



Deanmore Primary School P&C Minutes

Date	Monday 27 May 2019	Attendees Kaye, Lisa, Steve, Lisle, Clare, Tania, Nici, Ryan, George, Kathleen, Jo, Amanda,
Time	7:30pm	
Location	Deanmore Primary-Staff Room	
Frequency	Monthly	
Facilitator	Steve	
Note taker	Lisle	

WELCOME

Steve welcomed all attendees to the P&C Meeting, a hearty welcome to new members Kathleen and Jo.
Apologies: Veronica Kuipers, Kate, Nirmala, Jade, Wendy

CONFIRMATION OF PREVIOUS MINUTES

Accepted Steve and Clare

BUSINESS ARISING & DECISIONS OUT OF SESSION

- Clare requested that the Float she had of \$300 be kept and passed on to Kaye for the school disco. (S) Steve
- **Motion: 07/05 Claire -funds for the disco 7th June. \$1200 for food, lollies and DJ (s) Nicolien and Tania**
- Signatories on the bank accounts are currently an issue (being resolved). Steve and Lisa still signatories until the 7th of June

CORRESPONDENCE – SECRETARY

<p>Incoming</p>	<ul style="list-style-type: none"> • Perth Frozen Food orders Flyer (Janeena) (11/04) • CGU Workers Compensation Product (Actual Wage Declaration) (18/04 & 18/05) • WACSSO – Results of State Council Election (01/05) • Government of Western Australia (School Board Chair and President) – Announcing WA education Awards are open (08/04) • Sealanes Invoice (30/04) • Commonwealth Bank Statements (30/04) • Bankwest (17 May) • WACSSO – Affiliation Fees 01/05/2019 • WACSSO – Brochure on Public Liability and Volunteer Accident for P&Cs 2019/2020 <p>Several fundraising flyers with no action required</p>
<p>Outgoing</p>	<p>Email to WACSSO requesting Invoice</p>

SUMMARY OF ACTIONS ARISING FROM LAST MEETING

Action number	Action required	person responsible
1.	Lisle to Validate paid up members of the P&C	Lisle
2.	<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> <p>Steve reiterated consideration of office 365</p> <p>This action has been moved to Lisa</p>	<p>Steve</p> <p>Lisa</p> <p>Steve</p>

	<p>25/02</p> <p>Motion to approve for on line storage. Steve Raised \$600 for online storage (s) Lisa</p> <p>25/03</p> <p>Currently using Google drive storage in the short term. Will still investigate office 365. Steve to invite Ryan.</p> <p>27/05</p> <ul style="list-style-type: none"> • Good interim solution has been found. No further action to be taken. This will be removed from the next minutes 	
3.	<p>Steve to arrange a meeting with Toni Johnson from Ruby Advisory and have a Canteen catchup</p> <p>25/02</p> <ul style="list-style-type: none"> • Did have a canteen meeting on Friday Lisa has been talking to Toni about the possibility of doing bookkeeping for the P&C in the absence of a Treasurer filling the vacant role • Janina has also been engaged to discuss menu • Diarize a canteen meeting for term 2 <p>27/05</p> <ul style="list-style-type: none"> • Still to arrange when Toni is back 	Steve
4.	<p>Clubs. Request picture of activities for Facebook updates</p> <p>25/02</p> <ul style="list-style-type: none"> • Need someone to replace Jade. Potentially Kelly Keall – but not keen on creating content. Nici to speak to her to see if P&C members create the content, will she post on our behalf? <p>25/03</p> <p>Steph Bovell has taken over the social media liaison role.</p> <p>27/05</p> <ul style="list-style-type: none"> • No further action to be taken. This will be removed from the next minutes 	Nici
5.	<p>Steve will still respond to the issue of “selling alcohol” open letter in the school newsletter</p>	Steve

