Meeting held on **18 June 2019 at 6:30 pm** in Staff Room

1. Meeting Opened: 6.31pm

In Attendance: Kylie Byrne, Bianca Castle, Karen Donnelly, Kate Donovan, Aimee Kennedy, Denyse Kleynhans, Karlien Matthee, Emma Rohrbach Spinks, Julie van der Ende, Lucy Webb, Sally Winter (chairperson)

Apologies: Daniel Amato, Elaine Bellamy, Jessica Debarro, Leanne Kleynhans, Breanne Lucas, Mick McDonnell, Tracy Nebel, Nicolette Punaivaha, Scott Rogers, Shane Spinks, Amanda Swadling

Absent: Rozana Edwards, Rebekah Henry, Lloyd King, Karen Knox, Charl Matthee, Helena Mills, Sarah Muriale, Gabriella Nyakpo, Daniel Prentice, Emma Prentice

2. Confirmation of Minutes of Previous Meeting

Motioned: That the minutes of the General Meeting held 21 May 2019 are taken as read and as a true and accurate record. **CARRIED**

3. Extraordinary General Business

3.1 Resignations

S Winter accepted the resignations of Karlien Matthee as Vice President, Tracy Nebel as Treasurer and Nicolette Punaivaha as Community Engagement Coordinator. In accordance with the P&C Constitution, Karlien Matthee and Tracy Nebel will be removed as signatories to the P&C bank account.

Sally Winter thanked Karlien, Tracy and Nicolette for their work in various positions over their time on the P&C and noted that Tracy and Nicolette will remain as members of the P&C.

3.2 Elections

POSITION	ELECTED	NOMINATED	SECONDED
Treasurer	Gabriella Nyakpo	Gabriella Nyakpo	Sally Winter
Vice President	VACANT		
Community Engagement Coordinator	VACANT		
AssociationsOnline Registered User for GPS P&C	Sally Winter	Sally Winter	Emma Rohrbach Spinks

Executive Committee

Executive Committee (8th member) Karen Donnelly Karen Donnelly Aimee Kennedy

Gabriella Nyakpo confirmed as an ex officio member of Executive Committee.

The new Vice President, once appointed, will be the 9th member of the Executive Committee; in the meantime 8 members is already more than constitutionally sufficient.

4. Business Arising from Previous Meeting

4.1 School Basketball Courts - repairs

Still awaiting timeframe from Dept of Education. The need to repair the courts has been brought to the attention of Michelle Roberts MLA's office (see Confirmed Minutes General Meeting 26 March 2019); Donna Faragher MLC is due to visit the school next week and L Webb will ensure that the matter is also brought to her attention. Although the work has not yet been scheduled, nor received funding, the committee agrees that all possible advocacy options have been undertaken. **CLOSED**

