



# Deanmore Primary School P&C Minutes

<b>Date</b>	Monday 7 <sup>th</sup> of May 2018	<b>Attendees</b>  George, Steve, Lisa, Amanda, Kaye, Nici, Wendy, Lisle, Clare, Antonia, Aran, Jodee, Jade, Jane, Kira, Catherine
<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:** Veronica, Nirmala

## CONFIRMATION OF PREVIOUS MINUTES

The minutes were reviewed from the Monday 26<sup>th</sup> March 2018 meeting and approved by Amanda and Clare.

## 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	On-going
<del>2.</del>	<del>Clare to contact Janelle to obtain all fundraising information and files</del>	Clare	<del>On-going</del>
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>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>
<del>6.</del>	<del>Confirm this is the last year of the three for iPad lease</del>	Lisa	<del>26 March</del> Carried over
<del>7.</del>	<del>Clarify where the Scholastic Book Club Funds are paid to.</del>	Lisa/Donna Kent	<del>26 March</del> Carried over
8.	Lisle to Validate paid up members of the P&C	Lisle	On-going
<del>9.</del>	<del>Bookkeeper is happy with going paperless. Lisa to meet with Toni to understand what this entails</del>	Lisa	<del>On-going</del>
10.	Coin War. Place collection jars in classrooms	Clare	26 March
11.	Place Guess the eggs Easter box in the school office	Kaye	26 March
12.	Pursue idea of a Golf Day idea as potential fundraising effort	Nia	<del>26 March</del> Carried over
<del>13.</del>	<del>Set up Meeting between George and the class reps</del>	Amanda	<del>26 March</del> Carried over

14.	Confirm P&C engagement for Running club and assembly. Potential dates are the 9 <sup>th</sup> /23 <sup>rd</sup> of March.  Investigate a coffee truck. Once confirmed, communicate in the newsletter	Jade/Steve Clare	2 March
15.	Design A3 Fundraising calendar for printing  Have a poster that can be placed behind glass in canteen area	Clare	26 March Carried over
16.	Create Suggestion Box and slips (preferably for P&C engagement)  <i>Clarified if this was for the day or perpetual. Clare has template to send if required</i>	Clare	26 March Carried over
17.	Arrange Cyber Safety Talk  George and Lisa to confirm dates	Lisa	26 March Carried over

### CORRESPONDENCE – SECRETARY

Incoming	<ul style="list-style-type: none"> <li>• Commonwealth Bank Statement</li> <li>• Cash Count Sheet - Coin War</li> <li>• Entertainment Book membership Application – Aimee Lucas</li> </ul>
Outgoing	

### PRESIDENT'S REPORT

- Lots going on this term; this month is the Mother's day Fundraiser and HBF run-for-a-reason (Running Club). Later, the Parent information sessions
- Progress is ongoing in relation to the implementation of Skoolbag. Very recently we upgraded to v3. This offers a range of new features which we will benefit us – in particular, from a role access point of view.
- Danielle from admin is attending training on the 8<sup>th</sup> of May. Steve would like to work with Jade and Amanda for training regarding messaging. Further clarification is needed regarding expectations from the application and how we communicate messages. Steve anticipates there will be a lot of learnings regarding the balancing of communication and the anticipated efficiency the application can offer
- There are still a couple of weeks before the application is ready to be used (hopeful for this term)
- A strategy and Process still needs to be defined to to get people to download and use the application.

## PRINCIPAL'S REPORT

- Only a 9-week term and we are already into week 2! George meets regularly with Steve – so the focus areas of school and P&C areas are aligned
- George would like to concentrate on 3 main areas this term
  1. Implement the Skoolbag app this term (even as a trial format)
  2. Focus on the Senior Nature Play area up in top corner. The kids love it, but it can be utilised better. Greg Downes is keen to get started as is Victoria's husband. George feels that a subcommittee needs to be formed this term and would like the Student Council's input in would like some input.
  3. A lot of P&C assistance have gone into ICT. Lisa Sampi is in the process of reviewing what we have in terms of the IT capability. However, George wants to ensure that there is funding appropriately spread across all requirements, particularly where there are gaps, for example reading books and math. Currently, investigations are underway to investigate math's hands-on equipment. George anticipates that Literacy and Numeracy committees will be formed, and will attend the P&C to discuss what they are working on, and what is needed for the rest of the year.

