



# Deanmore Primary School P&C Minutes

<b>Date</b>	Monday 27 <sup>th</sup> of August 2018	<b>Attendees</b>  George, Steve, Lisa, Amanda, Kaye, Wendy, Lisle, Clare, , Jane, Catherine, Tania, Jodee, Veronica,
<b>Time</b>	7.30pm	
<b>Location</b>	Deanmore Primary – Staff Room	
<b>Frequency</b>	Monthly	
<b>Facilitator</b>	Steve	
<b>Note taker</b>	Lisle	

## WELCOME

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

**Apologies:** Nirmala Jade

## CONFIRMATION OF PREVIOUS MINUTES

Approved and accepted (Steve and Clare)

## BUSINESS ARISING & DECISIONS OUT OF SESSION

- The canteen award wage increase – Steve second Lisa
- (M)Lisa new request to increase alcohol budget to \$2500 for quiz night (Steve) S Clare
- Motion to approve \$450 for athletics carnival sausage sizzle (M) by Clare (S) Nici, Steve . Clare moved for an extra \$450 (S) Lisa
- Lisle (M) to pay WACSSO invoice \$1092.57 (S) Steve, Lisa

- The Athlete's Foot Donation - Claremont, Karrinyup & Cannington. George raised concerns about the distinction between what is a donation and what is advertising (because of a donation) . George emphasized that there are guidelines that have to be adhered to from a school perspective. George and Clare to meet to understand what they are (from a School vs P&C perspective)

SUMMARY OF ACTIONS ARISING FROM THIS MEETING			
Action number	Action required	person responsible	Due date
	<p>Communication to class reps— Amanda will review changes to how the communication to class reps will be sent and present information to next meeting</p> <p>Training schedule of class reps has been sent out (commencing in August)</p> <p>Action a pilot group</p> <p>Schedule another. Meg will manage that through</p>	Jade	Pending Skoolbag comms strategy
2.	Lisle to Validate paid up members of the P&C	Lisle	On-going
3.	<p><del>Pursue idea of a Golf Day idea as potential fundraising effort</del></p> <p><del>*Nia contacted City of Stirling, consider Father's Day, said they would give us a discount if there are over 80 participants</del></p>	Nia	Closed – deferred to next year's fund raising
4.	<p>Decide on online solution for storage of documentation</p> <p>Steve thinking of using companion website to Skoolbag</p> <p>Taking longer than expected</p> <p>Catch up with Danielle (account contact for school bag)</p>	Steve	August September

<del>5.</del>	<p>Email issues and creation of Lisle and Kiera as alias for Secretary — follow up with Amanda</p> <p>Lisle contacted Amanda. Issue is outstanding payment of Domain. Lisa to follow up</p> <p>treasury</p>	Lisle /Lisa	August
6.	Steve to arrange a meeting with Toni Johnson from Ruby Advisory <b>and</b> have a Canteen catchup	Steve	August September
7.	<p>Zufer: Investigate if we can get an invoice 12 months in advance</p> <p>Paid the invoice two years in advance</p> <p><b>Motion to Pre pay domain</b></p> <p><b>Raised Nici and (s)Clare</b></p> <p><b>The art market gets paid quarterly. Lisa motioned that we pay at the beginning of each (s) Clare (this motion if for the payment schedule not the amount)</b></p>	Nici	August
8.	Clubs. Request picture of activities for Facebook updates	Jade	Ongoing
9.	<p>Explore mental health first aid course/talk</p> <p>Jade suggested contacting Peta Slocombe from vital conversations</p>	Lisa	Ongoing
10.	Arrange payment of P&C Domain	Lisa	August
11.	Present a brief overview of the intended Naturscape at the Quiz evening	Aran	August
12.	Send out link with list of tasks for volunteers (carnival week, cake stall, Father's day stall etc.)	Clare	August
13.	Email Amanda to request Fundraising@ email address. Include Claire and Nici	Lisle	August
<del>14.</del>	Canteen closure Faction Carnival Thursday 30th	Jade and Yvette	August