- 4.2 School drop-off / pick-up zone
S Winter is still awaiting further contact from Shire of Mundaring and will report any future developments. **CLOSED**
- 4.3 Fundraising goals for year
Obstacle Course - ProjectScape has not yet supplied quote, however as a rough guide a new installation would cost around \$30,000, while an installation which made use of existing structures would cost somewhat less. This modification could also incorporate Shade Sail(s). The last quote for shade sails was around \$60,000, approx. 4 years ago.
Action: Seek quotes from ProjectScape for conversion of senior playground to obstacle course, and for shade sails at senior playground. (L Webb)
- Year 6 Camp
Action: Contact N Astle regarding costs and information as to how P&C could contribute to funding of camp/travel costs. (S Winter)
- Graduation Function - L Webb agreed in principle that a P&C contribution to enhance the Graduation Function would be welcome.
Action: Discuss options for Graduation Function with deputies and relevant teachers and report to next meeting. (L Webb)
- Maths Resources - see Item 10.1.
- 4.4 Principal's Report 21 May / Events timetabling
The Assembly on Fri 13 Sep will be moved to accommodate Safety House Show that day.
L Webb confirmed that only activities which impinge on class time should be avoided during 'Free Zone'. **CLOSED**
- 4.4 Grants
Grill'd Local matters - application has been made and accepted; awaiting allocation of dates. Fundraising must be for a specific purpose; we specified Maths resources as our goal.
Kompan Australia grant - not suitable to apply for; requirement to use Kompan equipment.
GrantsHub - costs seem higher than first appeared. All the information is available online in the public domain. Not considering subscription at this point. Discussion around perhaps using DropBox for shared files, and investigating TidyHQ. **CLOSED**
- 4.6 Uniform Shop
Laptop - has been upgraded to Windows10. However not currently operational ('frozen').
Action: Enter service request in IT book for technician's next visit (Mon 1 July). (S Winter)
New laptop cost (with discount) from JB HiFi is \$499. Additional optional costs - MS Office \$184; Antivirus (brand unknown) \$129.
Action: Seek quote from alternative supplier to ensure best value. (K Byrne)
CARRY FORWARD
- 4.7 Terms of Reference & Policies
Draft versions of 2020 Terms of Reference - started; in relevant folder on Drive.
Scholastics Book Club policy for 'orphan' orders/payments - this has been drafted and is being reviewed. **CLOSED**
- 4.8 Insurance
Sign-in/out sheet for volunteers - has been circulated to all Coordinators for use at events.
Testing of electrical equipment - L Webb confirmed that our equipment should be tested; school's equipment testing has been carried out for this year.
Action: Seek suitably accredited electrical testing technician to volunteer or quote to test P&C equipment. (K Donovan)
Insurance - listing assets owned by P&C is in hand.
The Uniform Shop Insurance renewal form has been received. We may need to insure certain items separately from Uniform Shop stock & equipment - e.g. inflatable movie screen, bbq, esky, urn, marquee.
Resolution: Approval to pay Insurance Premiums to Grange Insurance of \$48 to cover up to \$1000 cash in safe, \$450 to cover \$30,000 of Uniform stock, and \$60 to cover up to \$4000 in equipment. Total cost (maximum) \$558.00.
CLOSED
- 4.9 P&C Video - Facebook/newsletter ads have been placed. Some interest but no-one has agreed to produce this.
Discussion around perhaps seeking a film/TV student.
Action: B Castle suggested possible candidate - follow up. (S Winter)
Action: Repeat Facebook post; ask members to share with wider networks. (K Donovan)



'Good News Story' - re. 'Sizzling Saturday' has been submitted to WACSSO and will be published in the 'P&C Voice' magazine next term.

WACSSO 'P&C Day WA' - all materials are saved on Drive; K Donovan will promote on Facebook and in school newsletter. Launch Day is Fri 5 July (last day of Term 2); event may be publicised ahead of launch; P&C Day is Fri 26 July (end of Week 1, Term 3). The meeting discussed the P&C Day Morning Tea, agreeing that it would be best to run the event from 9am to encourage people to stay after school drop-off; we may invite neighbouring schools' P&Cs to participate (with a 'bring a plate' invitation). See also Item 10.1.

5. Correspondence

Correspondence in and out as per the attached Correspondence Report.

One additional item was brought to members' attention:

17 Jun 2019	Email	Mundaring Community Bank (Bendigo)	Fundraising Coordinator	Fundraising Raffle
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Resolution: Approval for \$25 extra towards cost of ticket for second delegate to WACSSO Conference 2019. (Total cost \$200).

Motioned: That the Correspondence Report be adopted.

CARRIED

6. Treasurer's Report

Motioned: That the minutes of the Executive Meeting held 29 May 2019 are taken as read and as a true and accurate record.

CARRIED

Motioned: That the minutes of the Executive Meeting held 5 June 2019 are taken as read and as a true and accurate record.

CARRIED

Motioned: That the Treasurer's report be adopted.

CARRIED

7. Other Reports (attached)

7.1 President's Report

Action: Facebook post to thank the bakers of the much-appreciated allergy-friendly cupcakes for the Cupcake Day. (K Donovan)

Motioned: That the President's report be adopted.

CARRIED

7.2 Principal's Report

S Winter congratulated Amy McEwan, on behalf of the P&C, on her appointment as Associate Principal.

Motioned: That the Principal's report be adopted.

