

Unconfirmed Minutes of P&C General Meeting #05

Meeting Type:	General Meeting	Recorded By:	Tamsin Ainscow
Meeting Date:	03/11/2021	Chaired by:	Melinda Williams
Meeting Number:	9 for 2021 (General Meeting #4)	Start Time:	7:05 pm
Location:	Staff Room	Finish Time:	8:35 pm

Attendees:

Melinda Williams (MW)	Tamsin Ainscow (TA)	Cecilia Benitez (CB)	Gabriela Contreras (GC)	Angela Lowden (AL)
Karen Owens (KO)	Livia Faulkner (LF)	Ying Diao (YD)	James Shore (JS)	Kristine Panton (KP)
Mel Mundy (MM)	Heidi Burn (HB)	Tom McCarthy (TM)		
Carley Bishop (CBp)				

Apologies:

Sam Taylor (ST)	Laura Castineyres (LC)	Stephen Lau (SL)	Michelle Outram (MO)
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Item	Business	Vote	Action
	WELCOME – Melinda Williams		
1.	<p>ACCEPTANCE OF PREVIOUS MINUTES</p> <p>Previous minutes:</p> <ul style="list-style-type: none"> - General Meeting No. 4 – 04/08/21 <i>Raised: JS, seconded CB – passed without change</i> - Executive Meeting No. 2 – 08/09/21 <i>Raised: KO, seconded CB – passed without change</i> - Executive Meeting – Domain Vote – 02/09/21 <i>Raised: AL, seconded MM – passed without change</i> 	All minutes accepted without change	
2.	<p>REPORTS</p> <p>2.1 Principals Report – Karen presented the Principal’s Report – refer attached.</p> <p>2.2. First Australians – Engagement and Cultural Awareness</p> <p>TA provided update on CoSP community funding program grant application prepared by CBp for the supply and installation of second flag pole to fly the Aboriginal flag. Carly has also sourced an Aboriginal Flag from local federal MP office.</p> <p>Target grant application submission – end Nov.</p> <p><i>Motion: P&C, with approval from Mrs Owens, to submit Community Funding Program grant application to CoSP for a grant of \$5,000 for the supply and installation of a flagpole to fly the Aboriginal Flag and smoking ceremony.</i></p> <p>Grant application and provisional quote attached.</p> <p>2.3 Dads and Kids Camp Out</p> <p>TM provided update on arrangements for camp out. Discussed Coles order.</p> <p>2.4 Treasurers Report – Cecilia presented the Treasurer’s Report – refer attached.</p> <ul style="list-style-type: none"> - 2020 and 2021 book health check – planned for end of year. - Try booking account balance – requires reconciliation – account contains funds raised from Art Auction and 	Raised TA, seconded by CB, passed unanimously	

	<p>School Disco.</p> <ul style="list-style-type: none"> - Entertainment book raised \$140 - Banking signatories – complete. - Debit card – motion to be proposed at 2022 AGM (or first GM in 2022). - ABN forms sent. - Square device may now be available for non-profit organisations – potentially has better rates than Commbank - scoping doc required for CB vs Square. Square can have multiple accounts. - P&C Voluntary Contributions for 2022 <p><i>Motion: P&C voluntary contribution for 2022 to be \$80 per family (same as 2021).</i></p> <ul style="list-style-type: none"> - Lockable Storage Cabinet for storage of P&C financial records. <p><i>Motion: to approve P&C funds for purchase of a lockable storage cabinet/box for the storage of P&C financial records up to \$150</i></p>	<p>Raised CB, seconded LF, passed unanimously</p> <p>Raised CB, seconded GC, passed unanimously</p>	
<p>2.5</p>	<p>Twilight Christmas Markets</p> <p><i>Motion: to approve P&C funds for Twilight Christmas Markets up to \$3,000</i></p> <p>Roles:</p> <ul style="list-style-type: none"> - Organise sausage sizzle (incl food order) – MM - Organise volunteers for sausage sizzle - MM - Buskers coordination – AL - Market Stall Coordination – TA - Food trucks and coffee – KP - Inflatables – MW - Petting zoo – TBC - Games / crafts – to be allocated after meeting <p>TA to arrange WhatsApp group.</p>	<p>Raised MW, seconded AL, passed unanimously</p>	

