

MUNDARING PRIMARY SCHOOL P&C
General Meeting Agenda
Monday 3rd April 2023 at 7:30 pm
Mundaring Primary School Library & via Webex Link

Welcome	
Attendance	Heather Shaw, Becky Heath, Hayley Laing, Cherie Ward, Brodie Bergin, Laura Beacroft, Kevin Hogg, Melissa Heart, Coralie Gibson, Ana Cattell
Apologies	Rhiannon Osborne
Confirmation of Previous Minutes	<i>Motion to accept 2022 Annual General Meeting Minutes on 21 March 2022</i> <i>Proposed by: Becky Heath</i> <i>Seconded by: Kevin Hogg</i>
Correspondence	In: Clean energy fund incentive received by Heather Shaw. To be forwarded through to school. Out:
President's Report	President's report to be tabled. Welcome to the new committee, we still have 1 position vacant on the committee. Coralie Gibson nominated and voted in by committee. The strategic plan is now on the google suite and the goals are still to be finalised. Deadline for the finalised strategic plan is the end of term 2. At the school council meeting it was suggested that the P&C could put money towards the year 6 camp. This could be facilitated in weighting of percentage of our funds (18% of the survey participants wanted to have funds allocated to excursions). There are many options for fund raising and giving for the camp such as giving a percentage of each students cost, giving a set amount each year or to allocate the funds from one specific P&C event eg the school disco. Plan to be tabled at the next meeting, placed on the agenda and voted for at the meeting week 2 term 2. <i>Motion to accept President's report:</i> <i>Proposed by: Laura Beacroft</i> <i>Seconded by: Becky Heath</i>
Treasurer's Report	Treasurer's report to be tabled. There is currently \$74 664.68 total cash in the bank, \$49 295.61 available funds. The canteen has not been performing well this term, already in the red and wages and super annuation still to pay. The term deposit has not been renewed as Bendigo bank has not gotten back and now there is not 9 months before the P&C will have to use the money. Motion to put \$25000 into the long term deposit for 4 months. <i>Proposed by: Yvonne Chow</i> <i>Seconded by: Heather Shaw</i> The colour run has paid \$18 966.00 into the bank account and also sent through a bill for \$12 290.08 The total earning from the colour run is \$27932.00. Hopefully they have to pay the remaining \$896 into the account and we can then pay their

	<p>account. The percentage was 40% +GST of profits. Yvonne to contact the Colour Run organisation to assess what is owed and what needs to be paid.</p> <p><i>Motion to accept Treasurer's report.</i> <i>Proposed by: Heather Shaw</i> <i>Seconded by: Laura Beacroft</i></p>
Sub-committee Reports:	Reports to be tabled.
- Communications	<p>Facebook page still has low numbers of families following. Plan to post the link in each of the year group "Group Chats" to raise awareness. The facebook page was updated to require approval for posts. This has not been working out as some posts have been waiting up to a week for approval. Plan to change the settings back to not needing approval for posts.</p> <p>Little Loads is still happy to donate the wood to the raffle this year. We require a date for the wood raffle and someone to collect the wood earlier in the season this year than what we collected last year. The Naked Butcher posted on facebook about donating \$300 worth of meat so there is the potential to combine the two to rule out people who don't buy raffle tickets because they don't have a wood fire.</p>
- Fundraising	<p>Presented by Melissa Heart; The colour run was a great event with good turn out and funds raised and the platform made the load a lot lighter on the volunteers. The school spirit on the day was really high and the kids really enjoyed it.</p> <p>Mothers Day stall on the 11th of May, \$5 gifts and \$1 raffle ticket to be bought on the day.</p> <p>The wood raffle doesn't have a date yet however we are looking at the end of may/ week 4.</p> <p>The easter raffle would like to be held on the same day as the easter hat parade. There are 3 prizes per class. The prizes would already be allocated so there won't be any drawing from hat. The school will announce winners per class and allocate them at the end of each class's walk. The parade is at 9am on Thursday 6th. The prizes will be delivered to the classes after the parade.</p>
- Canteen	<p>Despite poor profits this term online sales have mildly increased: In 2021: \$1914 worth of food was ordered via Quickclick from 3314 orders In 2022: \$3082 worth of food was ordered via Quickclick from 3986 orders In 2023: \$2963 worth of food was ordered via Quickclick from 4796 orders This does not take into account cash sales. The cost of groceries have cut into the profit margins.</p> <p>Hot Cross Bun day on Thursday, the expected profit is \$70. Students enjoy the whimsy of the day even though the profit margin is not great. The bun sales are purely online for the second year which is easier for organisation.</p>
- Uniform Shop	<p>All of the winter stock has been delivered. There is a shortage of the polo shirts due to the supplier running out.</p> <p>Plain green hats left over from the new hat rollout to potentially be donated to the school as spare hats. There are currently 24 hats left over, plan is to wait until the next order comes through and donate what is left over.</p> <p>Green leggings that were tabled last year retabled now that we are going into winter. The leggings are good quality and \$25 a pair. Potential to release them as a preorder.</p>

Acceptance of all reports	<p><i>Motion to accept subcommittee reports:</i> <i>Proposed by: Heather Shaw</i> <i>Seconded by: Becky Heath</i></p>
Principal's Report	<p>Principal's report to be tabled.</p> <p><i>Motion to accept Principal's report.</i> <i>Proposed by: Laura Beacroft</i> <i>Seconded by: Heather Shaw</i></p>
General Business:	<ol style="list-style-type: none"> 1. Motion to approve the P&C Strategic Plan for 2023 and beyond. Bumped over to the end of term 2 when the deadline for the plan is. 2. Motion to nominate WACSSO Annual Conference delegates. Yvonne Chow and Becky Heath would like to attend. It would be good to have a report tabled at the meeting following to have the knowledge shared. Conference dates are on the 19th and 20th of August. Proposed by: Heather Shaw Seconded by: Brodie Bergin 3. Further discussion regarding remuneration for the Uniform Shop Coordinator. Brodie has decided to not accept any payment as she would like to contribute this as her volunteering hours to the school. This term Brodie has donated 31 hours of her time not including Becky and Laura's hours. We would like to keep the idea on the table for the future position holder. Further discussion about having the position paid an Honorarium opposed to wages. Brodie proposed to redo the shelving in the uniform shop. Kevin's brother has shelving he may like to donate so we will look into this as well as preparing a motion for the next agenda for the cost of new shelving if these don't work as well. 4. Discussion regarding allocating a parent representative to help break down any potential communication barriers. If the communication is direct from the class then it is more specific for that class group. This does not necessarily need to be the responsibility of the P&C.
Meeting Close 9.17pm	Reminder: Next General Meeting, Week 3 2 nd Term – Monday 8 May 2023