

MUNDARING PRIMARY SCHOOL P&C

General Meeting 3rd May 2021

Meeting Minutes

Attendees: Heather Shaw (Chair), Claudia Peet, Cherie Ward, Yvonne Chow, Paul Larkin, Brodie Bergin, Coralie Gibson, Ashleigh Flynn, Dan Ferguson

Apologies: Stephanie Curtis

Notes	Due date
<p>1. Confirmation of previous Minutes</p> <ul style="list-style-type: none">- Motion passed to approve minutes of the annual general meeting on 22nd March 2021.- Action from previous meeting to investigate electronic point of sale system is ongoing. The square card reader is not a financially viable option for the school, so Manager Corporate Services is now looking into the cost of an EFTPOS machine.	
<p>Correspondence</p> <p>Out</p> <ul style="list-style-type: none">- Nil <p>In</p> <ul style="list-style-type: none">- WA Council of State School Organisations Inc. (WACSSO) - annual invoice for affiliation with WACSSO- WACSSO - P&C Office Bearers Update- WACSSO - State Council 1, 2021 Affiliate Report- WACSSO State Council Elections 2021 – no nominations for the Swan East Electorate- Matthew Hughes MLA JP, State Member for Kalamunda (via e-mail) - invitation to P&C forum on 12th May at Mundaring Arena	
<p>Reports:</p> <p><u>Treasurer</u></p> <ul style="list-style-type: none">- Report tabled for period 16 March 2021 to 19 April 2021	

Notes	Due date
<ul style="list-style-type: none"> - Total cash at bank is \$48,734. Includes \$25,000 term deposit that has now been extended to November 16 to secure best interest rate and; \$10,000 commitment to school projects as ratified at the previous meeting. - WACCSO affiliate invoice to be paid before June 30 for a 5% discount. <p><u>Auxiliary</u></p> <ul style="list-style-type: none"> - Half of the Bendigo Bank raffle books have been returned so far with about \$2700. A call out will be made for the remaining tickets and monies to be returned by the closing date. - Mother's Day stall is tomorrow (May 4). Thanks to parents and year 6's who are helping at the stall. - Easter raffle made \$988 profit. - Wood raffle is on June 12. Tickets will be sent home with children as well as being sold on the day at Mundaring Village. - Amendment to previous minutes that school disco this year will be Halloween theme rather than a horror theme. <p><u>Canteen</u></p> <ul style="list-style-type: none"> - 160 orders in week one but less orders were received in week two when the COVID-19 lockdown occurred. - Parent volunteers have dropped off, especially on Friday. - Price list review will be brought to the first meeting of term 3. <p><u>Uniforms</u></p> <ul style="list-style-type: none"> - A review of the uniform price list has been undertaken. We are making a loss on some items (e.g. adult polos, micro skirt) and profit margins vary across other items. - In-principle the difference between the cost price and sale price of items should be consistent at 15 or 20% <p>Motion passed to sell discontinued items at cost price. If not sold after 3 months they can be discounted further until sold.</p> <ul style="list-style-type: none"> - Other recommended changes to uniform item costs include: <ul style="list-style-type: none"> o prices to be rounded to the nearest dollar o increase gold polo price to \$25 o adult polo price to be the same as children's polo for the larger children who want them. 	

Notes	Due date
<ul style="list-style-type: none"> ○ reduce cost of micro trackpants to a similar cost as fleecy trackpants ○ Increase cost of adult miro jacket to ~ \$45 ○ items with margins just above 20% don't need to be reduced as it's not fair to those who have already purchased them. However, the sales costs of these items should be maintained when there are cost price increases. <p>Action: price list to be updated and ratified at the next P&C meeting on June 14.</p> <ul style="list-style-type: none"> - Website, Quikclick and the uniform order form each need to be updated when prices change. - Across the board changes to uniform costs are preferable to regular small changes. - Changes to costs need to be communicated to parents for transparency. <p><u>Principal</u></p> <ul style="list-style-type: none"> - Report tabled - Enrolments have increased again to 323 but no class restructures have been needed. - New gardener, head cleaner and two new Special Need Education Assistants were recently appointed. - Additional vacancies are currently being advertised. - School improvements planning currently being undertaken including: <ul style="list-style-type: none"> ○ refurbishing and replacement of junior playground equipment. ○ Repair of insulation and fiberglass sheeting in the undercover area roof with funded being sought from the Department of Education maintenance budget. ○ Accessibility ramps and walkways where pathways currently sloping - NAPLAN was cancelled in 2020 but happening this year for Year 3 and 5. - Options are being considered for Edu Dance 2021 to be held at the Mundaring Arena because undercover area can't accommodate the number of parents and other family members that want to attend 	

Notes	Due date
<ul style="list-style-type: none"> - It was agreed that a daytime concert at the arena is a better option than holding the event at night as costs won't be as high (to pay for a bus and dance teachers to attend after hours) and the arena is booked most nights so scheduling will be difficult. 	
<p>2. General business</p> <p>Action – Dan to save all minutes from previous meetings of the P&C to the dropbox folders.</p> <p>Action - Heather to send suggested text amendments to the P&C webpage to Paul in an e-mail. Attachments to be sent as .pdf files.</p> <p>Action – Paul will .pdf the P&C minutes from the past year and put them on the school website.</p> <ul style="list-style-type: none"> - Next P&C general meeting is scheduled for week 8 of term two. Monday June 7 is a public holiday so P&C meeting will instead be held in week 9 (June 14). 	
Meeting closed: 8:50 p.m.	