

**MUNDARING PRIMARY SCHOOL P&C**  
**General Meeting Agenda**  
**Monday 12th of June 2023 at 7:30 pm**  
**Mundaring Primary School Library & via Webex Link**

<b>Welcome</b>	
<b>Attendance</b>	Cherie Ward, Becky Heath, Yvonne Chow, Heather Shaw, Brodie Bergin, Kevin Hogg, Laura Beacroft, Hayley Laing, Coralie Gibson, Katrina Holley, Rhiannon Osborne, Ana Cattell, Kirreelee Bebe
<b>Apologies</b>	
<b>Confirmation of Previous Minutes</b>	<i>Motion to accept previous meeting minutes.</i> <i>Proposed by: Cherie Ward</i> <i>Seconded by: Heather Shaw</i>
<b>Correspondence</b>	In: Womens in trades coloring in competition First nations friendship benches WACSSO discussion regarding expense forms online, WACSSO confirmed that they also use an expense form and sent through a best practice template. Every motion passed gets a reference number which later correlates to the expense claim form and the current tasks list. The list will be referred to as the Resolution Document and will better track the motions passed, money spent and actions to be taken. This will assist in reducing the mental load as well as streamlining audits. Out:
<b>President's Report</b>	President's report to be tabled.  Novelty sized check is now ready for collection. This can be used for the money raised from the colour run to be given from the school, after the unexpected fees the total \$15642. Motion to present cheque for \$15641.92 to the school at the next assembly. Proposed by: Heather Shaw Seconded by: Yvonne Chow  <i>Motion to accept President's report:</i> <i>Proposed by: Heather Shaw</i> <i>Seconded by: Laura Beacroft</i>
<b>Treasurer's Report</b>	Treasurer's report to be tabled.  Total cash at the bank is \$74140.32  Last years profit is yet to be transferred from the canteen and the uniform shop into the general account. This will be done once the outstanding invoices have been paid.  Insurance is due to be paid. To be the same as last years level of cover Grange Insurance Solutions Motion to spend \$400 on insurance through Grange Insurance Solutions. Proposed by: Heather Shaw Seconded by: Laura Beacroft (to be ratified at the next meeting on the 31st July)  <i>Motion to accept Treasurer's report.</i>

	<p><i>Proposed by:</i> Heather Shaw</p> <p><i>Seconded by:</i> Becky Heath</p>
<b>Sub-committee Reports:</b>	Reports to be tabled.
- Communications	Nothing to report
- Fundraising	<p>The wood raffle wood has been collected, the wood raffle organisation has been delayed. The drawing is supposed to be done at the end of the month. Tickets will be online as of Thursday. Communication still needs to be made with the Woolworths shops to organise a date to sell tickets. There is also the potential to look at selling tickets near the Coles shopping centre instead as the foot traffic is higher.</p> <p>The School Disco is to be held in term 3 . To be held on the 25th of August, week 6 next term. Motion proposed to allocate \$600 towards the Disco expenses. Motion proposed by: Rhiannon Osborne Seconded by: Laura Beacroft</p> <p>Katrina has prizes that she has sourced including Overnight accommodation at the Vines (\$300) Cherubs Babysitting for 5 hours of babysitting (\$250) Amaroo Estate have a voucher for a lunch including alcohol (\$150) Anaconda voucher Kings 4wd voucher (\$100)</p> <p>Proposition to allocate these prizes to a new raffle such as a "School Carnival" raffle.</p> <p>Fathers day items have been ordered and arrived at the school.</p>
- Canteen	<p>Coralie had a look at the reports on QuickCliq to see if there is merit in opening the canteen for another day or if the day should be sifted.</p> <p>Spreadsheet tabled (see attached)</p> <p>The total number of students that order every Tuesday is 9 and Friday is 22 so there are not enough frequent orders to facilitate opening the canteen for another day as it's unlikely that the income would outweigh the costs given that there are not many consistent orders.</p>
- Uniform Shop	<p>In the new financial year the uniform supplier is increasing their prices. The cost price of the logo items will need to be raised as the price increase is the entirety of the profit margin. Table of profit margins and cost of uniforms tabled (see attached)</p> <p>Motion proposed to increase the costs of items to reflect the increase from the supplier. Proposed by: Brodie Bergin Seconded by: Heather Shaw</p>
<b>Acceptance of all reports</b>	<p><i>Motion to accept subcommittee reports:</i> <i>Proposed by:</i> Heather Shaw <i>Seconded by:</i> Laura Beacroft</p>

<b>Principal's Report</b>	<p>Principal's report to be tabled.</p> <p>Please see attached.</p> <p><i>Motion to accept Principal's report.</i>  <i>Proposed by: Laura Beacroft</i>  <i>Seconded by: Heather Shaw</i></p>
<b>General Business:</b>	<p>1) Motion to allocate \$650 in expenses to the upcoming disco as well as set a date for the event. Done above.</p> <p>2) Discussion of Goods and Services Fundraiser idea to be potentially used in the future, an example provided from Williams Primary School to be presented. Given that we have so many vouchers it could be a good idea to hold a similar event towards Christmas/ in term 4 when the fundraising dies down a little.</p> <p>3) IPS Culture Survey  As part of the IPS journey the NSOS culture survey must be done by parents. The data can be backed up by the culture survey conducted last term. The link will be sent out later the year to parents.</p> <p>4) The year 6 camp amount needs to be allocated for this year.  Motion to allocate \$50 per student for 37 students a total of \$1850.  Proposed by: Becky Heath  Seconded by: Laura Beacroft</p> <p>5) Discussion regarding the submission of the grant application to the Mundaring Shire for the basketball courts upgrade. Kirrilee has been in contact with the Mundaring Shire regarding the funds matching grant (due 19th of June) and found that they are unlikely to support this as they feel the Department of Education should be funding the works and have previously rejected similar requests for funds from other organisations. Kevin provided insight to why the Dept of Education wasn't providing funds, the courts aren't sufficiently deteriorated in their view. The decision was made to submit the grant with supporting evidence and clarified statements as to why the works weren't being supported by the Department and to have Heather Shaw look over the application prior to submission.</p>
<b>Meeting Close</b>	<p>Reminder: Next General Meeting, Week 2 Term 3 Monday the 31st of July</p>