



Deanmore Primary School P&C Minutes

Date	Monday 30 th of July 2018	Attendees George, Steve, Lisa, Amanda, Kaye, Wendy, Lisle, Clare, Antonia, Aran, Jade, Veronica, Jane, Catherine
Time	7.30pm	
Location	Deanmore Primary – Staff Room	
Frequency	Monthly	
Facilitator	Steve	
Note taker	Lisle	

WELCOME

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

Apologies: Nirmala, Kira, Nici

CONFIRMATION OF PREVIOUS MINUTES

Monday 25th of June 2018 No quorum.

BUSINESS ARISING & DECISIONS OUT OF SESSION

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

- Lisa moved for approval to spend \$50 on a second-hand cash drawer for the P&C. (S) Steve/ Clare
- The Quiz Night Committee require an additional \$5,000 to assist with the upcoming costs for the Quiz Night - including a \$2,000 bond for venue hire and cash for the purchase of alcohol. (M) Steve (S) Lisa
- The Telstra Grant of \$1,200 was applied to be spent on the new upper primary Naturescape. (M) Steve (S) Claire

SUMMARY OF ACTIONS ARISING FROM THIS MEETING

Action number	Action required	person responsible	Due date
1.	<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>	Jade	Pending Skoolbag comms strategy
2.	Lisle to Validate paid up members of the P&C	Lisle	On-going
3.	<p>Pursue idea of a Golf Day idea as potential fundraising effort</p> <p>*Nia contacted City of Stirling, consider Father's Day, said they would give us a discount if there are over 80 participants</p>	Nia	ongoing
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>	Steve	August
5.	<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 paid</p>	Lisle	August
6.	Steve to arrange a meeting with Toni Johnson from Ruby Advisory	Steve	August
7.	Zufer: Investigate if we can get an invoice 12 months in advance	Nici	August
8.	Clubs. Request picture of activities for Facebook updates	Jade	Ongoing
9.	Explore mental health first aid course/talk	Lisa	August

	Jade suggested contacting Peta Slocombe from vital conversations			
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CORRESPONDENCE – SECRETARY

Incoming	<p>Pamphlet</p> <ul style="list-style-type: none">• schoolgifts.com.au• Lwreid uniform catalogue• Smart gift ideas catalogue• Moon and back school gift ideas • WACSSO annual conference and membership Bill • ACNC Annual notice
Outgoing	<ul style="list-style-type: none">• Email to Amanda to correct P*C email address (secretary)

PRESIDENT'S REPORT

- Term 3 is set to be very busy all coming together very well. There is a ramp up on Skoolbag training arranged on Wednesday's and Friday's (starting 01/08/2018) - thanks to George for allowing us the use of the staffroom. The plan is to get people comfortable with Skoolbag, get experience and then target the whole school in term 4 (help parents use the app). Getting the messaging right is one thing -the other challenge is getting people to use it.
- Thank you to the ongoing efforts of the fundraising committee and thanks to Veronica a Lisa for the efforts so far for the upcoming Quiz Night

PRINCIPAL'S REPORT

- Busy term ahead. The faction carnival (week 7)
- Inter school will be held at Deanmore
- Dan overseeing renaming the factions -some good ideas have been coming in -need to be reviewed
- Book week (18th to 24th of August)
- Parent interviews in September
- The Board are currently reviewing the school logo at school logo. The designs are displayed around the school and feedback has started to come in. More feedback is required so that Kelly (?) can work on the design. So far the kids don't like the eye.
- The parent survey is due to be release in the middle of August. The responses in the past have been poor (47 received), the target for 2018 is 100 responses)

- Meeting with the Naturscape subcommittee continue, meeting on Wednesday. Have put some diagrams around the library where kids can view. Thanks to Victoria, Aran and Ashley

TREASURER'S REPORT

Canteen

- Update on June 2018 Reports & YTD balances
- 30/07/18 - Bank \$2,771 with wages just paid & creditors due mid-July
- Revenue consistently sitting above \$1,500 per week

Main Account

- Update on June MTD 2018 Reports & YTD balances:
- 30/07/18 - Bank \$17,050
- \$1,364k held in trust for Netball - with some items to be paid
- \$14k funds available for distribution

Budget & Cashflow Report

- Distributed in meeting (attached)

The Bookkeeper has been absorbing costs for Xero software, Lisa passed a motion to pass on \$56 per month (s) Steve

SUB COMMITTEE REPORTS

FUNDRAISING

Busy Month ahead

Reading Challenge

- will be distributed this week. It's a list of reading/literary challenges for students (for sponsorship).