## CORRESPONDENCE – SECRETARY

<b>Incoming</b>	Comm bank statements to treasurer, and primary school parents (Lisa)
<b>Outgoing</b>	Email to WACSSO to resolve membership and insurance

## PRESIDENT'S REPORT

- Fantastic effort from quiz night, everyone thoroughly got into it, dressing up, the was food great, venue great. Solid effort. A lot of hard work went into the business end of the fundraising. Massive thank you to everyone involved.

## PRINCIPAL'S REPORT

- The Quiz night was enjoyable. It was well organised, The staff enjoyed the night. The Venue was good and everything went very well. On behalf of all the staff at the event -Thank you to the team of organisers and volunteers.
- The Book swap was positively received. The Spine with a message was very great - Well done Clare – it was a good promotion.
- Father's day stall had nice goodies.
- The Kindy and PP sports carnival has been cancelled for the 28th of August due to severe weather warnings (35-45 km winds)
- The jumps (scheduled for Wednesday) will be postponed to Friday.
- Parent teacher interviews next Wednesday (the 5th). It appears that the attendance from parents is high – which is encouraging. The OSH club are open to accommodate early school closure.
- Parents are encouraged to participate in the school survey. The target is 100 responses. So far only 10 have been received. It only takes 18 mins to complete. The due date is the 5th of October

## TREASURER'S REPORT

### Canteen

- Update on July 2018 Reports & YTD balances

- 27/08/18 - Bank \$4,101.71 with wages just paid and creditors due mid September
- YTD Profit -\$74

#### **Main Account**

- Update on August MTD 2018 Reports & YTD balances:
- 27/08/18 - Bank \$25,438
- \$1,364k held in trust for Netball - with some items to be paid
- \$22.7k funds available for distribution

#### **Budget & Cashflow Report**

- update - next month

#### **Fundraising**

- Made an Error in the initial communication regarding the Quiz Night- actually made \$8.7k (\$1k more than last year)
- Slushi machine is a problem
- Continue to review the time vs efforts for fundraising initiatives
- Lisa asked Fundraisers to review numbers on the tracking sheet. pointed out that the movie night was very successful. Clare has another one earmarked for week 5 Term 1.

## SUB COMMITTEE REPORTS

### FUNDRAISING

#### Carnival

- Canteen will supply bread rolls. P&C to reimburse the canteen. Lisa to chat to canteen. Clare to send Lisa email detailing the exact amount
- Egg and bacon rolls available in the morning. stop serving kids at 8:20
- Volunteer for Wednesday (will be cancelled) Clare will email them and see if they can do Friday. She is concerned that Dan may not get all the help he requires.

#### Inter school

- will be with a cake sale (as Cake stall are well attended). George mentioned they are run very differently to the school carnival. Dan is not anticipating a break, try run an all-school donation. Clare is Looking at sizzler donating garlic bread. The issue is around the time and logistics.
- Clare to speak to Dan about breaks etc. Considering selling Pies, sausage rolls or toasties. Will pursue a coffee van.

#### Quiz Night

- Amazing quiz night. Clare thanked the entire team involved.

#### Bookswap

- was the surprise of the month. \$320 raised and happy Kids with armfuls of books.

#### End of year

- Clare potentially looking at calendar for tea towel (waiting for new logo before deciding)
- Clare raise a motion to spend \$16 charity registration cert admin. Lisa to send Clare abn details the interim.
- Clare will call a fundraising meeting week 9. Need to discuss next term as fundraising initiatives are "a bit thin on the ground"

#### District faire

- Kaye has not received any response to her communication to the organisers.