<p>2.6</p>	<p>School Lunches</p> <p>Discussed new lunch provider. Refer to attached School Lunch Review.</p> <p><i>Motion: To transition to new lunch provider, Locavora, for Term 1 2022.</i></p>	<p>Raised HB, seconded MW, passed unanimously</p>	
<p>2.7</p>	<p>Interschool Sports Shirts</p> <p>Cost of interschool sport shirts was significantly higher than anticipated and requires additional funding – total cost \$2,660. Noted that \$700 was approved in Executive Meeting No. 2 held on 08/09/21.</p> <p>KO advised the school finance committee will contribute \$1,500 towards the costs of the shirts.</p> <p><i>Motion: to approve a further \$1,960 of P&C funds for the purchase of interschool sports shirts (bringing total funding to \$2,660). This is under the knowledge that the school finance committee will refund \$1,500.</i></p> <p>All agreed funds raised from Christmas Market stall holder fees and sausage sizzle will go towards inter school sport shirts.</p>	<p>Raised AL, Seconded HB, passed unanimously</p>	
<p>2.8</p>	<p>Term 1 2022 Meetings</p> <p>Proposed to change the meeting calendar in Term 1 to the following:</p> <ul style="list-style-type: none"> - Week 2 – Executive Meeting - Week 3 – AGM - Week 5 – General Meeting <p><i>Motion: to approve above changes to Term 1 2022 meeting calendar.</i></p> <p>Note – with exception of AGM meetings can be attended via video conf.</p>	<p>Raised MW, Seconded MM, passed unanimously</p>	
<p>2.9</p>	<p>Uniform Shop</p> <ul style="list-style-type: none"> - GC reported uniform shop is running well. - Online orders are increasing – more popular than shop. - Review shop opening times next year – less frequent - Holiday opening – 25, 27 and 28 Jan. 		

2.9.1	Poster – progressing well – targeting end of year.		
2.9.2	Spartan PO – MW discussing with Spartan rep.		
2.9.3	Laptop maintenance – laptop needs maintenance / clean up so it will run faster. MW to do Connect Notice.		MW
2.10	Other		
2.10.1	Fundraising <ul style="list-style-type: none"> - Welcome BBQ / Afternoon Tea – all agreed afternoon tea in first week – held over to next meeting - 125 year celebration – held over to next meeting 		
2.10.2	Traffic Management <ul style="list-style-type: none"> - Action for next year – follow up with CoSP – needs professional traffic management study 		
2.10.3	WACSSO, School Board, Parent Rep – held over to next year.		
3.	BUSINESS ARISING FROM PREVIOUS MINUTES		
3.1	Canteen Fridges – MW to discuss with Jan E.		MW
3.2	FB Page – TA to progress documentation.		TA
3.3	Ideas Register – held over to next meeting.		
4	CORRESPONDANCE – Nil to report		

5	OTHER BUSINESS		
5.1	K and PP info Sessions – P&C reps to attend info sessions and provide brief overview of purpose of P&C and P&C activities to encourage new volunteers.		TA/JS
6	<p>Next meeting: Executive Meeting 3 – Wednesday 01 December 2021 at 7.00pm.</p> <p>POST MEETING NOTE: Next Meeting Tuesday 30 November 2021 at 6pm.</p> <p>Meeting closed at 8.45pm</p>		

Reports and Documents Tabled and Noted

- Principal's Report
- CoSP Community Funding Grant Application and Flagpole Quotes
- Treasurer's Report
- School Lunch Review
- Interschool Sports Shirts Info