**MUNDARING PRIMARY SCHOOL P&C**

**General Meeting 17th June 2019**

Meeting Minutes

**Attendees:** Claudia Peet, Yvonne Chow, Stephanie Curtis, Marisa Groenewald, Paul Larkin, Lucy Polich, Zoe Neill, Tanisha Wright, Merilee Caravalli, Dulsey Croucamp, Dan Ferguson

**Apologies**: Erandi Parish, Katie Pether, Coralie Gibson, Amanda Weschbillig, Ashleigh Flynn

| **Notes** | **Due date** |
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| 1. ***Confirmation of previous Minutes***
* All actions from previous meeting confirmed as completed or in progress.
* Motion to approve the minutes from the previous general meeting on May 13, 2019 was carried.
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| ***Correspondence*** Out * Nil

In * Shire of Mundaring food licence
* WACSSO P&C Voice magazine
* WACSSO tax invoice for affiliation fee
* WACSSO letter about PandCDay WA
* WACSSO canteen and uniform insurance
* Advertising pamphlets from: School gifts, Australian Fundraising Specialists, LW Reid

Claudia will request a hardcopy of 2019 WACSSO handbook. |  |
| 1. ***Reports:***

President* Fundraising, canteen and uniform shop are operating well. Claudia thanked school staff, P&C members and parents for their ongoing contribution.
* Paul is convening the school council next Wednesday where a decision can be made on the revised fundraising schedule.

Treasurer * Report tabled for the period 12 May – 12 June 2019.
* The term deposit will be rolled over for another five months
* A profit of $449.45 was made from the election day sausage sizzle and $1043 from the Mother’s Day raffle.
* Wages and workers compensation contributions are to be reported at the end of the month
* Special rate for WACSSO membership fee is available until end of June.
* Yvonne has registered for WACSSO conference in August.

Communications No reportAuxiliary* Wood raffle made $732.40 but was short on volunteers.
* Next year will ask year 6’s to represent the school and help divert shoppers to where the trailer is located outside Coles.
* Election day sausage sizzle raised $449.45 but didn’t raise as much as expected. Feedback from people working at the polling station is that fewer people voted at the school due to pre-polling and absentee voting.
* We will have a school fete as the main fundraiser in November next year.
* Merilee will request information from Glen Forrest P&C about what were the most profitable activities at their successful fete. We are currently proposing not to have a bar like at Glen Forrest PS fete.
* Local businesses could sponsor the fete through gold, silver or bronze sponsorships, which helps to fund activities up front.
* Next term we will run the Bendigo Bank raffle from Aug 1 to Oct 24. We indicated to Bendigo that we would take 250 raffle books.
* We need to account for all raffle books because this is a registered raffle. All unused books need to be returned.
* Motion to approve a budget of $1000 for the school disco was carried with all in favour.
* Motion to approve a budget of $800 for the Father’s Day raffle was carried with all in favour.
* A cake stall will be held at the school athletics carnival on September 13. Donations for cakes will be called for next term.

Canteen * Straws are now only available for kindergarten or pre-primary children. The canteen has reduced plastic straw use from about 50 straws a week to less than 10 a week.
* Amanda checked out options for straws made from alternative materials like hay, but they are expensive.
* Mac and cheese is a new green light option that replaced the rice dishes after the supplier stop distributing to school canteens.
* Sushi can be supplied locally but needs to be picked up by a canteen volunteer. This is not feasible at the moment however some parents are looking for more gluten free options.
* There have been a few slow days in the canteen due to excursions. Canteen manager should be notified of excursions to alter the amount of food needed for a reduced number of children.
* A morning tea will be held at the end of the year to thank parent volunteers in the canteen, which are usually the same four people.
* Paul checked the scratching on metal benches in the canteen. He will leave this for now as it’s not too bad but may need to replace them in the future.

Uniforms * LW Reid confirmed with Marissa that the running dye on the new shirts was independently tested and within acceptable standards so not a manufacturers fault.
* We have sent back about ten garments and the parents have been refunded. We don’t think there are many more out there that are badly affected by the dye running.
* Claudia will contact the supplier with feedback. While they found the garments to be within their acceptable standards, they didn’t meet our standards. We feel it was a batch problem given the problem hasn’t happened since.
* We will provide feedback to the parents about the outcome.
* The remaining sizes of school jacket (size 4 and 12) have arrived. New jackets are proving popular.

Principal * Report tabled.
* Glitches experienced during NAPLAN Online testing were minor compared to other schools. Year 5 students were given the option of re-sitting the written test using pencil and paper, which most chose to do.
* School improvement program progressing well. Enclosure of undercover area extension with roller doors and widening to be undertaken during July school holidays.
* Outdoor tables and chairs and musical instruments will be installed on new concrete pads after the school holidays.
* We have been listed as one of the schools to be painted during the 2019-20 financial year.
* Other recent highlights were the HEC conference for teachers and the Waste Wise audit led by Alyssa Hutchinson.
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| 1. ***General business***
* An e-mail was received from local MLA Matthew Hughes requesting a meet and greet with the school P&C.

**Action**: Claudia will accept Mr Hughes request and ask him to attend the next P&C meeting. * An agenda item can be added to the start of the agenda for him to speak. It is an opportunity to talk to the local member about issues relating to the school such as maintenance.
* The next P&C meeting will be held in week 3 (August 5) of the next term and we will change the scheduling from week 2 to week 3 of each term school (in addition to week 7) for all future meetings.
 | **June 2019** |
| The next general meeting will be held on Monday August 5 (week 3 at 7.30pm in the staffroom. |  |
| Meeting Closed: 8:37 p.m. |  |