



# Deanmore Primary School Parents & Citizens (P&C) Agenda & Minutes

<b>Date</b>	Monday 29 <sup>th</sup> June 2020	<b>Location</b>	<b>Dial in ONLY</b>
<b>Time</b>	7.30pm	<b>Facilitator</b>	Lisa O'Callaghan

## MEETING DIAL IN DETAILS

Topic: Deanmore P&C meeting

Time: June 29<sup>th</sup> 2020 07:30 PM Perth

Join Zoom Meeting

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## AGENDA

Item No.	Agenda Item	Item Raised by
	Welcome and Apologies - President  Apologies: Meg Boyd  Amanda Inman	<b>President</b>

	<p>Confirmation of previous Minutes – Confirmed</p> <p>Raised: Lisa</p> <p>Second: Ryan</p>	<b>Secretary</b>
	<p>Business arising and decision(s) out of session</p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<b>President</b>
	<p>Correspondence - Secretary</p> <ul style="list-style-type: none"> <li>Incoming: <ul style="list-style-type: none"> <li>Waccso newsletter</li> <li>Fathers day gift catalogues</li> <li>CGU insurance notice (paid/complete)</li> </ul> </li> </ul> <p>Outgoing:</p>	<b>Secretary</b>
	<p>President's Report</p> <ul style="list-style-type: none"> <li>School banking: correspondence from comm bank</li> <li>Thanks to everyone keeping P&amp;C activity up during difficult circumstances</li> <li>Class reps' emails: info starting to flow again <ul style="list-style-type: none"> <li>Feedback: everyone like weekly email, what needs to happen during the week for their classroom</li> <li>Newsletter: board was happy to let this go during covid and use Dojo instead. Return to smaller newsletter coming up.</li> </ul> </li> <li>Documentation: P&amp;C handbook, how to run roles, RACI: <ul style="list-style-type: none"> <li>Lisa has gathered info on canteen</li> <li>Info from Claire Lawson on fundraising</li> <li>Treasury has notes</li> </ul> </li> </ul> <p>Recognize that we are volunteers, and try to make roles efficient, keep others aware of how roles operate.</p> <p><b>Action:</b> Lisa to share a template for gathering roles.</p> <p><b>Action:</b> Need terms of reference for sub-committee (constitution)</p> <p>Documentation:</p> <p>How to raise funding request</p> <p>How to submit invoice for payment</p> <p>How to run an event</p>	<b>President</b>
	Principal's Report	<b>Principal</b>

	<ul style="list-style-type: none"> <li>• Classroom Teachers: <ul style="list-style-type: none"> <li>a. Focus on intentional learning. Great improvement in teaching practices observed over the semester</li> <li>b. Cant have a yr6 camp due to covid19 restrictions, doing 3 day-trips (Kings park, Electoral Commission, dinner, Fremantle).</li> <li>c. Thanks to P&amp;C exec for support on Wednesday for public announcements.</li> <li>d. City of Stirling Parking: trial kiss and drive on Reiner st (north of car park), trial in term 3, CoS would fund signage and road marking if determined it would be permanent. School would provide teacher, parents to provide volunteer.</li> </ul> </li> </ul>	
	<p>Treasurer</p> <p>Cash flow increased by Job Keeper for Canteen staff</p> <p>\$56, 870 cash at bank</p> <p>\$11,311 in trust for Netball</p> <p>Insurance premium increase due to wages increase from Job Keeper payments. Premium refund should be due when wages return to normal.</p>	<p><b>Treasurer</b></p>
	<p>Sub-Committee reports</p>	
	<p>Fundraising</p> <ul style="list-style-type: none"> <li>• Disco: date to be decided</li> <li>• Online wine fundraiser ready to go</li> <li>• Movie night: Innaloo or Warwick cinemas, tickets via eventbrite</li> <li>• Bookswap 24<sup>th</sup> aug (book week)</li> <li>• Fathers day stall or raffle (Friday 4<sup>th</sup> Sept)</li> <li>• Faction carnival Friday Sept 3<sup>rd</sup>: breakfast roll, cake stall, subway lunch orders</li> <li>• Surf Club: Nov 28<sup>th</sup> Saturday Sundowner, Art Auction, drinks and nibbles</li> <li>• Colour run: Term 4? Fundraising to run via external company. School dev day in term 4, could run the afternoon before.</li> </ul>	<p><b>Fundraising Chair</b></p>

	<p>Grants:</p> <ul style="list-style-type: none"> <li>- Many grants we are not eligible for</li> <li>- Natural resource grant required more info</li> <li>- To apply for bigger grants would require more detailed budget information</li> </ul>	
	<p>Comms</p> <p>Facebook is going well, good interaction</p> <p>Website: Angie looking to hand over. Seeking Volunteer</p> <p>Class reps: doing good job with the info that we had to send out</p>	
	<p>Deanmore Dads</p> <ul style="list-style-type: none"> <li>- No activities</li> <li>- Veronica has info from Newborough PS on running movie night/camp out together</li> </ul>	<b>Vice - President</b>
	<p>Uniforms</p> <ul style="list-style-type: none"> <li>• No updates</li> </ul>	<b>Treasurer</b>
	<p>Canteen</p> <ul style="list-style-type: none"> <li>- Using albert for payments</li> <li>- Promotions are working well to increase demand</li> <li>-</li> </ul>	<b>Treasurer</b>
	<p>School Banking – can this be removed from the agenda or do we keep it ongoing?</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Kaye Chapman</b>
	<p>Sustainability</p> <ul style="list-style-type: none"> <li>• Stall selling farm produce</li> <li>• Committee is running well</li> <li>• Plastic free campaign/science week activity in August</li> <li>• Lost property: looking into sustainable donations</li> </ul>	<b>Nici Peters</b>
	<p>Netball</p> <ul style="list-style-type: none"> <li>- No update</li> </ul>	<b>Katherine Drakeford</b>
	<p>Nature Play</p> <ul style="list-style-type: none"> <li>- Plans coming from Programmed for improvements</li> <li>- Mixed mode: structures and loose parts</li> <li>- Painting the container: when weather is better, ok to go ahead. Steve to speak to Nirmala for status of painting</li> </ul>	<b>Nirmala</b>
	<p>School Board</p> <ul style="list-style-type: none"> <li>• Upcoming parent survey</li> </ul>	<b>Jodee Eaves</b>

