



# Deanmore Primary School P&C Minutes

<b>Date</b>	Monday 28 <sup>th</sup> of May 2018	<b>Attendees</b>  George, Steve, Lisa, Amanda, Kaye, Nici, Wendy, Lisle, Clare, Antonia, Aran, Jade, 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:** Karen, Kira, Nirmala, Jodee, Catherine

## CONFIRMATION OF PREVIOUS MINUTES

The minutes were reviewed from the Monday 7<sup>th</sup> of May 2018 meeting and approved by Amanda and Clare.

## BUSINESS ARISING & DECISIONS OUT OF SESSION

**Motion:** P&C note and approve actions taken out of session.

Kaye moved for approval to spend \$40 on a popcorn machine for the P&C. (S) Clare

## ACTIONS ARISING FROM THIS MEETING

Action number	Action required	person responsible	Due date
1	Communication to class reps – Amanda will review changes to how the communication to class reps will be sent and present information to next meeting  Steve to catchup with Amanda and Jade	Amanda	Pending Skoolbag comms strategy
2	Lisle to Validate paid up members of the P&C	Lisle	On-going
3	Pursue idea of a Golf Day idea as potential fundraising effort  *Nia contacted City of Stirling, consider Father's Day, said they would give us a discount if there are over 80 participants	Nia	<del>28 May</del> 25 June ongoing
4	Decide on online solution for storage of documentation Steve thinking of using companion website to Skoolbag	Steve	<del>28 May</del> 25 June ongoing
5	Email issues and creation of Lisle and Kiera as alias for Secretary – follow up with Amanda	Steve Lisle to do	<del>28 May</del> 25 June ongoing
6	<del>Create Suggestion Box and slips (preferably for P&amp;C engagement).</del> Clarified if this was for the day or perpetual. Clare has template to send	Clare	<del>7 May</del>  28 May
7	<del>Pop up Bowling Alley – still investigating Deanmore Dads taken over</del>	Jade	<del>28 May</del>
8	<del>Karen to speak to Angie as to what is required to order the shirts (and Hats/caps).</del>	Jade	<del>28 May</del>

	<p>Angie and Karen can be taken over</p> <p>Need a motion for amount</p>		
9	<p>Confirm the amount spent on the last faction Shirt order</p> <p>Straight to barbs can remove was 4\$000</p>	Lisa	28 May ongoing
1	Wendy Inquired about food purchases on Financials	Lisa	28 May

### CORRESPONDENCE – SECRETARY

<b>Incoming</b>	<p>Campbells superstore Adverts tossed</p> <p>Permapleat schoolwear Brochure</p> <p>Comm Bank Statements</p> <p>Australia’s best fundraising magazine – Clare</p> <p>Felix DJ serviced – Kaye</p> <p>Kids art works – Clare</p> <p>Workers comp.-Lisa</p>
<b>Outgoing</b>	

### PRESIDENT’S REPORT

- Steve mentioned there is a lot of activity going on with the sub committees (thanked everyone for their efforts) Most exciting was the Senior nature play committee meeting(s) had started. Positive to see so many great ideas. The outcome of that meeting is that there is still a lot of planning required. Updates will be provided via subcommittee.

### PRINCIPAL’S REPORT

- Senior nature play area has gained momentum. Parents involved are Steve Nirmala Aran and Matt who is very experienced! Planning is still in its infancy but the committee have decided where it will be located. Aran has chased the correct departments Next stage is to obtain the kids feedback. Matt to come out and get a “feel for it”.

- Thanks to Lisa and Steve for arranging the Cyber safety talk. It was interesting, the content was not new, but does form part of the strategy for IT considerations and protocols going forward.
- Dan Rodgers was nominated as a finalist for the Cricket Australia Community Ambassador Award category. There are 225 000 volunteers working in cricket around Australia. Twenty-four people were nominated for the twelve categories that were presented on the night. Mr. Rodgers was the only teacher at the awards and placed as the runner-up
- Drop off boxes (child friendly) have been placed in reception to facilitate payments of money and communication. One of these drop off boxes has been allocated to the P&C. We will do a trial with something soon.
- The school Board have been considering moving away from the traffic light system and have started the planning to transitioning to PBS (Positive Behavior Support). PBS teaches student behavior strategies. Newborough Primary School implemented it 12 months ago.
- The request to the school board for the consideration of allowing alcohol on the premises for the Quiz Evening has been rejected. The School Board felt the presence of alcohol at all school activities promotes the wrong message.

## TREASURER'S REPORT

### Canteen

- Update on April 2018 Reports & YTD balances
- 28/05/18 - Bank \$3,303 with wages paid to 18/05 & creditors of \$2,108.90 due 15 June
- Revenue consistently sitting at \$1700 per week

### Main Account

- Update on May MTD 2018 Reports & YTD balances:
  - 04/05/18 - Bank \$20,427
  - \$1,167k held in trust for Netball - with some items to be paid
  - \$19k funds available for distribution

The canteen is due for a committee meeting. Steve and Lisa to meet with Toni Johnson from Ruby Advisory

### Reimbursements

- Lisa made mention of her email distributed on the 19<sup>th</sup> of May

*"From: Lisa O'Callaghan <lisa@jazzbc.com.au>  
Date: Sat, May 19, 2018 at 1:42 PM*

*Hi All*

*I have been up to the bank and enquired about getting a debit or credit card for the P&C that we can provide to people organising events. The bank have advised they can only issue to office bearers of the P&C as they are issued to the person, not the business or entity. Also, it is against their terms & conditions for these people to allow others to use their cards. If anything were to go wrong, or unauthorised expenditure to occur, it is the office bearers who will be responsible. For this we will not be pursuing this option.*

