**MUNDARING PRIMARY SCHOOL P&C**

**General Meeting 27th October 2019**

Meeting Minutes

**Attendees:** Claudia Peet, Lucy Polich, Brodie Bergin, Yvonne Chow, Stephanie Curtis, Marisa Groenewald, Paul Larkin, Katie Pether, Coralie Gibson, Zoe Neill, Merrilee Caravelli, Dan Ferguson

**Apologies**: Erandi Parish, Amanda Weschbillig, Ashleigh Flynn

| **Notes** | **Due date** |
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| 1. ***Confirmation of previous Minutes***
* Motion to approve the minutes from the previous general meeting on September 9, 2019 was carried.
* Matthew Hughes MLA sent his apologies as he is in the Pilbara.
* Actions from last meeting were complete including a flier seeking volunteers for the canteen and uniform shop.
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| ***Correspondence*** Out * Nil

In * Matthew Hughes MLA, School Infrastructure Funding
* School Canteen Association, Canteen Spring edition
* School Canteen Association, Membership Fee 2020 Tax Invoice
* Advertising pamphlets from Australian Fundraising Specialists
* ‘Weir in Business’ Shop Local Voucher Book 2019-20
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| 1. ***Reports:***

President* Claudia is interim uniform shop manager.
* Merrilee will take up the role of uniform shop manager next year.
* Will need volunteers to help with uniforms at kindy orientation day on Wednesday December 11.
* Decision to maintain the P&C funding contribution for the outdoor table sets at $15,000.

Treasurer * Report tabled for the period 9 September – 22 October 2019.
* Revision needed to the commitment for outdoor table sets to $15,000. This will be paid at the end of the school year.
* Motion carried to break the term deposit that is due to expire on November 18.
* Di asked if the $50 dux award can be provided during the term. A motion was passed last year to maintain this prize ongoing.
* Funds raised from fruit boxes that P&C sold at the school disco need to be reimbursed to the year 6 graduation fund.

Communications No reportAuxiliary* $5,910 was raised from the Bendigo Bank raffle. 57 booklets were missing that statutory declarations were needed for. 144 booklets were returned partially sold.
* Next event is the Colour Run November 6 at 1:30 pm on the oval. Gold coin donation to participate. There will be six stations with different activities. Younger children will be separated from the older children running laps.

Canteen * Sealanes increased their minimum order from $82 to $300 and increased prices by 6.8%. We don’t have enough storage space for $300 worth of products.
* We will notify Sealanes that we won’t buy their products anymore due to these changes.
* All agreed to increase order from PFD Food Services to replace products from Sealanes.
* We are now getting sushi from Noodlers in Mundaring who prefer to be paid in cash given the size of the order.
* Motion carried with all in favour to increase petty cash amount from $300 to $400.
* Five new people have started volunteering this term. Covered until end of November but might need more volunteers after that. Three people nominated as relief canteen managers have changed circumstances so need a replacement/s.
* Coralie can do relief on Fridays but not Tuesdays. Zoe will ask new volunteers if anyone can take on the relief manager role if needed.
* Tuesday, December 17 is the last day of canteen for the year. Everything will be available to order so stock can be cleared.

Uniforms * Claudia is currently managing the uniform shop after Marisa departed the role. Merrilee will be able to take over the uniform shop manager role next year
* Stocktake has been completed and an order will be placed soon to cater for kindy orientation and new enrolments next year.
* More people are ordering uniforms online rather than coming in on Wednesdays.

Principal * Report tabled.
* Special funding allocation of $52,000 has been granted from State Government for school maintenance projects.
* Highest priority is the external painting of the school, which is estimated to be $120,000. Paul has negotiated to use the grant money to match a funding contribution from the Capital Works and Maintenance directorate to paint the school.
* The school has applied to the Local Schools Community Fund for a grant of $15,000 for a multi-sensory room on site to support children with mental and emotional health issues. It will give children a range of sensory tools to support the calming of children.
* The room will be developed as part of a documented plan and will only be available for children who have a recognized need to use it.
* We will be offering the 2019 video yearbook for sale on a pre-ordered system. This will likely be $7 for the thumb drive for all the assemblies, edu-dance and concerts. Graduation ceremony won’t be filmed because it is too late in the year.
* A full copy of the school bushfire plan is now on the website.
* There was a bushfire audit of the school that has identified issues to address.
* P&C to promote on the website that the Updat-Ed app should be uploaded including to help communicate about bushfires in the area.
* An open afternoon will be held on Wednesday November 20 where parents can view their children’s work.
* Carols by Candlelight will be on Wednesday, December 4. Paul is looking for families and volunteers to perform carols.
* We will have enough safe flames left over from last year to sell on the night.
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| 1. ***General business***
* Matthew Hughes has invited the Executive Committee to Parliament House for dinner. Details are to be provided.
* The next general meeting will be held on Monday December 2 (term 4, week 8) at 7.30 pm in the staffroom.
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| 1. ***Changes to constitution***
* Changes to the P&C constitution for adoption include:
	+ We will now need 8 financial members to attend meetings to form a quorum.
	+ A new dispute resolution process.
	+ Executive members need to confirm they don’t have a criminal record and to declare solvency. Executive committee members will be removed if they obtain a criminal record. Executive committee members also need to be removed if they miss three consecutive meetings.
	+ Each sub-committees need a terms of reference (we have auxiliary and canteen)
	+ Employees (i.e. Canteen Manager) aren’t allowed to be on the executive committee and don’t vote on the sub-committee (they only recommend actions).
	+ New tiers for requiring an audit. We are under $250 k so don’t need to do an audit but just need to do a review. We can vote to do an audit but this needs to be a registered auditor, which can be expensive
* Other options for the audit were raised including a financial review by a CPA or whether the school manager of corporate services can review the P&C’s books free of charge on an annual basis.

**Action**: Yvonne to clarify the qualification requirements for the person reviewing the books.* We may do a formal audit every few years if the P&C feels a need for increased probity and transparency.
* We can no longer raise motions at the meeting to expend P&C funds. These need to be raised 7 days prior to the meeting by giving notice to the secretary to include on the agenda.
* For each event we will indicate the budget at the start of the year as part of the fundraising schedule.
* Random events can be brought up 7 days before meetings otherwise the expenditure can largely be scheduled at the start of the year.

**Action**: The fundraising schedule will be tabled at the start of next year at the school council with a budget amount included. This pre-approval of budget for fundraising events will be raised as a motion for the first P&C meeting of 2020.* Motion carried with all in favour to adopt the new constitution as advertised and presented in draft 28 days in advance.
* Yvonne will lodge this change to the Mundaring PS P&C with the Department of Commerce as the authorised person to submit. The notification of new constitution will be sent to Yvonne.
 | December 2019February 2020 |
| Meeting Closed: 8:54 p.m. |  |