



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

Date	Monday 31 th August 2020	Location	Staff Room
Time	7.30pm – Staff Room Deanmore PS	Facilitator	Lisa O’Callaghan

Meeting to be held on premises at the School for those that can attend in person. Otherwise Zoom will be utilised.

MEETING DIAL IN DETAILS

Topic: Deanmore P&C meeting
Time: Jul 27th 2020 07:30 PM Perth

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ATTENDEES

Lisa, Steve, Jacquie, Nici, Ryan, Veronica, Kaye, Amanda, Nikki

AGENDA

Item No.	Agenda Item	Item Raised by
	Welcome and Apologies – Apologies:	President
	Confirmation of previous Minutes Confirmed Lisa O & Seconded Niki O	Secretary
	Business arising and decision(s) out of session <ul style="list-style-type: none"> • None 	President
	Correspondence - Secretary <ul style="list-style-type: none"> • Incoming: <ul style="list-style-type: none"> • WACCSO P&C Guides • Merchant Receipts for Albert • ATO Amnesty for delayed tax payments: No Action for P&C Outgoing: <ul style="list-style-type: none"> • Annual Information Statement for Not For Profit Associations submitted 	Secretary
	President's Report <ul style="list-style-type: none"> • WACCSO Webinars: <ul style="list-style-type: none"> • P&C Operations, President and VP roles, Finding and keep volunteers: representatives to try and attend • School back in full swing • Fundraising activities going well • New School Website looks great • P&C Documentation: <ul style="list-style-type: none"> • Looking to document P&C functions • Knowledge base for future P&C members • Canteen: <ul style="list-style-type: none"> • Health Inspection: Maintenance items addressed. School to address pest management controls • Steel Playground equipment from KP block: <ul style="list-style-type: none"> • Silent Auction • Reserve Price decided • AGM Roles: <ul style="list-style-type: none"> • Advertising in T4 to raise awareness and gain support for Roles in advance of AGM in February • Seeking ideas to encourage involvement 	President

	<p>Principal's Report</p> <ul style="list-style-type: none"> • Thank you: Fun Run and Sports equipment <ul style="list-style-type: none"> • Teachers are very positive • Facebook posts are positive and in line with branding of the school • Focus on championing individual strengths: among staff • Week 10: Choir performance in language • Ralmo long service leave T4 • Year 6's excited and nervous about high school: reinforcing kindness to each other to manage acting out under stress • Kindy enrollments are filling: can only add a 4th class if full enrollment • Science room upgrades and refurb in progress 	Principal
	<p>Treasurers report</p> <ul style="list-style-type: none"> - \$64k cash at bank - Fun run cash being deposited - Canteen is going well - \$15k cash flow boost from gov, and further \$5k yet to come - Fundraising requests: <ul style="list-style-type: none"> ○ End of year Sundowner: \$1050 Ryan/Lisa ○ New P&C vests: \$300 Lisa/Ryan ○ Floats: 2x \$400: Lisa/Ryan ○ Athletics carnival stock: \$500 Lisa/Steph ○ Additional \$100 for concreting for Farm: Lisa/Ryan - AIS report lodged 	Treasurer
Sub-Committee reports		
	<p>Fundraising</p> <ul style="list-style-type: none"> • Vests for P&C volunteers: <ul style="list-style-type: none"> ○ Anyone volunteering: stalls/carnival ○ Identify volunteers on the day • Good support for volunteer requests, some positions to fill • WACCSO Canteen session: <ul style="list-style-type: none"> ○ Good info on supporting Canteen • Canteen Instagram working well • Canteen is running Athletics day sausage sizzle and has purchased stock • Subway has gone through canteen/quickcliq <ul style="list-style-type: none"> ○ Subway want payment in advance • Fun run: <ul style="list-style-type: none"> ○ \$25560 raised (gross) <ul style="list-style-type: none"> ▪ 300 students raised funds ▪ 60% is to school ▪ 30% is prizes ▪ 10% is costs ○ Discussion on clarity to the school on how much is being donated to school <ul style="list-style-type: none"> ▪ Promote the total raised, and how much the school receives 	Fundraising Chair – Veronica Kuipers

	<ul style="list-style-type: none"> ▪ 2018: <ul style="list-style-type: none"> • Across 20 events: • Bottom line: \$31k 61% return ▪ 2019: <ul style="list-style-type: none"> • 19 events • \$25k, 46% return ▪ Small number of people (individuals) driving a large number of events <ul style="list-style-type: none"> • Need to reduce stress • Reduce reliance on small number of people • The Fun Run has allowed low amount of effort and raised a large return in a single event • Some negative feedback on fun run, however, P&C decision was to support this event. Future P&C's can make decision to run a similar event or not • We would love to see more people involved, higher volunteerism would allow more events ○ Fun Run on the day: <ul style="list-style-type: none"> ▪ Will be after school ▪ Duty of care: <ul style="list-style-type: none"> • Parents will receive a letter with details • Need to register/wrist band • School to run consent forms with the fun run info sheet • Disco: <ul style="list-style-type: none"> ○ Halloween disco: Friday 30th TBC • Surf club: <ul style="list-style-type: none"> ○ Covid restrictions still in place so numbers are restricted • New enrolments <ul style="list-style-type: none"> ○ Kindy enrolments: promote P&C ○ P&C info in enrolment pack: <ul style="list-style-type: none"> ▪ Action: Lisa to review with Steph • Survey: 70 responses, closes after athletics 	
	<p>Grants - Proposals</p> <ul style="list-style-type: none"> • EOI on grants: Nature Scape <ul style="list-style-type: none"> ○ Horizon ○ Lotteries West • Youth Involvement Grant: waiting on info • Canteen Grant: <ul style="list-style-type: none"> ○ \$1000 available through WASCA Robin Bromley Grant Fund ○ Oven replacement is aprox \$4000 ○ Actions: <ul style="list-style-type: none"> ▪ Letter from P&C ▪ Healthy eating policies in place (Jacqui) ▪ Training/certs: Lisa to speak to Janina 	<p>Amanda Inman</p>