	<p>The P&C is committed to alcohol free P&C events at school</p> <p>The P&C strongly encourages alcohol free P&C events where children are present.</p> <p>The P&C respects individual choice and supports responsible alcohol consumption at P&C adult events (e.g. Quiz night)</p> <p>25/02</p> <p>To send to Yvette for next newsletter</p> <p>25/03</p> <p>Carried over</p> <p>27/05.</p> <ul style="list-style-type: none"> No further action to be taken. This will be closed and removed from the next minutes. Lisle to diarize for next quiz night 	
6.	<p>Arrange with Amanda to add Ryan to the Treasurers email address and remove Lisa</p> <p>27/05.</p> <p>No further action to be taken. This will be closed and removed from the next minutes.</p>	Lisle
7.	<p>Send a list of current email addresses in next minutes</p> <ul style="list-style-type: none"> Treasurer@deanmorepandc.org.au, President@deanmorepandc.org.au, secretary@deanmorepandc.org.au Fundraising@deanmorepandc.org.au <p>27/05.</p> <ul style="list-style-type: none"> No further action to be taken. This will be closed and removed from the next minutes. 	Lisle
8.	<p>Send a summary/list of netball and leavers</p> <p>27/05.</p> <p>No further action to be taken. This will be closed and removed from the next minutes.</p>	Lisa
9.	<p>Arrange for Toni to give Ryan access to Xero account</p> <p>27/05.</p> <p>No further action to be taken. This will be closed and removed from the next minutes.</p>	Lisa
10.	<p>Ryan to arrange a fundraising budget</p> <p>27/05.</p> <p>No further action to be taken. This will be closed and removed from the</p>	Ryan

	next minutes.	
11.	Skoolbag: The intention is to still use this application. Steve to hand over to Nici 27/05. No further action to be taken. This will be closed and removed from the next minutes.	Steve and Nici
12.	Discuss slush fund with George 27/05 still to be discussed	Steve
13.	Meet with George to discuss contribution levy and survey idea 27/05 still to be discussed	Steve
14.	Confirm date of Deanmore Dad's Dash 27/05 - TBC	Steve
15.	Winter appeal for kids 27/05 - TBC	Jade
	6 May 2019	
16.	Forecasted budget has been distributed for the rest of the year. Ryan would like everyone to comment 27/05 Ongoing – however this will be closed and removed from the next minutes.	Everyone
17.	Draw up a volunteers list for art market 27/05 Ongoing - remove	Clare

PRESIDENT'S REPORT

- Steve thanked everyone involved in the Democracy Sausage Sizzle. The sense of community throughout the day was evident. Also, appreciated the traction for the cake sale, everyone pulled together to make it a success.

PRINCIPAL'S REPORT

- The Cake stall and Democracy sausage sizzle was really good. Lots of volunteer on the days. Thank you and well done Clare for the coordination
- The Disco is coming up, still need to finalize details (open/close/keys)
- The sea container has been approved. Still in the hands of "Programmed" -Council approval has been received and the implementation is imminent.
- Lightening carnivals coming up week 8-9 (day after the cake stalls)
- Will be doing the interschool again next term (3) week 9

TREASURER'S REPORT

- Had a couple of big expenses i.e. Reading eggs and Mathletics
- \$22,537.82 in main bank account
- The canteen is still operating at a loss (purely due to lower revenue - people are buying less)
- \$24516 across both accounts
- Fund raising summary to-date -is a good profit of \$1500
- Forecast budget has been provided -please comment (needs guidance from the people who have experience with the fundraising events)
- *There is a suggestion to have the allowable sausage sizzle (provided by the canteen) on a Wednesday this term (Steve to speak to Janina)*
- *Lisa suggested that Veronica has a look at the canteen and offer some suggestions regarding the management (based on her years' of experience owning a restaurant)*

SUB COMMITTEE REPORTS

FUNDRAISING

- **Quiz – funding request Claire motion \$3000 (s) Steve and Nici**
 - This is to cover:
 - Quiz master \$770 (to be paid)
 - Venue total inc bond \$ 1100 (to be paid)
 - liquor license \$53 (Veronica has already paid)
 - Art supplies for auction items \$500 (not purchased yet)
 - total \$2423.00 but additional expenses still expected

