

MUNDARING PRIMARY SCHOOL P&C

General Meeting 15th February 2021

Meeting Minutes

Attendees: Claudia Peet, Cherie Ward, Yvonne Chow, Paul Larkin, Brodie Bergin, Dan Ferguson, Coralie Gibson, Stephanie Curtis, Heather Shaw, Joy Hendrie

Apologies: Erandi Parish, Katie Pether

Notes	Due date
<p>1. Confirmation of previous Minutes</p> <ul style="list-style-type: none">- Motion passed to approve corrected minutes of the previous general meeting on November 30, 2020.	
<p>Correspondence</p> <p>Out</p> <ul style="list-style-type: none">- Nil <p>In</p> <ul style="list-style-type: none">- Western Australian School Canteen Association Inc. – Notice of general meeting and canteen showcase in Northam- Western Australian School Canteen Association Inc. – Buyers Guide – Solutions for Food Service Providers- Shire of Mundaring – Certificate of Approval and Classification for a Food Business- Western Australian Council of State Schools Association – State Education Election Forum (via e-mail)- Shire of Mundaring – Community Event Grant and Matching Grant (via e-mail)- Shire of Mundaring – Rebuild and Resilience Grants (via e-mail)	
<p>2. Reports:</p> <p><u>President</u></p> <ul style="list-style-type: none">- President welcomed attendees and thanked members for their efforts in maintaining P&C activities over the past year.- The annual general meeting will be held on March 22	

Notes	Due date
<ul style="list-style-type: none"> - A call will be made for nominations to fill positions on the executive committee at the AGM. Nomination forms will be circulated to members prior to the meeting. <p><u>Treasurer</u></p> <ul style="list-style-type: none"> - Report tabled for period 1 January 2021 to 14 February 2021 - Total cash at bank is \$31,295. - Canteen returned a small profit in a positive sign after sales were lower due to COVID-19 last year. - Approximately \$11,130 was made from fundraising activities in 2020, which was an outstanding effort given the impacts of Covid-19 on holding events. - Bunnings sausage sizzle has been tentatively scheduled for September however bookings can only be made one month in advance. Yvonne will follow up closer to the date. <p><u>Communications</u></p> <ul style="list-style-type: none"> - Nominations will be sought at the AGM to fill the vacant Communications Coordinator position on the Mundaring PS P&C - The role involves posting notices of events, mediation of the P&C Facebook page and handling requests to join the page. <p><u>Auxiliary</u></p> <ul style="list-style-type: none"> - Easter raffle will be on the last day of term, Thursday April 1. - A budget of \$50 was approved to purchase materials for the Easter raffle. - Awesome arvo will be held on Friday March 5. Bouncy castles have been ordered and paid for. Free icy poles will be provided for the kids. - Mother's Day stall will be held in term 2 <p><i>Motion to approve a budget of \$1000 for Mother's Day stall passed with all in favour</i></p> <ul style="list-style-type: none"> - Fundraising opportunity through Mundaring Chamber of Commerce to encourage people to buy the local Entertainment book. The book costs \$30 and \$5 from every book sold will go to the school if the purchaser enters the code to nominate Mundaring PS as the donation recipient. P&C role is to promote the book including on Facebook page, posters and website. 	

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<p><u>Canteen</u></p> <ul style="list-style-type: none"> - New rosters are out for volunteering and some new names have been placed on the list. - Initiative to name the canteen will be revisited during the year to try and encourage increased use by school kids. <p><u>Uniforms</u></p> <ul style="list-style-type: none"> - Uniform shop open day on January 29 was successful in making about \$4000. - Profit margin on items need to be reviewed. The P&C used to apply a 10% margin however increased cost of some items have seen margins reduce. - The total cost of embroidery and garment from the supplier needs to be considered in setting prices. - The form and catalogue on the website will be updated to remove old items that are no longer sold. Claudia will send the two documents to Brodie for updating and converting to .pdf for the website. - Teachers have requested a school polo but with colours reversed so green is the main colour. It was agreed to make these shirts available to teachers at a price of \$25-30 depending on supplier cost. - Brodie is away week 9 so the uniform shop won't open in that week of term 1. A Facebook post will notify parents that only online orders can be made in that week. <p><u>Principal</u></p> <ul style="list-style-type: none"> - Report tabled - Student enrolments are 318 at the start of the year, which is 10 more than same time last years. - Higher class number has the advantage of extra funding and resources being provided. - New computers have started to arrive as part of the regular (four-year) replacement program - A new computer lab will be established in room 5 with 32 of the new computers. The lab will be used for skills development classes and for online tests like NAPLAN. 	

Notes	Due date
<ul style="list-style-type: none"> - Language other than English (LOTE) has changed this year to Japanese coinciding with the retirement of Indonesian teacher Ibu Kong. The change supports the transition for students attending high school at Eastern Hills SHS where Japanese is one of the languages taught. - Multi-sensory (Snoezelen) room is now operational and ready for use as part of the school's student support strategy for children with mental or emotional health needs. - Other school improvements include repairing insulation in undercover area roof, lawn area in the early childhood area and replacing sections of the junior primary play equipment - Upgrading of facilities around the school for easier disabled access including carparks and ramps at steep pathways will be fully funded by Department of Education. - School request for P&C funding in 2021 includes specialist non-consumable equipment for art and music programs, primary science resources and junior primary playground upgrade. <p><i>Motion to approve the school request for resources to be funded by the P&C in 2021 was passed with all in favour.</i></p>	
<p>3. General business</p> <ul style="list-style-type: none"> - Bendigo bank has offered their community raffle to be available for school fundraising again in 2021. - Members agreed to hold the raffle in 2021 as it was a good fundraiser in 2019 with relatively low effort needed from P&C. - Joy Hendrie provided P&C members a tour of the multi-sensory room, which was partly funded from proceeds of P&C fundraising activities. - Next meeting is the AGM on March 22. 	
Meeting Closed: 8:50 p.m.	