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	General Business •	<b>President</b>
	Date of next general meeting: 27 <sup>th</sup> July, Deanmore Staff Room.  Last Monday in every month	<b>Secretary</b>

### NOTICE OF FUNDING REQUESTS – APPROVED

Item No.	Description of Funding request	Funds Requested	Person Responsible	Approved – Yes/No
1.	CGU Employers Indemnity Insurance	\$1,167.95	Ryan Lucas	Yes (Lisa/Steve)
2.	Perth Netball Association	\$2730	Ryan Lucas via Katherine Drakeford	Yes (Lisa/Steve)
3.	Venue Hire Scarborough Beach Club	\$330	Veronica Kuipers	Yes (Lisa/Steve)
4.	Netball \$240 for junior netball rings:	\$240	Ryan	Yes (Ryan/Steve)

### SUMMARY OF ACTIONS ARISING FROM THIS MEETING

Action No.	Action required	Person Responsible
	Lisa to share a template for gathering roles.	Lisa
	Need terms of reference for sub-committee (constitution). Lisa to investigate WACSO examples. Subcommittees (eg Fundraising) to put forward terms of reference for P&C to approve	Lisa



<b>DISTRIBUTION LIST – AGENDA AND MINUTES</b>			
<b>No.</b>	<b>Email Address</b>	<b>Name</b>	<b>Role/Financial</b>
1.	<a href="mailto:lisa@ficient.com.au">lisa@ficient.com.au</a>	Lisa O’Callaghan	President
2.	<a href="mailto:sector30@gmail.com">sector30@gmail.com</a>	Steve Schupp	Vice President/WA CCSO Liaison
3.	<a href="mailto:meg_boyd@hotmail.com">meg_boyd@hotmail.com</a>	Meg Boyd	Secretary
4.	<a href="mailto:ryan@drykirkness.com.au">ryan@drykirkness.com.au</a>	Ryan Lucas	Treasurer
5.	<a href="mailto:sector30@gmail.com">sector30@gmail.com</a>	Steve Schupp	Executive
6.	<a href="mailto:Jacqueline.Cooper@education.wa.edu.au">Jacqueline.Cooper@education.wa.edu.au</a>	Jacqueline Cooper	Principal
7.	<a href="mailto:nicolien_peters@icloud.com">nicolien_peters@icloud.com</a>	Nicolien Peters	Financial
8.	<a href="mailto:cjnp17@yahoo.com.au">cjnp17@yahoo.com.au</a>	Catherine Nicholson	Financial
9.	<a href="mailto:echofitness@yahoo.com.au">echofitness@yahoo.com.au</a>	Jodie ???	Financial
10.	<a href="mailto:jespencer@iinet.net.au">jespencer@iinet.net.au</a>	Jess Spencer	Financial
11.	<a href="mailto:Nirmala.stevenson16@gmail.com">Nirmala.stevenson16@gmail.com</a>	Nirmala Stevenson	Financial
12.	<a href="mailto:mandam@iinet.net.au">mandam@iinet.net.au</a>	Amanda Major	Financial
13.	<a href="mailto:angie@angiepowell.com.au">angie@angiepowell.com.au</a>	Angie Powell	Financial
14.	<a href="mailto:clarelawsonc4@gmail.com">clarelawsonc4@gmail.com</a>	Clare Lawson	Financial
15.	<a href="mailto:info@virtualadminadvantage.com.au">info@virtualadminadvantage.com.au</a>	Jade Brennan	Financial
16.	<a href="mailto:katellen11@hotmail.com">katellen11@hotmail.com</a>	Kathleen Arthur	Financial
17.	<a href="mailto:kayechapman@yahoo.co.uk">kayechapman@yahoo.co.uk</a>	Kaye Chapman	Financial
18.	<a href="mailto:taniawilsonbrown@gmail.com">taniawilsonbrown@gmail.com</a>	Tania Wilson-Brown	Financial
19.	<a href="mailto:VKuipers@iinet.net.au">VKuipers@iinet.net.au</a>	Veronica Kuipers	Financial
20.	<a href="mailto:petesophie90@gmail.com">petesophie90@gmail.com</a>	Sophie Harvey	Financial
21.	<a href="mailto:warubens@bigpond.com">warubens@bigpond.com</a>	Wendy Rubens	Financial
22.	<a href="mailto:joanne.dyson@iinet.net.au">joanne.dyson@iinet.net.au</a>	Joanne Dyson	Financial
23.	<a href="mailto:revquinn@gmail.com">revquinn@gmail.com</a>	Jason Quinn	Financial
24.	<a href="mailto:punk80@gmail.com">punk80@gmail.com</a>	Kate Bothwell	Financial
25.	<a href="mailto:leisa_veale@outlook.com">leisa_veale@outlook.com</a>	Leisa Veale	Financial
26.			New Members
27.			New Members
28.			New Members
29.			New Members