

# MUNDARING PRIMARY SCHOOL P&C

## General Meeting 17<sup>th</sup> February 2020

### Meeting Minutes

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

**Apologies:** Erandi Parish, Katie Pether

Notes	Due date
<p><b>1. Confirmation of previous Minutes</b></p> <ul style="list-style-type: none"><li>- There was no quorum at the December 2019 general meeting so the previous meeting minutes are from October 27 2019. Motion passed to approve the minutes of the previous meeting.</li><li>- All actions from previous meeting completed with the 2020 fundraising schedule to be tabled at this meeting.</li><li>- Painting of external timber at the school is completed thanks to \$52,000 grant from the State Government and matching funds from Department of Education. Surplus funding was used for retaining wall and new lawn which is also nearing completion.</li><li>- A \$15,000 funding proposal for a multi-sensory room wasn't successful however the project is planned to still go ahead.</li></ul>	
<p><b>Correspondence</b></p> <p>Out</p> <ul style="list-style-type: none"><li>- Nil</li></ul> <p>In</p> <ul style="list-style-type: none"><li>- Scouts WA – Collection services for schools</li><li>- WA Council of State School Organisations Inc (WACSSO) – Call for Electorate on the State Council</li><li>- School Canteen Association – Notice of Meeting</li><li>- Advertising pamphlets from School Gifts Australia, Mother's Day 2020 Order Guide, Carbine Medi and Smart Gift Ideas.</li></ul>	

Notes	Due date
<p><b>2. Reports:</b></p> <p>President</p> <ul style="list-style-type: none"> <li>- New members welcomed and discussion on P&amp;C roles and responsibilities.</li> <li>- Motion passed with all in favour to appoint an independent external auditor for the P&amp;C finances of the past year.</li> <li>- Executive committee decided out of session to hold a Bogan Bingo event on June 20, 2020. The decision was made in order to pre-book the Mundaring Arena event hosts.</li> <li>- The cost to hire the arena includes a refundable deposit and booking fee.</li> <li>- A deposit for the event hosts has also been paid. The package is to host an event for 180 people and includes bingo calling, questions and entertainment. Six prizes and drinks will be provided. Ticket and bar sales are expected to result in a profitable event. Motion passed to secure the event hosts with payment of bond.</li> <li>- 2019 was a successful fundraising year with about \$12,366 raised despite not having a large event. The Bendigo Bank raffle and other activities were successful.</li> <li>- Claudia thanked the P&amp;C for their efforts over the last year.</li> <li>- Monday the 23<sup>rd</sup> March is the next AGM. Looking for nominations to fill committee positions.</li> </ul> <p>Treasurer</p> <ul style="list-style-type: none"> <li>- Report tabled for the period 1 January 2020 to 15 February 2020</li> <li>- Total cash at bank at 15 February is \$30,668.</li> <li>- A decision was agreed to retain Bendigo Cash management reserve for annual sick leave of canteen staff.</li> <li>- Correction needed to Treasurers report. \$1458.50 is the full price for the Bogan Bingo hosts not a 40% deposit.</li> <li>- Uniform shop has placed a special order and new shirts coming in this week.</li> <li>- For the start of the year canteen expenditure is greater than income as bulk orders are made and families don't buy lunches as much at the start of the school year.</li> </ul>	

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<p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>- The P&amp;C Facebook page has several new members and there has been removal of old members.</li> </ul> <p><b><u>Auxiliary</u></b></p> <ul style="list-style-type: none"> <li>• Fundraising schedule tabled for the year and includes: <ul style="list-style-type: none"> <li>○ March 6 – Awesome arvo / cake stall</li> <li>○ April 9 - Easter Raffle</li> <li>○ Term 2 - Silver coin collection drive</li> <li>○ May 4,7 – Mother’s Day stall and raffle</li> <li>○ June 20 - Bogan Bingo</li> <li>○ TBA - Wood raffle</li> <li>○ Term 3 – silver coin collection drive</li> <li>○ August 14 – Disco (sports theme)</li> <li>○ August 31 / Sept 3 – Father’s Day stall and raffle</li> <li>○ Nov 13 – Colour run</li> <li>○ Dec 9 – Christmas concert</li> </ul> </li> <li>• We are not having a school fete as planned due to the high workload and low need for a high fundraising event.</li> <li>• Motion passed with all in favour to approve a budget for up to \$5000 for Bogan Bingo. This is unlikely all to be needed. Bar and ticket sales are expected to be well in excess of event costs.</li> <li>• Motion passed with all in favour to approve budget for Awesome Arvo of up to \$2000.</li> <li>• Mother’s Day budget of \$800 was passed with all in favour.</li> </ul> <p><b>Action:</b> Communication to be put out for Awesome Arvo for baking cakes for the cake stall.</p> <ul style="list-style-type: none"> <li>• Easter raffle is April 9. Donations will be requested prior to the raffle</li> </ul> <p><b><u>Canteen</u></b></p> <ul style="list-style-type: none"> <li>• Zoe completed school canteen traffic light training during holidays.</li> <li>• Menu has to be a minimum of 60% green light foods. Our canteen is currently sitting at 78%, which is above the national average.</li> <li>• All canteen volunteers should have a food handling certificate. This can be done online easily through the Mundaring Shire. Can either use the laptop in the canteen or be done at home in the volunteers own time. Zoe will also see if people are interested in attending a</li> </ul>	