CARRIED

7.3 Uniform Shop Report

Stocktake

Resolution: Approval for the Uniform Shop to be closed on Thursday 4 July, after completion of stocktake on Wednesday 3 July.

Action: Update Draft Terms of Reference 2020 to include regular closure of Uniform Shop on last Thursday of term. (E Rohrbach Spinks)

Long-sleeved Polos

The manufacture of the last batch of long-sleeve polos in our agreement with Spartan has been requested, as the process takes 20 weeks. This will ensure that the stock is available when we wish to order.

Uniform Shop Cupboards

It has been clarified with WACSSO that the P&C is permitted to pay for cupboards for the Uniform Shop, as part of our running costs. The two quotes presented were discussed; the meeting agreed, however, to endeavour to source some lower-cost quotes.

Action: Facebook post to seek tradespeople to quote for Uniform Shop cupboard supply and installation. (K Donovan)

Action: Check if Uniform Shop cupboards (fixed to walls) would be included under school's insurance policy or would need to be insured separately. (L Webb)

Motioned: That the Uniform Shop report be adopted.

CARRIED

7.4 Fundraising Report

Resolution: Approval for the P&C to participate in the Bendigo Bank Fundraising Raffle, which runs from 1 August to 24 October 2019, and will be drawn on 7 November 2019.

Motioned: That the Fundraising report be adopted.

CARRIED

W Eves

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

7.6 Safety House Report - N/A

7.7 Grants Report

Report 21 May 2019

PALS Grant has already been applied for by the school.

Health Promoting Schools (HealthWay) - L Webb agreed this would be suitable.

Resolution: Approval for Grants committee to apply for Health Promoting Schools grant.

Action: Coles Junior Landcare School Garden - L Webb will look into this to see if suitable. Waste Wise School - A (L Webb)
Digney is looking into this to see if suitable, L Webb will report back.

Motioned: That the Grants report 21 May 2019 be adopted. CARRIED

Report 18 June 2019

Waste Wise School grant - see above.

Colgate Community Garden - L Webb has approved this as suitable.

Resolution: Approval for Grants committee to participate in Colgate Community Garden/Terracycle Challenge.

Resolution: To adopt the Terms of Reference for the Grants Committee.

Resolution: To approve Amanda Swadling as Grants Coordinator.

Motioned: That the Grants report be adopted. CARRIED

7.8 Guardians of Greenmount Report - N/A

7.9 Vice President's Report

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

7.10 Community Engagement Report (N/A)

8. Membership

Three new members have joined since the last meeting - Rozana Edwards, Daniel Amato and Gabriella Nyakpo.

9. General Business

9.1 P&C Policies (S Winter)

S Winter mentioned that it would be a good idea for subcommittees to draw up policies covering their activities, particularly those with a customer service aspect (for example, like the 'orphan' payments policy for Book Club). These could be attached to Terms of Reference.

10. Other Business

10.1 Maths Resources

The meeting agreed to support the school's purchase of Maths Resources. L Webb talked about the new Maths programmes being used in school, and suggested that a demonstration could be held to allow the P&C and other parents to see the resources and how they are used. It was suggested that this could be a suitable activity for P&C Day (Fri 26 July), and could start at 9am to be followed by morning tea from 9.30am.

Resolution: Approval for \$5,000 towards the purchase of Maths Resources for classrooms.

The discussion around P&C Day continued, and it was agreed to include a free sausage sizzle for students in our celebrations, on the first day back after the holidays (canteen-free day).

Resolution: Approval for free sausage sizzle to be held for all students on Tuesday 23 July (and Thursday 25 July for Kindy B), with costs approved of \$500.

10.2 Lunchtime Art Club / Cards for P&C thank-yous

Mrs Voakes and the students have produced a lovely selection of cards for use by the P&C; rather than a few designs which we can print and reuse, the students have created individual cards. It is hoped that this activity will be ongoing, and was suggested that the P&C might contribute to the cost of cardstock.

11. Date of Next Meeting

General Meeting, Tuesday 13 August 2019 at 6.30pm in Staff Room.

12. Meeting Closed at: 8.32pm

dw *ew*