

# MUNDARING PRIMARY SCHOOL P&C

## General Meeting - 21<sup>th</sup> February 2022

### Meeting Minutes

**Attendees:** Heather Shaw (Chair), Joy Hendrie, Coralie Gibson, Cherie Ward, Yvonne Chow, Claudia Peet, Brodie Bergin, Katherine Lockwood, Nadine Richards, Dominique Chew, Dan Ferguson

**Apologies:** Stephanie Curtis, Ashleigh Flynn

Notes	Due date
<p><b>1. Confirmation of previous Minutes</b></p> <ul style="list-style-type: none"><li>- Motion passed to approve minutes of the general meeting on November 29, 2021</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>- WACSSO State Council Elections</li><li>- WACSSO welcome back for Term 1 2022</li></ul>	
<p><b>Reports</b></p> <p><b><u>President</u></b></p> <ul style="list-style-type: none"><li>- Welcome to new P&amp;C members for 2022</li><li>- Cinema under Starlight was postponed due to catastrophic fire danger. Only a small amount of stock ~\$100 was purchased and can be carried over.</li><li>- Options to either cancel or reschedule the event. All agreed to reschedule the date to April 2 (two weeks before Easter).</li><li>- Awesome Arvo is also cancelled due to bouncy castle ban and Covid-19 restrictions.</li><li>- New Covid restrictions for canteen so food can't be ordered at the window and is delivered to the classroom</li><li>- Survey results included good ideas like for increasing involvement in</li></ul>	

Notes	Due date
<p>P&amp;C.</p> <ul style="list-style-type: none"> <li>- A suggestion is to offer meeting options online or in-person with committee in person.</li> <li>- Survey indicated a low awareness of P&amp;C roles and activities. This could be raised with more communications including posting meeting minutes.</li> </ul> <p><b>Action:</b> Dan to send minutes of the past four P&amp;C meetings to Joy for posting on the school website.</p> <p><b>Action:</b> Dan to request Joy post a notification of the P&amp;C AGM on Updated</p> <ul style="list-style-type: none"> <li>- Other ideas raised in the survey include to reintroduce a newsletter or term planner with events calendar that includes P&amp;C meeting dates. The calendar could also identify Year 6 council events and school organized activities.</li> <li>- Often people aren't aware they're a P&amp;C member after paying their membership fee online with other school fees. The list could be used to contact members with P&amp;C messages.</li> <li>- There was a mixed response to outsourcing the uniform shop.</li> </ul> <p><b><u>Treasurer</u></b></p> <ul style="list-style-type: none"> <li>- Total cash at bank on 29 November 2021 is \$52,583</li> <li>- \$25,044 in term deposit to June 2022</li> <li>- Last year's accounts are with the auditors being prepared for AGM</li> </ul> <p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>- Recently received Facebook comments including suggesting a year 6 camp. It's not currently being considered particularly given Covid restrictions.</li> <li>- A family missed the book order and questioned the need to purchase through the supplier Campion.</li> <li>- Push notifications via Updated are currently the only other way of communicating when book lists are available, like for class lists</li> </ul> <p><b><u>Auxiliary</u></b></p> <ul style="list-style-type: none"> <li>- Awesome Arvo on Friday March 4 was cancelled so suggestions for other fun activities within Covid restrictions like class or block parties.</li> <li>- A motion for Mother's Day budget of \$1000 will be raised at the next</li> </ul>	<p><b>Mar 2022</b></p> <p><b>Mar 2022</b></p>

Notes	Due date
<p>meeting.</p> <ul style="list-style-type: none"> <li>- Easter raffle to be held on same day as Easter hat parade</li> <li>- A large bi-annual fundraising event would usually be held this year but is in doubt due to Covid.</li> <li>- The P&amp;C finances are in good health so fundraising activities aren't essential and could be reduced until there are less restrictions.</li> <li>- Bendigo bank raffle could be re-run this year with an estimated profit of \$3000.</li> <li>- Slime run may also be a good fundraising option. It's like a colour run but doesn't have the dust allergy issues.</li> </ul> <p><b><u>Canteen</u></b></p> <ul style="list-style-type: none"> <li>- It's been a quieter start to the year and the volunteer roster is currently filled</li> <li>- The transition to delivering orders to the classroom has been smooth. There are no walk-up orders.</li> <li>- Food shortages are affecting some supplies for menu but is manageable.</li> <li>- We currently don't have a backup Canteen Manager so need a contingency, particularly in case of Covid. Coralie can do Friday but we don't have a replacement for Tuesday.</li> </ul> <p><b>Action:</b> Post on Facebook to see if there is anyone available to do relief canteen manager.</p> <p><b><u>Uniforms</u></b></p> <ul style="list-style-type: none"> <li>- Open day was successful with both pre-sales and very high sales on the day.</li> <li>- Brodie will be away week 9 so the uniform shop will be closed.</li> <li>- Permapleat haven't yet arranged to meet to discuss the outsourcing of the uniform shop by the P&amp;C so this action will carry over.</li> </ul> <p><b><u>Principal</u></b></p> <ul style="list-style-type: none"> <li>- Report tabled</li> <li>- Current enrolment is 313 students from Kindy to year 6</li> <li>- Two new teachers have started, two special needs assistant positions are advertised and currently temporarily filled.</li> <li>- A COVID preparedness plan has been put in place including designated play areas, additional cleaning, changes to canteen</li> </ul>	<p><b>Mar 22</b></p>

Notes	Due date
<p>orders (not at the window).</p> <ul style="list-style-type: none"> <li>- Janelle provided a term planner for Year 6 council fundraiser</li> <li>- Spelling bee and T20 cricket tournament have been cancelled</li> </ul>	
<p><b><i>2. General business</i></b></p> <ul style="list-style-type: none"> <li>- Next P&amp;C meeting is the AGM on March 21 (week 8)</li> <li>- AGM flyer - nomination forms will be sent. All positions will be open and note the positions that were previously vacant</li> </ul>	
Meeting closed: 9:15 p.m.	