28/05/2018

*What we can do is to make a commitment that when someone has incurred expenditure for the P&C, if they text me a picture of the receipts or send me scanned copies of the receipts, that we will have reimbursement paid within 48 hours. Where you require this faster, please advise.*

- It was agreed that if the reimbursement is not urgent, reimbursements will be made at the end of the week

#### **Other Items**

- The Zufer art market domain is \$9 a quarter. Nici to Investigate if we can get an invoice 12 months in advance
- Lisa still investigating Liza Harvey sponsorship for Quiz Night
- Lisa inquired about a cash amount for approximately \$1300 – without a cash count form (potentially relates to Hoodies) Lisa to follow up with Karen
  
- **Lisa raised a motion \$2000 for the quiz night (s) Clare**

## SUB COMMITTEE REPORTS

### FUNDRAISING

The Fundraising Committee met on the 15<sup>th</sup> of May to plan the term ahead.

- **Mother's Day** – very successful profited \$1700. Cash count form sent to Lisa
- **Golf Day** – Nia has been in discussion with Laura Martineli (City of Stirling). Plans are ongoing
- **Disco** – in full swing, booked for 15th of June. Organised an additional popcorn machine to ease pressure off the canteen
- **Pop-up Bowling Alley** – clashes with Deanmore Dads so Jade will relook at high tea ideas. Jade to send details she has on Bowling Alley to Steve to review.
- Considering arranging a Deanmore Sundowner event at this venue. Potentially an end-of-year /term 4 event. Need to be mindful that if we require discount, cash would have to be collected at school. (item to be kept on the agenda)
- **Entertainment Books.** –ongoing
- **Calendar that's visible** – still required
- **Quiz night-** (3 August) has been locked in at the Scarborough Sportsmen's Club and the DJ arranged. Lisa to ask Karin in the office to put it on the year planner.
  - **Pre meeting will be held** at Lisa's home on the 31<sup>st</sup> of May. Veronica and Megs have volunteered to assist. The main issue is finding people to volunteer
- Bunnings Sausage sizzle - 6<sup>th</sup> of October in Balcatta. Finding volunteers may be challenging to cover shifts.
- \$1200 Telstra grant has been submitted (had to specify Nature Play).
- Nici mentioned name has been put forward for a box at Grill'd
- Steve and Justin are planning to hold a raffle of a handcrafted stand up paddle board (Bodhi Tree). There are still a few issues to iron out e.g. may need proper books, and registration number, raffle license. Potential sales opportunities are the Wembley faire, Bunnings sausage sizzle, or a stand at Rotary swap meet. An on-line option may also be possible if gaming regulations (WA) allow – still to be determined.
  - **Steve moved a motion to allocate \$2500 for stand up paddle board raffle (s) Clare**
  - The Intention to be ready for the Quiz Night. confirm logistical go for it based on condition.
  - **Steve motioned for Money for Father's Day \$1000 (s)Clare**

### COMMUNICATION

- George and Jade to ask all the teachers (who are responsible for running school clubs etc.) if they could take pictures and flick them through to her.
- Skoolbag – Steve, Jade and Amanda to meet to discuss communication and training considerations

## DEANMORE DADS

- Catchup in week 6
- Organizing bowling for end of term get together (22 June- Lookout Bar)

## UNIFORM

- Lisa Motioned for \$4000 shirts/caps Karen can do water bottles. (S) Clare
- Jade to follow up with Karin regarding shirts
- Keep it as it changes through the Board meeting

## CANTEEN

- No update

## SCHOOL BANKING

- No updates

## SUSTAINABILITY

- Nothing

## NETBALL

- All good, Wendy needs refunds to be paid. Will provide bank details

## NATURE PLAY

- Aran has set up a sub folder of ideas with photos and inspiration. Current scope is to utilize what we have and not to go too big, encourage and stimulate play -a place where kids create their own thoughts and bases. Utilize the trees/canopy and ropes encourage climbing. The idea of storage

was also a consideration. Matt has lots of ideas the potential is daunting. For now, just throwing everything up there. Quite unstructured

- May encounter some issues e.g. potentially removing wire fence and building a retaining wall in the north corner. This could increase the cost. None of this will be known until a design has been completed. This is anticipated to be completed by the end of term, with the intention being it can be executed in stages.

## SCHOOL BOARD REPORT

- Request for alcohol on premises for quiz evening has been rejected
- Business /School Improvement Plan has been signed off

## P&C AND PARENT COMMUNICATION AND INVOLVEMENT

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## GENERAL BUSINESS

- Parent session update is next off the rank. Jade suggested we explore mental health first aid. Lisa to follow up, consensus was that if we keep doing these sessions regularly participation will grow.

## NEXT MEETING

- 25 June, 7.30pm

## MEETING CLOSE

- Meeting close at 8.37



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4.	Decide on online solution for storage of documentation Steve thinking of using companion website to Skoolbag	Steve	<del>28 May</del> 25 June ongoing
5.	Email issues and creation of Lisle and Kiera as alias for Secretary – follow up with Amanda	Steve Lisle to do	<del>28 May</del> 25 June Ongoing
6.	Steve to arrange a meeting with Toni Johnson from Ruby Advisory	Steve	25 June
7.	Zufer: Investigate if we can get an invoice 12 months in advance	Nici	25 June
8.	Quiz night- (3 August) Karin to put it on the year planner.	Lisa	25 June
9.	Clubs. Request picture of activities for Facebook updates	George and Lisa	25 June
10.	Faction shirts and Water bottles. Karin	Jade to discuss with Karin	25 June

11.	Lisa to follow up with Karen about a cash amount for approximately \$1300 – without a cash count form (potentially relates to Hoodies)	Lisa/Karen	25 June
12.	Explore mental health first aid course/talk	Lisa	25 June