

MUNDARING PRIMARY SCHOOL P&C

General Meeting 3rd August 2020

Meeting Minutes

Attendees: Claudia Peet, Merrilee Caravelli, Yvonne Chow, Coralie Gibson, Paul Larkin, Brodie Bergin, Ashleigh Flynn, Stephanie Curtis, Heather Shaw, Lucy Polich, Zoe Neil, Carly Kohler, Dan Ferguson

Apologies: Erandi Parish

Notes	Due date
<p>1. Confirmation of previous Minutes</p> <ul style="list-style-type: none">- Motion passed to approve minutes of the previous meeting in June.	
<p>Correspondence</p> <p>Out</p> <ul style="list-style-type: none">- Nil <p>In</p> <ul style="list-style-type: none">- WACSSO Certificate of Membership for the 2020-2021 year (via email)- WACSSO Term 3 P&C Training Sessions	
<p>2. Reports:</p> <p><u>President</u></p> <ul style="list-style-type: none">- P&C activity will increase later this term after a quieter term 2 and start to term 3. Upcoming fundraising activities include the school disco, Father's Day stall and Bogan bingo.- A survey has been run about food allergies after parent feedback received at our previous meeting. Results will be discussed in the canteen report. <p><u>Treasurer</u></p> <ul style="list-style-type: none">- Report tabled for the period 13 June 2020 to 31 July 2020- Total cash at bank at 31st July 2020 is \$33,738.48	

Notes	Due date
<ul style="list-style-type: none"> - The Canteen has returned to making a small profit since reopening on Tuesday's but has recorded a deficit for the year to date <p><u>Communications</u></p> <ul style="list-style-type: none"> - P&C news will now be part of the school's e-news - The P&C communications coordinator position remains unfilled so news articles will need to be written by another member. - School website is being re-organised. P&C minutes will no longer be stored on the website but are available on request. The P&C secretary keeps the minutes and other official records in a dropbox account associated with the P&C's email address. <p><u>Auxiliary</u></p> <ul style="list-style-type: none"> - Motion to approve expenditure of \$1000 for school disco approved with all in favour. - Disco budget includes \$500 for DJ Dan, \$300 for food & drink and \$200 for decorations. This may not be all spent based on previous years. - Disco made \$2300 last year - Motion to approve expenditure of \$4000 for bogan bingo approved with all in favour. - Most costs are for alcohol, soft drinks, decorations. Most of the fundraising from the event will come from the bar. Unsold drinks were refunded by the liquor store after previous events so this will be requested again. The bar will have less of a range than previously to prevent losses on opened cartons. - Donations for prizes from local businesses are being sought. - Fathers days stall is week 7 (September 1-3). Gifts have arrived and been sorted. Bonus gifts from the supplier will go into a raffle prize. <p><u>Canteen</u></p> <ul style="list-style-type: none"> - A questionnaire about food allergies was sent via the P&C Facebook page but only 3 were returned. One requested dairy free cheese and one requested lactose free for health preference rather than food allergy. - Canteen will now use Nuttalex instead of margarine for making cookies. Menu will be changed to indicate dairy free items. 	

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<ul style="list-style-type: none"> - Gluten free bread will also be offered and can be frozen for using in toasties. - The P&C will need to make parents aware that gluten free is not guaranteed for people with coeliac disease. The risk of cross contamination is too difficult to manage with our limited facilities and mostly short-term volunteer workers. - Gluten free foods like party pies and sausage rolls can be stored in the freezer in consultation with the Canteen Manager who can support safe-handling. - Suggestions for gluten free muffin and cookies is difficult to make work because a predominantly healthy menu is needed to maintain accreditation for the traffic light food system used by the school. The mark up needed on gluten free items also makes them a high-cost item. - Increase in sushi sales means there has been an increase in the amount of petty cash needed as the supplier doesn't invoice for purchases. - Motion to approve increase petty cash amount to \$500 from \$400 was approved with all in favour. - For the athletics carnival, the canteen will operate from the oval with a reduced menu. Stoneville Fresh will be approached again to provide free fruit. - Since reopening on Tuesday's the canteen has been slow but sales continue to be strong on Fridays. - Competition to name the school canteen is going ahead and will be discussed at the next meeting. 	
<p><u>Uniforms</u></p> <ul style="list-style-type: none"> - Most uniforms are being sold on QuickCliq so few parents are purchasing from the stall on Thursday. Sales through the box in the office are also okay. - Push notification will go up about notifying parent that faction shirts are available for the school carnival. - Stocktake revealed that we are still short on some items so another order will be placed. - Uniform shop is going back to fortnightly opening next term. - Kindy orientation day is also early in term 4, which is often a big 	

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<p>day for uniform sales.</p> <p><u>Principal</u></p> <ul style="list-style-type: none"> - Report tabled - Term 3 has started smoothly and a small number of new students started at the school. - Shade sails and new softwall under the playground equipment in the kindy/pre-primary area was completed during the holidays. A new retaining wall was also built near the cricket nets to address a safety issue. - Most school programs that were stopped due to the Covid pandemic have restarted. School assemblies will now be held fortnightly for the rest of the year. - Edu-dance concert will be held on September 24. - The Updat-Ed app has been updated to include links to e-news and a new student absent notification system. Fixes for the events calendar are a work in progress. 	
<p><i>3. General business</i></p> <ul style="list-style-type: none"> - A parent request to withhold sale of cheese flavoured chips like Doritos, Cheetos, Twisties etc from sale at the school disco due to sever allergies experienced by one of the children was accepted by the P&C. - Next meeting is week 8 of term 3 (September 7 2020). 	
<p>Meeting Closed: 8:36 p.m.</p>	