

MUNDARING PRIMARY SCHOOL P&C

General Meeting 11th May 2020

Minutes

Attendees: Claudia Peet, Yvonne Chow, Erandi Parish, Coralie Gibson, Paul Larkin, Merrilee Caravelli, Zoe Neil, Ashleigh Flynn, Stephanie Curtis, Heather Shaw, Dan Ferguson

Apologies:

Notes	Due date
<p>1. Confirmation of previous Minutes</p> <ul style="list-style-type: none">- Meeting held online via Zoom in accordance with advice from the Department of Education and the Department of Health that all non-essential meetings being held on school grounds are cancelled.- Motion passed to approve the minutes of the previous general meeting in February.- March 22 2021 is the date for the next AGM. Our meetings are week 3 and week 8 of each school term, which has changed from week 2 and week 7 last year.	
<p>2. Correspondence</p> <p>Out</p> <ul style="list-style-type: none">- Nil <p>In</p> <ul style="list-style-type: none">- 2020 P&C Handbook – updated to comply with the P&C constitution- Notice of Primary School Canteen Network meeting- 2020 fundraising directory- WA Council of State School Organisations Inc (WACSSO) – P&C Voice magazine	
<p>3. Reports:</p> <p><u>President</u></p> <ul style="list-style-type: none">- Report tabled- Claudia welcomed new parents elected to the P&C committee at	

Notes	Due date
<p>the March AGM and thanked returning members for their ongoing commitment.</p> <ul style="list-style-type: none"> - New P&C organisation chart has now been circulated. - The Vice President position wasn't filled at the AGM and will remain vacant. <p><u>Treasurer</u></p> <ul style="list-style-type: none"> - Report tabled for the period 18 March 2020 to 08 May 2020 - Total cash at bank at 8 May 2020 is \$27,511. - The canteen has made a loss in the last quarter as a result of less sales from reduced opening hours. - A deposit is to be made at Bendigo Bank for uniform shop cash sales. <p><u>Communications</u></p> <ul style="list-style-type: none"> - Website and Facebook page is being kept up to date - Over 300 parents are now on the Updat-Ed app after increased take up during school closure due to Covid-19. <p><u>Auxiliary</u></p> <ul style="list-style-type: none"> • Mother's Day stall made \$606 which was a good result given fewer children were attending school. • Leftover items that weren't sold will be held over until next year. • Possible non-contact fundraising activity being considered is a silver coin collection. • Year 6 graduation fundraising opportunities have been reduced and the fundraising plan has been interrupted due to Covid19. The school council budget for the year needs to be ratified at the next meeting. • A refund cheque from Mundaring Shire has not yet been received after the booking for the arena for Bogan Bingo was cancelled. • Our deposit with the Bogan Bingo event company is secure until we are ready to reschedule. • Wood raffle usually run by Mel and Lucy is to be confirmed if it will run this year. We possibly don't need money to purchase the wood if a school family can donate a good trailer load. Ashleigh to discuss with Lucy and Mel. 	

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<p><u>Canteen</u></p> <ul style="list-style-type: none"> • The reopening of the canteen on Tuesday's is to be reviewed. It is currently planned to reopen in week 5. • Fewer children are making their purchases at the counter. We won't necessarily get the same counter sales until parents of younger children can come and help place their order. • P&C shouldn't reopen on Tuesdays if it will continue making a loss. It is okay to just break-even if we are providing the service wanted by the school community. • Canteen will remain closed on Tuesday until more of the restrictions are lifted and school attendance returns to normal. • No dairy products have been ordered to avoid the delivery fee that is incurred for small orders. • Zoe will meet Claudia to work on the idea of having a competition to name the canteen and present to Paul. There will also be some promotion to encourage parents to start using the service again. • A list of suggestions has been received from a parent including to serve gluten free food at the canteen and events. • Zoe will investigate the price of gluten free products and ask if PFD food services can provide gluten free party pies and sausage rolls for a trial period. • These products need to be able to be separated, including in the oven, to protect coeliac children from cross-contamination with gluten products. • Zoe has a list of about 20 children with allergies including some with gluten intolerances. The cost of small orders for gluten free products is unlikely to be recovered in sales. Ideally the canteen would have gluten free options that are also attractive to children who aren't on gluten free diets. Sushi is one popular gluten free option currently on the menu. • The canteen can also store gluten free products that parents bring to school for their children. <p><u>Uniforms</u></p> <ul style="list-style-type: none"> • Online sales for the uniform shop have continued to be strong despite the recent interruptions to the school caused by Covid-19. 	

Notes	Due date
<p><u>Principal</u></p> <ul style="list-style-type: none"> - Report tabled - School started back in term 2 with a 72% attendance rate which is now up to 90%. Close to 100% of children are expected to return to school by week 5. - Learning plans and resources are now being provided in .pdf format. The school won't do more hardcopy packs as of next week. - Three staff members have been on leave for various reasons due to risks associated with Covid-19 - The teachers have been doing an excellent job of teaching face to face plus producing lessons for home schooling. - No sports events and assemblies until the Government makes a decision on next stages of restrictions. It is hoped that most school-based activities are allowed to resume in term 3. - A full time cleaner is now employed at the school and will remain for the rest of the year. They are focusing on heavily trafficked areas and equipment. 	
<p><i>4. General business</i></p> <ul style="list-style-type: none"> - No other business. - Next meeting is scheduled for week 8 of term 2 (Monday June 15). 	
<p>Meeting Closed: 8:16 p.m.</p>	