

# Deanmore Primary School P&C | Minutes

Monday 26th<sup>th</sup> March 2018, 7.30pm | Meeting location *Deanmore Primary – Staff Room*

Meeting called by P&C Committee  
Type of meeting Monthly Meeting  
Facilitator Nici  
Note taker Lisle

Attendees  
George, Steve, Lisa, Amanda, Kaye, Nici, Wendy, Lisle, Veronica, Clare, Antonia, Aran, Jodee, Karin, Nirmala, Roberta

Apologies - Steve

## WELCOME

Nici welcomed all attendees to the Monthly P&C meeting and thanked everyone for attending.

Apologies: Jade, Kiera, Victoria, Steve

## CONFIRMATION OF PREVIOUS MINUTES

The minutes were reviewed from the February 26, 2018, meeting and approved by Nici and Lisa.

## BUSINESS ARISING & DECISIONS OUT OF SESSION

Action number	Action required	person responsible	Due date
1.	Communication to class reps – Jade will review changes to how the communication to class reps will be sent and present information to next meeting	Jade	Ongoing
2.	Clare to contact Janelle to obtain all fundraising information and files	Clare	On-going
3.	Record Keeping and best practices – open a dropbox or Onedrive for all P&C information to be properly stored.	Steve	7 May
4.	Email accounts – ensure all committee members have access to correct email accounts – Lisa, Treasurer email	Steve/ <del>Lisa</del>	<del>26 March</del> Carried over

<del>5.</del>	<del>Lisa to catch up with Karin Hunt regarding Polo shirts</del>	Lisa	<del>26 March</del>
6.	Confirm this is the last year of the three for iPad lease	Lisa	<del>26 March</del> Carried over
7.	Clarify where the Scholastic Book Club Funds are paid to.	Lisa/Donna Kent	<del>26 March</del> Carried over
8.	Lisle to Validate paid up members of the P&C	Lisle	On-going
9.	Bookkeeper is happy with going paperless. Lisa to meet with Toni to understand what this entails	Lisa	On-going
<del>10.</del>	<del>Coin War. Place collection jars in classrooms</del>	Clare	<del>26 March</del>
<del>11.</del>	<del>Place Guess the eggs Easter box in the school office</del>	Kaye	<del>26 March</del>
12.	Pursue idea of a Golf Day idea as potential fundraising effort	Nia	<del>26 March</del> Carried over
13.	Set up Meeting between George and the class reps	Amanda	<del>26 March</del> Carried over
14.	Decide on online solution for storage of documentation Duplication from #3 can be removed	Steve	<del>26 March</del> Carried over
15.	Email issues and creation of Lisle and Kiera as alias for Secretary – follow up with Amanda Duplication from #4 can be removed	Steve	<del>26 March</del> Carried over
<del>16.</del>	<del>Confirm P&amp;C engagement for Running club and assembly. Potential dates are the 9<sup>th</sup>/23<sup>rd</sup> of March.</del> <del>Investigate a coffee truck. Once confirmed, communicate in the newsletter</del>	Jade/Steve Clare	<del>2 March</del>
17.	Design A3 Fundraising calendar for printing	Clare	<del>26 March</del> Carried over
18.	Create Suggestion Box and slips (preferably for P&C engagement)	Clare	<del>26 March</del> Carried over
19.	Arrange Cyber Safety Talk George and Lisa to confirm dates	Lisa	<del>26 March</del>

			Carried over
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## CORRESPONDENCE – SECRETARY

Incoming	<ul style="list-style-type: none"> <li>“Say Cheez” fundraising portraiture</li> </ul>
Outgoing	

## PRESIDENTS REPORT

- Movie night thanks: Clare Nici, and volunteers. Great buzz before the event, great reports from the night: "best P&C event ever"
- Progress on Skoolbag app: Steve met with George and Danielle to discuss P&C working with school on using skoolbag for P&C communications (e.g. class reps, fundraising, Deanmore dads). P&C will fund up to \$1000 for set up and 1 yr, and then ongoing subscription next year. Steve keen to move the P&C web site to the skoolbag companion web site (Danielle is getting pricing)
- Coffee van success: teachers loved it, great parent response. Great opportunity for engagement: teachers visiting run club, catching up with parents; P&C interaction, Deanmore dad's promotion.
- Dads Dash coming up! Volunteers wanted to prep paint. Permission slips and entry fees will be deposited in the P&C letter box, and collected daily.
- Nature play: action for Steve to meet with Matt Unwin to discuss nature play. Matt has experience designing and building nature play grounds

## PRINCIPALS REPORT

- Decided to proceed with the **Skoolbag** application. Working closely with Steve to define protocols regarding content management and profiles.
- Along with Steve, will meet with Matt Unwin to plan Design the Nature playground. The attendees suggested that a committee be formed to manage this intuitive (Aran Hart volunteered)
- Raised the fact that the maintenance schedule for the playground must be adhered to (filters need to be serviced by suppliers. **Anticipated cost is \$1500. Motion raised (Lisa)to cover this (S) Lisle**
- Movie night was a good event. Atmosphere was great. Thanks, from the Cleaners for a great job tidying up