## TREASURER'S REPORT

- Reading Eggs - 2018 Renewal - \$ 5,814.44
- Mathletics - 2018 Renewal \$ 6,738.29
  - **Lisa motion to approve (s) Jade**

### Update on April 2018 Reports & YTD balances

#### Canteen

- 30/04/18 - Bank \$585 with wages paid to 04/05 & creditors of \$941
- Averaging b/n \$1,200 to \$1,500 per week revenue so from cashflow point of view, will have funds to meet creditors due 15 May. However, each month the Canteen is going further into the red - we need to look at generating more income or reducing costs. Lisa will work with ladies to understand this over next month and will report back

#### Main Account

- 04/05/18 - Bank \$29,318
- \$3k allocated (including \$2.6 held in trust for Netball)
- \$26.2k funds available for distribution

#### Other

- Parenting Sessions - Cyber - Wed 23 May - Asterisk sponsoring cost
- Scholastic - 20% commission is given to library in way of Credits (given back twice a term. Lisa concerned its dropped from the previous \$117 to \$50)
- Lisa to pursue Lisa Harvey's potential offer to sponsor \$300 for school event

- Lisa Confirmed this is the last year of the three for iPad lease expires in 2019.

## SUB COMMITTEE REPORTS

### FUNDRAISING

- **Mother's Day** -Clare mentioned a lot of effort has been put into preparations for the Mother's Day Stall - its will be good be good
- **Disco** – Tentative Date is the 15th of June
  - **Funding Required is \$800 and \$220 (float). Kaye passed a motion for funding (S) Steve**
- **Pop-up Bowling Alley** - Jade still investigating and maybe hiring a room with platters
- **Cake stall** – anticipated to have one later in this term
- **Entertainment Books.** – Kaye suggested that the funding for the entertainment book be pinned to a cause (there was consensus that binding a fundraising event to a cause is a good idea). The suggestion was the Nature Play area.
- Jade suggested a visual that appeals to everyone e.g. a Monkey climbing a tree. The idea needs to be discussed further
- Tuesday 15th May is the next Fundraising subcommittee meeting at Scarborough Sportsman's Club, 7:00pm
- Potential for theater evening was discussed

### COMMUNICATION

- Jade mentioned that “when I see things I post them” however is mindful and strategic as to when to post ‘comms’
- Newsletter works well
- Jade is waiting for the winter canteen menu and will post pictures
- Steve suggested that we pursue a Salient “highlights reel” of the minutes to encourage people to keep up to date on P&C happenings, without having to read the minutes
- Skoolbag -class reps will require training/orientation when the application is ready

## DEANMORE DADS

- Deanmore Dads (DD) meets up 8<sup>th</sup> of May at Scarborough Sportsman's Club
- Another catch-up in week 6
- The Fathering Project have been sponsored for pull up banners for different groups design for DD providing a presence at the meetings.
- Actively involved in the HBF run – encouraging them to get behind that.

## UNIFORM

- Faction Shirts are required imminently- therefor and order needs to be placed
  - Jade will get Karen to speak to Angie as to what is required to order the shirts (and Hats/caps).
  - Can do motion for t-shirts out of session
  - Lisa will confirm the amount spent on the Shirt order

## CANTEEN

- No update

## SCHOOL BANKING

- No updates

## SUSTAINABIITY

- Recycling toothbrushes and toothpaste containers, floss containers, Box outside Mrs. Carr's room

## NETBALL

- Purchased the Goals -100 dollars less than budgeted for
- \$1300 is required to pay the umpires
- Wendy made an Inquiry about food purchases on Financials (Lisa to follow up)
- Netballs starts on Friday 11 May.

## SCHOOL BOARD REPORT

- No School Board meeting has happened since last P&C meeting. They are meeting (week ending 18th of May).
- Jodee will follow up on Alcohol on premises for the Quiz Night.

## P&C AND PARENT COMMUNICATION AND INVOLVEMENT

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## GENERAL BUSINESS

- Moving forward with Cyber safety evening on Wednesday 23rd of May (sponsored by Asterisk Information Security). Gold coin donation. Lisa to put a blurb together about the event, Jade to advertise via Eventbrite (purely to ensure the numbers are known and the venue can accommodate them)
- Aran asked the question about the monkey bars- can they be pulled put. Needs clarity
- The question was raised regarding the school policy on tree climbing. George responded that kids are discouraged from doing it (governed with rules).
- Kaye found tea towels from 2011 – managed to sell them and raised \$20

## NEXT MEETING

- 28<sup>th</sup> of May, 7.30pm

## MEETING CLOSE

- Meeting close at 8.40



## SUMMARY OF 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	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	28 May
4.	Decide on online solution for storage of documentation Steve thinking of using companion website to Skoolbag	Steve	28 May
5.	Email issues and creation of Lisle and Kiera as alias for Secretary – follow up with Amanda	Steve	28 May
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.	Pop-up Bowling Alley - still investigating	Jade	28 May
8.	Karen to speak to Angie as to what is required to order the shirts (and Hats/caps).	Jade	28 May
9.	Confirm the amount spent on the last faction Shirt order	Lisa	28 May
10.	Wendy Inquired about food purchases on Financials	Lisa	28 May