Book Swap

- End of book week, run with a book swap (good quality books for \$1 donation)

Quiz night

- Lisa needs assistance with volunteers- considering sending out a link
- There is a long list of stuff to do
- 45% of tables sold so far. Need stuff to donate
- Margaret river getaway was sponsored by Nia
- Potential Lunch at parliament house with Liza Harvey
- Clarified everyone behind the bar has RSA
- Don't have wine glasses – will pursue hire options

Faction carnival

- Intention is parents and kids walk to school -breakfast will be available to purchase, there will also be a Sausage sizzle and cake stall (for rooms 9,10,11,12,21 – but whole school welcome to donate)
- Would like to do pre-ordered sausages. Speak to Dan as to how it will be coordinated
- Need more bbq's – concern we cannot keep up with demand
- Cake stall for "whole school for interschool"

Fathers day stall.

- Monday 27th and Tuesday 28th

This is a huge amount of work. Very difficult to get volunteers. Claire will send out a link with specified tasks to try to get more people involved for faction carnival.

COMMUNICATION

- Training slide deck is complete. Assistance has been provided by Meg Boyd, who is helping with project manage.

DEANMORE DADS

- Had catch up last week. Work going on around activities for this term and next.
- May go off site for camp for next term. E.g. Baldivis mud run course – will still get more information out on that

UNIFORM

- No Update

CANTEEN

- Apparently very little happens won't open on Day of faction Carnival. The canteen will be closed on the day of the Carnival.
- Claire to look at the logistics of coking sausages in the canteen for the sausage sizzle

SCHOOL BANKING

- Commonwealth Bank are clamping down. Kaye received a phone call to reiterate rules. Of specific concern is how deposit/slips are recorded, and kept. Currently Kirsty and Kaye count money and do reconciliation at school, Kaye enters deposits at home. This must be done on school premises

SUSTAINABILITY

- Farm is doing well

NETBALL

- No update, all going well

NATURE PLAY

- First design (draft) plans and concept have been provided by Matt Unwin (amazing job). Posted around the school for feedback. Essentially the design is a T-path (all the around with a forest/teepee/ropes and bridges)
- To complete, it will need a big budget as it includes a lot of materials, landscaping, bobcats, wood for carpentry. Additionally, the fence around the drain needs council intervention
- It has been designed to be done in stages
- Kaye raised the issue of affordability. Whilst it's a great idea, consideration needs to be given as to the breadth and scope of the project. Aran agreed that further scrutiny is required as to "how far we go with this".
- Another avenue being pursued by Aran is "loose parts play". Loose parts play is about providing building material to the kids that can be moved and carried around. It allows the creation and destruction of "things". (so storage is a consideration as well)
- Consideration for storage into the nature play area has to be included.
- Suggested that Aran do a mini brief to everyone at the Quiz Night

SCHOOL BOARD REPORT

- No update (other than survey and logo design mentioned in Georges update)

P&C AND PARENT COMMUNICATION AND INVOLVEMENT

- Lisa mentioned there was a lot happening this term and suggested that a parent information session be held early term 4. George needed to see the proposed dates first, before committing.
- Jade to update Facebook with Canteen closure. Yvette to include in Newsletter

GENERAL BUSINESS

- Veronica mentioned that the Health Freak café (Scarborough) were willing to provide a menu to staff and/supplment health offerings of the canteen (willing to deliver). Steve to discuss in the Canteen catchup

NEXT MEETING

- 27 August, 7.30pm

MEETING CLOSE

- Meeting close at 8:45

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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
14.	Canteen closure Faction Carnival Thursday 30th	Jade and Yvette	August