## TREASURER REPORT

- Canteen: current balance \$2,359.
- Main account balance \$31744. Still outstanding Eventbrite
- **Motion raised (Lisa) for Skoolbag Application \$655 (S) Clare. (50% funded by P&C)**
- Budget and Cashflow is still an ongoing exercise.
- Lisa clarified that funds raised did **not** need to be validated by a P&C member
- **Movie night profit \$2,633**
- **Lisa, I don't see the takings for the Movie night, can't remember the profit. Would like to include**

## SUB COMMITTEE REPORTS – FUNDRAISING

- Golf Day idea. Hammersley Golf course can do a Sunday **afternoon** for \$21/pp for 9 Holes. Can bring catering. Stirling still needs to be investigated. If the idea does go ahead, the attendees felt it would be worth pursuing for a Father's Day Event
- Coles Sports tokens – Confirmed can collect at school
- Coin War – Ongoing
- Outdoor Movie night. Tremendous Success - exceeded expectations. Special mention was made of Jade, Nici and Clare
- Easter Cake Stall – Senior Pod (29 March)
- Easter Jar raffle – great contribution of eggs (many prizes thus)
- Deanmore Dads Colour Run 06/04
- Subway lunch
  - Proposed suggestion to provide a “subway lunch” once a term. School receives \$1 for every lunch purchased. Further investigation to be done by **Jade**.
- Quiz Night.
  - School Board will discuss the possibility of selling alcohol on school property and revert with a decision.
  - Other venues were discussed

**Overall a successful start to the Term 1**

### **Term 2 will kick off with a Mother's Day Stall**

- Disco.
  - Date to be decided
- Jade investigating a pop-up Bowling Alley
- Veronica suggested considering a wine tasting evening (estimated \$24p/p. proceeds from sales come to school. alcohol not sold on school property)

## SUB COMMITTEE REPORTS – COMMUNICATION

- Jade is doing an amazing job with Social media, as is Yvette with the Newsletter!

## SUB COMMITTEE REPORTS – DEANMORE DADS

- Deanmore Dads Colour Run 06/04

## SUB COMMITTEE REPORTS – UNIFORM

- Karin finalizing designs for Leavers Hoodies
- Angie has successfully taken over managing Uniform Shop
- ~~Succession planning underway (to Angie)~~

## SUB COMMITTEE REPORTS – CANTEEN

- No update

## SUB COMMITTEE REPORTS – SCHOOL BANKING

- Has been a change in how the School receives money. Will be an annual contribution and is based on at least one deposit in the prior year and regular savings per student (\$5)

## SUB COMMITTEE REPORTS – SUSTAINABILITY

- The Busy Bee event was great -lots of student involvement
- **Motion raised (Clare) to have \$500 per term for garden (s) Karin**
- Jody pruned Olive/lime trees
- Clare requested limes for marmalade (for Mother's Day sale)

## SCHOOL BOARD REPORT

- Jodee Eaves introduced herself
- Happy to attend the meeting as regularly as she can, as she would like to ensure a continuous link between the P&C and School Board (Board members will attend meeting on a rotation basis)
- Board met for the first time a week prior. Currently focused on reviewing
  - Code of Conduct and Terms of reference
  - 2017 Deanmore Annual Report
  - ERG
  - Business Plan

### Parent Representatives on the Board

- Alex Bradley
- Katherine Drakeford
- Chris Lovelock
- Ralmo Dias
- Jodee Eaves
- Justin Juracich
- Dan Rodgers (Finishing)

Teacher Voting ends next week

## SUB COMMITTEE REPORTS – NETBALL

- Teams have been formed

## P&C AND PARENT COMMUNICATION AND INVOLVEMENT

- A question was raised as to what's happening for the Year 6 leavers. George felt it may be too early to confirm – but mentioned that previous years' graduation was after school at **Clarkson** reserve. Fundraising efforts have commenced

## GENERAL BUSINESS

### 1. Health and Safety

- Lisa reported that the shrubs near the ramp (Old Kindy Site Side) have still not been pruned. Lisa to indicate to George exactly where the issue is
- Concern was raised over the spreading of woodchips (where is location)

## MEETING CLOSE

- Meeting close at 9.20

## NEXT MEETING

- 30 April 2018 (unbeknown it was a pupil free day. Must I leave like this for the minutes? Will proceed for 7<sup>th</sup>) Yes let's go ahead with 7<sup>th</sup> – have agreed with Steve also. Would be good to have at beginning of month so we have up to date prior month figures at each meeting

### ACTIONS FROM THIS MEETING (THESE ARE JUST AN EASY SUMMARY FOR THE AGENDA OF THE NEXT MEETING. THE CARRIED OVER ITEMS HAVE A NEW DATE SET HERE OF THE NEXT MEETING)

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