

MUNDARING PRIMARY SCHOOL P&C ASSN INC
Executive Meeting - 3rd November 2022
Meeting Minutes

Attendees: Heather Shaw, Yvonne Chow, Becky Heath, Hayley Laing, Claudia Peet, Laura Beacroft

Meeting start: 7.30 pm

Notes:	Due Date:
<p>1) Meeting Run by President Heather Shaw:</p> <p>Welcome from the President, confirmation of agenda items.</p> <p>Emails:</p> <ul style="list-style-type: none">- New email addresses are now all up and running.- Laura briefly showed how to set email signatures and access the apps in the Google tab and the main ones that will be used.- Further work to be done to ensure everyone can access the documents in the Google Drive. <p>MPS P&C Gap Analysis:</p> <ul style="list-style-type: none">- Heather updated everyone on the gap analysis, it will allow for the P&C to ensure that they are following the constitution and explain both why and how we are achieving the objectives listed.- One of the objectives is now obsolete as the Covid guidelines have changed.- A prospective timeline of having the document complete by the next AGM. <p>MPS P&C 2023 Plan:</p> <ul style="list-style-type: none">- Inspiration plan from IPS (also tabled at previous general meeting) tabled to help with ideas for the MPS 2023 plan.- 2023 plan to have both short term and long term goals. Fundraising goals ideally to be tangible and given back within the time frame that the child is at the school.- Plan to include infographic to help parents know how they can best help the P&C dependent on how much time they have to volunteer.- Each subcommittee (canteen, uniform and auxiliary) will have a dedicated section with budget, how to help and synopsis of what the subcommittee does.- Budget in the 2023 plan to clearly indicate what percentage of funds should be allocated to each priority to be determined by previous data from past years spendings, last year's survey and conducting another survey specifically asking parents where they	

<p>would prioritise funds.</p> <ul style="list-style-type: none"> - The overarching principles in the plan to align with the schools strategic plan for 2023 to help facilitate harmony between the P&C vision to help the students achieve and enjoy their educational goals and the school. - Prospective timeline to have the 2023 plan ready to begin Term 1 2023. <p>Fund Provision Ideas:</p> <ul style="list-style-type: none"> - Motion to allocate \$3000 to provide every child enrolled before census date in 2023 with a free reversible hat. Well received by the executive committee, will facilitate the roll out of the reversible hats. Becky to see if unopened packets of old style hats can be returned. Motion to be passed at next General Meeting. - Motion to allocate \$59 to purchase Square as discussed at last meeting. Square fees are 1.6% per transaction. All money will go into the one account so there will be some admin work to segregate the income into each bank account. Motion to be passed at next general meeting. 	
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Meeting end 9.00pm