	<ul style="list-style-type: none"> ▪ Menu needs to be colour coded (Veronica) ▪ Quote for new oven • Multiplex (Karrinyup construction): <ul style="list-style-type: none"> ○ Meeting with construction manager ○ Find out if Multiplex are looking for a Community Partner to support ○ Show Naturescape plan and elements for support • Lisa Harvey <ul style="list-style-type: none"> ○ \$300 donation available in the past ○ Action: Lisa to follow up 	
	<p>Comms & Marketing</p> <ul style="list-style-type: none"> • Web site updates <ul style="list-style-type: none"> ○ Suggestions have been implemented ○ Facebook: <ul style="list-style-type: none"> ▪ Every post from facebook page is being posted to the web site ▪ Would need to pay for a plugin to filter this ▪ Decision to continue with full feed from Facebook ○ Canteen Instagram feed is going well • Class reps feed: <ul style="list-style-type: none"> ○ Info coming through earlier which is appreciated ○ Action: Meg to include Jess on notifications for new meetings ○ Action: Meg to send minutes to Sean to be included on Website ○ Action: Send Sean previous minutes (file share integration?) ○ Action: Website: P&C meetings on the 4th Monday (not the 1st) ○ Action: Move P&C to office 365? (sharepoint integration?) • Business Directory: <ul style="list-style-type: none"> ○ Support Deanmore family businesses <ul style="list-style-type: none"> ▪ Small amount of money to be added to a directory ○ Local sporting groups/clubs ○ Need to discuss further: <ul style="list-style-type: none"> ▪ Does constitution allow this? ▪ Is this P&C endorsement of the business? <ul style="list-style-type: none"> • What if we have 12 real estate businesses? • What is someone had a negative experience from a listed business ▪ Guidelines? <ul style="list-style-type: none"> • Local? • Geographic area • Is the sporting group a club or a business? NFP vs Commercial ▪ Ongoing maintenance: <ul style="list-style-type: none"> • changes to listings? • Hosting costs? 	Steph Bovell
	<p>Deanmore Dads</p> <ul style="list-style-type: none"> • To help with the fun run. To be run on the faction carnival day. 	Vice - President

	<ul style="list-style-type: none"> • Low turn out to meet ups, lack of momentum 	
	<p>Uniforms</p> <ul style="list-style-type: none"> • Need new stock, running low • Old logo is allowed to be used and sold at a reduced price 	Treasurer
	<p>Canteen</p> <ul style="list-style-type: none"> • Health inspection: passed • Oven replacement (see Grants) • RCD test: <ul style="list-style-type: none"> ○ Freezer left off and defrosted ○ Stock loss ○ Action: Lisa to follow up with costs for stock loss and send to Jacqui for possible recovery from Electrician 	President
	<p>Sustainability</p> <ul style="list-style-type: none"> - New approach being developed for Farm - Wood deck to be replaced with concrete paths 	Nici Peters
	<p>Netball</p> <ul style="list-style-type: none"> • Allan Key is missing from basketball net backboards which is why it is so difficult to spin backboard to Netball ring side. 	Katherine Drakeford
	<p>School Board</p> <p>No update</p>	Jacqui Cooper
	<p>General Business</p> <ul style="list-style-type: none"> • Nature scape: <ul style="list-style-type: none"> ○ Age appropriate: ensure the older kids enjoy the space. Year 5 and 6 were asked what they want (“space to build cubbies!”) 	President
	<p>Date of next general meeting:</p> <p>Monday the 28st of September</p>	Secretary

NOTICE OF FUNDING REQUESTS – APPROVED

Item No.	Description of Funding request	Funds Requested	Person Responsible	Approved – Yes/No
1.	Sundowner deposit	\$1050	Ryan Lucas	Yes
2.	P&C Vests	\$300	Veronica	Yes

3.	Cash Float for events	2x \$200	Veronica	Yes
4.	Athletics Carnival stall stock	\$500	Veronica	Yes
5.	Additional \$100 for concreting Farm paths	\$100	Lisa	Yes

SUMMARY OF ACTIONS ARISING FROM THIS MEETING

Action No.	Action required	Person Responsible
1.	Team to provide funding requests to Meg 1 week prior to P&C Meetings Plus ALL Agenda items to be finalized 1 week prior to P&C Meetings	All - Monthly
2.	Lisa to review P&C info provided to Kindy parents	Lisa
3.	Canteen Grant: <ul style="list-style-type: none"> ▪ Letter from P&C (Lisa) ▪ Healthy eating policies in place (Jacqui) ▪ Training/certs: Lisa to speak to Janina ▪ Menu needs to be colour coded (Veronica) ▪ Quote for new oven (Janina) 	Lisa Jacqui Veronica Janina
4.	Class reps feed: <ol style="list-style-type: none"> a. Action: Meg to include Jess on notifications for P&C meeting announcements b. Action: Meg to send minutes to Sean to be included on Website c. Action: Steve to send Sean previous minutes d. Action: Steve to ask Sean for correction on Website: P&C meetings on the 4th Monday (not the 1st) 	Meg Meg Steve Steve

DISTRIBUTION LIST – AGENDA AND MINUTES			
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27.			New Members
28.			New Members
29.			New Members