

MUNDARING PRIMARY SCHOOL P&C ASSN INC
General Meeting - 13th June 2022
 Meeting Minutes

Attendees: Heather Shaw (online via Teams), Kevin Hogg, Beacky Heath (Chair), Coralie Gibson, Cherie Ward, Yvonne Chow, Brodie Bergin(online via Teams), Rhiannon Osbourne (online via Teams), Hayley Laing, Laura Beacroft, Anna Cuttell, Stacey Pritchard

Apologies: Claudia Peet

Meeting start: 7.41pm

Notes	Due date
1. Welcome from the President	
2. Confirmation of previous Minutes <ul style="list-style-type: none"> - Motion carried to approve the minutes from the previous general meeting on May 9th 2022 and Extraordinary meeting on the 24th of May 2022. 	
3. Correspondence <ul style="list-style-type: none"> - Sawyers Valley P&C regarding WACSSO training and conference registration 	
4. Reports: President <ul style="list-style-type: none"> - Welcome from Kalbarri - Thank you Becky for chairing - Democracy sausage sizzle was cancelled due to lack of volunteers and reduced number of people attending polling places. Sausages are still in the freezer to be used at events later in the year. Year 6 cancelled cake stall likewise. - WACSSO training Tuesday 21st June at 6.30. Sawyers Valley Primary School would like to attend with 4 attendees. WACSSO suggested supplying nibbles. Heather will email a link to register for training. - Covid disrupted the canteen causing it to close on Friday the 10th of June. Treasurer <ul style="list-style-type: none"> - Reports tabled - Total cash at bank as of June 6th 2022 \$52, 278.06 - Insurance amounting ~\$2000 due soon - \$1150 donated to school for harmony day due to lack of Awesome Arvo. - Transferred profits from uniform and canteen 	

Notes	Due date
<ul style="list-style-type: none"> - P&C membership also paid - Uniform shop doing okay - Canteen doing okay this period however making loss overall, likely due to COVID changes resulting in no cash sales. - Term deposit amounting \$25 000 originally in 7 month deposit. The 9 months is currently at a 1.5% rate (opposed to 0.75%) so changed to 9 months. - Insurance usually purchased in 6 units (\$12 per unit) proposed to purchase only 3 units for the cash on hand as we don't carry much cash on hand (Brodie carries \$200 float handy for refunds instead of transferring) (3 units equates to \$750 cover). <p>Communications-</p> <ul style="list-style-type: none"> - Kevin proposes using the SMS system to send link for online meetings to members. - Heather recommends finding a new online solution going forward, Kevin advises his Teams account can be utilised in the future. - Rhiannon sought clarification regarding Agenda communication. - Discussed creating clear lists for committee members and general P&C email list. <p>Auxiliary</p> <ul style="list-style-type: none"> - Fathers day stall budget presented for approval. Rhiannon proposed a budget of \$1000, the same budget allocated to the Mothers Day Stall this year. As only \$700 of the Mothers Day budget was actually spent Rhiannon feels it is likely the same will occur with the Fathers Day Stall budget however will count the stock on hand for the Stall and use the funds allocated to top this stock up. Moved (Rhiannon) and Seconded (Yvonne) - Proposed to round the price of the gift to \$5. Possibility to include a free raffle ticket in with this price. Prizes this year to possibly be bought via Quickclick to reduce cash handling on the day as it was very time consuming. Options will be further researched and discussed at the next meeting. - Rhiannon presented research regarding moving all future school raffles to online. To summarise moving to an online platform raffles would be done via 3rd party (Cost breakdown: \$39 set up + 5.5% transaction fee to be worn by committee meaning a raffle with \$1000 profit would be \$906 once set up fee and transaction fee are taken. Option for parents to cover the transaction fee which would reduce fees). Cash payments still allowed they would then have to be manually entered. Benefits include time saved, material saved, increased sales potentially due to no ticket limit, link can be emailed to friends 	

Notes	Due date
<p>and family, prize automatically generated email sent to P&C and winner. Previous easter raffle was 20hrs of work in raffle ticket time alone and the cost of tickets and envelopes was \$70 so \$19 more expensive to online.</p> <ul style="list-style-type: none"> - Proposed to trial online raffle for upcoming wood raffle. Unanimously agreed. Rhiannon to confirm Paypal can/can't be used and potential cost involved. - Mundaring Woolworths booked for Saturday the 25th June for the wood raffle. Communication to be sent out ASAP. Will bring IPADS to increase sales. Stall open from 9 until 3. Hayley will put a roster up on facebook with hour time slots. 2-3 people per time slot. Will require QR code instructions. - Wood still needs to be confirmed. Last year's raffle raised \$2090. <p>Canteen</p> <ul style="list-style-type: none"> - Kids are now increasing over counter sales. - 27th May quieter due to Lightning carnival. - Canteen closed last week due to covid/holidays. - Able to close the Quickclick link until the day of worked well. - Money deposited on Friday \$16, to see if they relate to Friday's sales. Will be processed tomorrow. - If needed to do again the same process would work well. SMS to be sent to parents again. - Reduced school attendance continues to affect sales. <p>Uniforms</p> <ul style="list-style-type: none"> - Sales are steady and slow. - Would like a decision on if we are outsourcing in the future as making ordering difficult. Outsource will buy stock so proposed to continue on as normal regarding ordering. - Report tabled at prior meeting clarified for new members. Proposed to send the report to the wider community. Send to the parents of the school email list. Also to be included is that if we continue on doing uniforms at school that we will require more volunteers. - October deadline semi-set for decision on if uniforms will be continued at school or outsourced. - Uniform subcommittee needs to be formed to organise correspondence with the wider school population. - Will update on progress at the next meeting. <p>Principal</p> <ul style="list-style-type: none"> - Please see attached notes. 	

Notes	Due date
<p>5. General business</p> <ul style="list-style-type: none"> - Crosscountry weather question raised on Facebook. Mr T and Kevin will discuss later this week to avoid kids running in the rain and postpone by 1 week if required. - P&C wishlist/ target created. Kevin recommends spending be visual and not too large as they lose community interest. Annual goal to help generate longer term interest. Wish list includes: <ul style="list-style-type: none"> o Early years would like decodable resources in non fiction and another set of home readers to reduce repetition. o SEO children decodable books set for older years. o Class set of IPADS utilising remaining science budget and P&C budget. o Interschool uniforms. - Longer term wish list includes: <ul style="list-style-type: none"> o Toilet murals as they're drab. o Basketball court and oval require resurfacing. o Quadrangle between the library and the older block is currently all brick so potential to form a garden area. - Visual target to be committed to at the next meeting. Quotes to be started for basketball courts. 	
<p>The next general meeting is week 2 of term 3 on the 25th of July 2022..</p> <p>Date of next AGM is Monday 21st March 2023 (week 8 term 1)</p>	
<p>Meeting Closed: 9.13 pm</p>	