#### **Wine sponsorship.**

- Veronica mentioned that due to the wine fundraising on the Quiz evening two cases were sold as a result. However, 2 complaints were received from parents following a class rep communication with a link to the wine fundraising web site, one concerned that parents would be “parading the wine” around the school. Amanda responded by reassuring the parent that all events on school premises are without alcohol. Additionally, the wine orders are not delivered to the school.
- A discussion regarding the what constitutes fundraising and sponsorship, and what the P&C can accept and what School can accept. Proceeds from fundraising may be accepted by the P&C (funds cannot be accepted directly by School), and should be linked to a specific event. The wine fundraising was linked to the quiz night, and providing the link in the class reps email was considered acceptable.
- Steve will respond to the issue with an open letter in the school newsletter
  - The P&C is committed to alcohol free P&C events at school
  - The P&C strongly encourages alcohol free P&C events where children are present
  - The P&C respects individual choice and supports responsible alcohol consumption at P&C adult events (e.g. Quiz night)
- Lisa thanked all the helpers for the quiz evening especially Veronica who invested a huge amount of her time into making it a success.
- As an aside there are boxes of wine glasses left over from the quiz evening. They will be placed in the P&C Cupboard, but consideration will be given to renting them out for functions

Clare confirmed with George she could use a money collection box for reading challenge

### **COMMUNICATION**

- All communication relating to canteen closure for sports carnival has been done

### **DEANMORE DADS**

- Week 2 and week 6 had a meeting
- Next event is on the 15 September 2pm bowling at Sportsman’s club. Friendly game of bowls

### **UNIFORM**

- No Update

## CANTEEN

- Canteen is closing for athletics carnival.
- Steve to set up canteen meeting and meeting with Tony

New Canteen rates

Position	Classification	Current hourly rate	New hourly rate from 01/07/18 as per award (casual)
Canteen Manager (Janina)	Canteen Worker Grade 3	\$25.00	\$26.00
Canteen Assistant (Jenny)	Canteen Worker Grade 2	\$24.00	\$25.36

## SCHOOL BANKING

- Kaye will cancel Thursdays banking due to the carnival

## SUSTAINABILITY

- No Update

## NETBALL

- No update

## NATURE PLAY

- No update
- Veronica keeps getting donation bequests e.g. big Tyres – this information needs to be sent on to Aran. Nici mentioned she has a slide in great condition that she can donate



## SCHOOL BOARD REPORT

- The response to the school survey has been low. Need to reinforce the survey and encourage people to participate (consider avenues e.g. the Class Reps to send reminders)
- Suggestion that if wifi works perhaps have some iPad's set up for parents to complete it a at the carnival on Thursday
- Uniforms designs are still open for some feedback. George confirmed uniforms will be phased in
- Veronica requested that we consider Cally creates a P&C logo.

## P&C AND PARENT COMMUNICATION AND INVOLVEMENT

- No update

## GENERAL BUSINESS

- **Greg Downes has requested P&C sponsor the book awards for the end of the year (as in previous years). Book awards \$1500 motioned by Steve and (s) Clare**
- **Due to WACSSO requirements an additional Executive member is required. Kaye kindly self-nominated. Steve moved that Kaye's nomination is accepted (s) Lisle.**
- A warm welcome to Tania!

## NEXT MEETING

- 17<sup>th</sup> September 2018

## MEETING CLOSE

- Meeting closed at 8:53pm

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3.	Steve to arrange a meeting with Toni Johnson from Ruby Advisory <b>and</b> have a Canteen catchup	Steve	<del>August</del> September
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5.	Clubs. Request picture of activities for Facebook updates	Jade	Ongoing
6.	Explore mental health first aid course/talk	Lisa	Ongoing

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	Jade suggested contacting Peta Slocombe from vital conversations		
7.	Speak to Dan about school breaks for Inter school carnival. Considering doing toasties	Clare	September
8.	Steve will respond to the issue of Wine purchases with an open letter in the school newsletter	Steve	September
9.	Send Aran emails regarding donations for naturescape	Veronica	September

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