- Clare was happy with the Democracy Sausage Sizzle - there was a real festival feel about it. It is anticipated there were over 1700 people on the day. The cake stall came through after much advertisement on Facebook. Amanda suggested that there is a cake stall coordinator appointed for the year.
- Went to an art market meeting last week. lots of work to be done. Great ideas – need to get the word out for assistance. Good level of co ordinations an planning underway
- Cakes stall Thursday after EduDance concert - Thursday the 27th of June
- Fundraising art mark meeting yielded a loose budget (haven't pinned it down).
- **Clare requesting \$15000 for art market. (s) Steve**
- Lisle to send Clare the insurance certificate that gets issues at the end of June
- ICT forms will go out this week (Tania will be managing)
- An idea from the fundraising meeting is – a Faction carnival spray tent (before school) i.e. egg and bacon rolls and “get sprayed”. Costs are still being investigated
- Clare raised a concern regarding leavers polos displayed on the financials (is this a timing issue?). Ryan to send a break down
- Clare to consider what catering can be provided for interschool next term

COMMUNICATION

- Welcome Angie Powell (P&C website) -Steve
- She can help with the design but not able to do the content. Lisle to reach out to Angie and help gather what would be required -Publish the minutes for example

DEANMORE DADS

- Meeting next week
- Need to review dates for Dad's Dash
- Paint is ordered and here

UNIFORM

- No update

CANTEEN

- Steve to arrange a catchup with Janina

SCHOOL BANKING

- Still happening - going well

SUSTAINABILITY

- No update

NETBALL

- No update

NATURE PLAY

- The maintenance on the junior nature play is a continued discussion from previous meeting
- Since last meeting Jason Quinn has had a look at the quote and feels a group of volunteers could potentially do the work. Ana is going to get back to us regarding the paint and material. The execution of the tasks will come down to timing and weather. The bulk of the quote was re-varnishing and steppers that need replacing. The broken pump was not included.
- Firm decision still needs to be made as to replacing it

SCHOOL BOARD REPORT

Sun Protection Policy (raised under General Business by Steve – but commented on by George)

- A topic that has been discussed at the school Board is the Deanmore Sun protection Policy. Deanmore Primary does have one, but it's not strictly enforced. The Department of Education also have a stand-alone Sun protection policy
- The School Board has spent some time redrafting the policy and guidelines and need to spent time understanding the ramifications of each.
- George has consulted other schools to understand their policy and how they have dealt with various ramifications
- The school survey to parents indicated that long sleeve shirts would not be desirable
- The school does spend \$700-\$1000 annually on sunscreen (accessible to all students) however, cannot cater for all skin types and sensitivities
- Even with a stated policy but it is difficult to enforce, e.g. the mandatory wearing of a bucket hat. The lack of doing so could affect various activities. Spare hats are not available due to potential nit issues
- The school was making decisions regarding exposure to sun during recess and lunch breaks based on the heat/temperature, but have corrected it to the UV index. Anything above UV3 means the students need to be undercover
- George clarified that it's not a simple exercise to "add more shade". The schools are specifically designed to ensure emergency vehicles can move through the school. Additionally, given our location on the coast, the shade cloths need to be cyclone rated and are therefore expensive to maintain
- The board will consider putting sunscreen on the annual book lists.
- Education of parents will be the biggest challenge in implementing a successful Sunscreen Policy
- George mentioned that if there are concerns/complaints regarding the sun protection policy – they should be directed to the School Board. The School Board work in collaboration with educators and parents to handle all issues to an outcome
- The next Board meeting is in week 8. It is anticipated that the policy is drafted by then – with adjustments made to physical education. The release of the policy is planned for term 3
- A suggestion was made to put the board member's information on the newsletter to allow the Deanmore community to contact them should they wish to discuss further,
- The P&C will consider funding large UV Meters

P&C AND PARENT COMMUNICATION AND INVOLVEMENT

- no update

GENERAL BUSINESS

- Miss Grey would love it if we could give the library another donation (as per last year.) **Kaye motioned \$1000 funding for the library(s) Lisa Clare**
- **Ryan raised the \$190 overspend on the sausage (s)by Clare.**
- A question was raised as to purchases made where no receipt is available. Lisa mentioned that Ryan Hough confirmed if steps were taken to obtain proof i.e. was the purchase minuted and/or screen shot of an online advert taken? This will suffice

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5.	Confirm date of Deanmore Dad's Dash 27/05 - TBC	Steve
6.	Winter appeal for kids 27/05 - TBC	Jade
7.	Steve to arrange a sausage sizzle on a Wednesday this term	Steve
8.	Speak to Angie regarding content of site	Lisle

NEXT MEETING

- P&C Meeting 24 June 2019 Staff room

MEETING CLOSE

- Meeting closed at 8:30pm