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<p>group session.</p> <ul style="list-style-type: none"> <li>• A proposal was put forward for a competition to name the canteen. The idea is for the kids to have more ownership of the canteen and give it some life and branding that volunteers can wear.</li> <li>• At the same time a call will be made for more volunteers to help in the canteen.</li> </ul> <p><b>Action:</b> Zoe to put a proposal to the P&amp;C for how the competition could run and what is needed.</p> <ul style="list-style-type: none"> <li>• Easter specials proposed for Tuesday April 7 because Friday is a public holiday. Hot cross bun and juice box for \$3.</li> <li>• There was an issue with the Quikclick app last week will hopefully be sorted.</li> </ul> <p><b><u>Uniforms</u></b></p> <ul style="list-style-type: none"> <li>- Merrilee has taken over management of the uniform shop as at the start of the school year.</li> <li>- A uniform shop open day was held on January 30.</li> <li>- There were numerous back orders for shirts due to high demand. There was less demand for items like shorts and skorts that can be bought for less at discount clothing stores.</li> <li>- There are too many lines in the uniform shop list. The plan is to reduce this so we aren't carrying so much stock.</li> <li>- It takes 2 ½ weeks from ordering to delivery of shirts because it is two separate contractors with clothes supplier and the logo provider.</li> <li>- Prices on uniforms are to be reviewed. If we keep the prices the same, we will start to make a loss. This will need a proposal to come to the P&amp;C and a motion will need to be passed.</li> <li>- It is possible to pay via EFT for items that are on back order by sending a note to the Uniform shop manager.</li> </ul> <p><b><u>Principal</u></b></p> <ul style="list-style-type: none"> <li>- Report tabled</li> <li>- As of census day the school had 313 enrolments, which is 30 less than last year, which has impacted on the school budget. Still have 13 classes with many smaller in numbers than previous years. That means we have 48 free spaces.</li> </ul>	

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<ul style="list-style-type: none"> <li>- There is a total school budget shortfall of approx. \$150,000 compared to 2019. To manage this shortfall no funding will be placed in reserve for future major projects. That is sustainable for maybe two years. Reduced the staff salary pool to \$66,000 which will impact on the school's ability to provide relief for professional development days etc.</li> <li>- The rate of voluntary payment contributions from school families (\$60 per student) dropped below 60% last year. This is a very important funding source for the school. It is particularly important in years like this when the budget has reduced.</li> <li>- School has been freshly painted via a maintenance grant from the State Government and a matching contribution from the Department of Education.</li> <li>- The painting cost for all external timbers came in at about \$53 k with a few extra thousand for the metal. This was well below the other quotes received.</li> <li>- The new retaining wall, reticulation and lawn was also finished over the holidays.</li> <li>- The total cost for the 2 projects is \$90 k – half paid by DoE half paid via special state Government grant.</li> <li>- New Camp Australia Coordinator Chelsea Sweetman has now started with Julie Cooke as 2IC.</li> <li>- A new school policy regarding student mobile phones has been introduced.</li> <li>- If Updated app isn't work parents should inform Paul so he can help fix it.</li> <li>- A funding request from school was put forward for P&amp;C consideration for the following: <ul style="list-style-type: none"> <li>o Early childhood digital devices (HP notebooks) x 12 (\$7000)</li> <li>o Primary English resources – Reading books, novels (\$2000)</li> <li>o Primary mathematics resources – equipment, teacher resources (\$2000)</li> <li>o Multisensory room – support for children with special needs and anxiety (\$4000).</li> </ul> </li> </ul>	
<p><b>3. General business</b></p> <ul style="list-style-type: none"> <li>- Paul will put a call out for parent nominations for 3 positions on the</li> </ul>	

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<p>school council.</p> <ul style="list-style-type: none"> <li>- A P&amp;C representative is to be decided by the P&amp;C by the first meeting of the school council in week 6. Meetings are once a term.</li> </ul> <p>Nominations for P&amp;C rep to go to Claudia</p>	
<p>Meeting Closed: 9:17 p.m.</p>	