

MUNDARING PRIMARY SCHOOL P&C ASSN INC
General Meeting - 21st November 2022
 Meeting Minutes

Attendees: Heather Shaw, Hayley Laing, Rhiannon Osborne, Cherie Ward, Coralie Gibson, Brodie Bergin, Kali Delich, Becky Heath, Ana Cattell

Apologies: Melissa Hart, Yvonne

Meeting start: 7.33 pm

Notes	Due date
1. Welcome from the President	
2. Confirmation of previous Minutes <ul style="list-style-type: none"> - Motion to approve the minutes from the previous general meeting on October 17th as well as executive meeting on the 3rd of November. Motion passed. 	
3. Correspondence <ul style="list-style-type: none"> - Australian fundraising specialist have sent in colour run pack - WACSO certificate of incorporation received 	
4. Reports: President <ul style="list-style-type: none"> • Executive meeting has been held. Went over the governance and forward planning for 2023. • AGM will need to have included the planning for the governance and goals to create a system of making and maintaining records. Having the new google drive can help facilitate this . • Once the goals have been set we can look back and see how we are achieving those goals. • Terms of use for email needs to be created. Treasurer (Presented by Heather as Yvonne is absent) <ul style="list-style-type: none"> • Total cash in banks is \$53 000. • School has invoiced for iPads and will submit invoices for the decodable readers and interschool uniforms next year. • Canteen is going well. • It would be good to create a reimbursement procedure, possibly in Google forms for purchases that have a receipt. Communications <ul style="list-style-type: none"> • Survey for community to allocate their preferences for future 	-

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<p>spending to go out shortly.</p> <ul style="list-style-type: none"> Matthew Hughes coffee truck went well, quite a few parents attended and all the staff received their coffee. Facebook page has been valuable to the community. <p>Auxiliary</p> <ul style="list-style-type: none"> The Bendigo Bank raffle returned \$910, was not well received by parents and perhaps time could be better spent on fundraisers that have higher community involvement in the 2023 year. \$10 400.11 total fundraising income this year. 2023 planning is currently happening; the Color Run is happening. Three different options, slime-tacular, splat-tacular and also the usual powder. Cost wise there are no upfront costs, we have to commit a date and they will take 40%+GST. If we use the Color Run people they have the safety glasses, incentive programs and banner. If 280 children participate raising \$30 each then the total profit will be \$5040. We could also possibly include an icecream van to increase community engagement. There is some concern regarding the asthma risk of the powder colour dyes so we will need to make parents aware. An obstacle course would need to be made which may incur some costs in material as well as buckets etcetera to disperse the dye. Time wise we should allow 6 weeks before the date to allow maximum funding and community engagement. Week 6th on the Friday the 10th of March. Begin to advertise at the end of this year. Motion to hold the Color Run in week 6 Term 1 2-3pm. Motion passed. Easter Raffle is in week 10 of term 1 so may affect the timing <p>Canteen</p> <ul style="list-style-type: none"> Continuing to struggle with volunteers, hoping to change the ways of communication for those who don't have Facebook. Kevin to send out SMS to get people to contact Cherie on new canteen@mpspc.org email to add themselves to the roster. Food shortages are starting again and struggling to find food items such as hashbrowns. Coralie and Cherie went over the unit prices of each menu options and there will be some increases required for term 1 2023. It would be nice to freshen up the menu however due to being open limited days and being unsure of order numbers it is difficult to do and avoid food wastage. Cherie is researching 	

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<p>new ideas for 2023.</p> <ul style="list-style-type: none"> • Volunteers can go online and do a food safety course, going forward volunteer education and recruitment would be a focus. • Possibility to ask grandparents and wider community to be occasional volunteers. <p>Uniforms</p> <ul style="list-style-type: none"> • All ordering for term 1 2023 has been done. New hats have also been ordered \$12 unit price agreed upon. New hats have been passed by school council. • Kindy open day is coming up and Becky will be hosting and welcoming new parents and trying on new uniforms. • The logistics of allocating a new hat are under a discussion. Possibly handed out to each class with volunteers using checklist at the very beginning of term 1. • Old style hats can be bought by school and some have been returned to the stockist for a refund. • Motion to spend \$3000 on gift hats for 2023. Motion passed. <p>Principal</p> <ul style="list-style-type: none"> - Please see attached notes. 	
<p>5. General business</p> <ul style="list-style-type: none"> • Motion to allocate \$59 to purchase Square. Motion passed. • Square application process has been started however is slow. 	
<p>The next general meeting is week 2 Monday the 6th of February.</p> <p>Date of next AGM is Monday 21st March 2023 (week 8 term 1)</p>	<p>-</p>
<p>Meeting Closed: 9.13pm</p>	

