

# MUNDARING PRIMARY SCHOOL P&C

## General Meeting - 6th September 2021

### Meeting Minutes

**Attendees:** Heather Shaw (Chair), Claudia Peet, Cherie Ward, Yvonne Chow, Paul Larkin, Coralie Gibson, Dan Ferguson, Catherine Lockwood, Brodie Bergin, Kim Hoesle, Hayley Laing, Tom Beebe

**Apologies:**

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 2<sup>nd</sup> August 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 - Mundaring Primary School Certificate of Membership and Insurance Information</li></ul>	
<p><b>Reports</b></p> <p><b><u>President</u></b></p> <ul style="list-style-type: none"><li>- Congratulations to Yvonne Chow for receiving an award at the WA Council of State School Organisations conference for 15 years of service as Mundaring P&amp;C Treasurer.</li><li>- Thanks to Ashleigh, Claudia, Paul and school staff for help in making the school disco a success.</li><li>- Ideas for attracting and retaining P&amp;C members discussed. Heather will attend kindy orientation to discuss the P&amp;C role and opportunities for new parents.</li><li>- A survey on Facebook is proposed to gain parent views on priorities for the P&amp;C. A similar survey was held in 2018 and can be a basis for this next one.</li></ul>	

Notes	Due date
<p><b>Action:</b> Members to confirm questions for an updated P&amp;C survey at the next meeting</p> <ul style="list-style-type: none"> <li>- Proposal to reinstate the honour board to acknowledge past and present P&amp;C office bearers. There is one previously used that is now in the library and could be updated.</li> </ul> <p><b>Action:</b> Paul to request the honour board be taken down from the library and assess what is needed to update it</p> <ul style="list-style-type: none"> <li>- Thanks to Ashleigh for pulling together the Father's Day stall again this year</li> </ul> <p><b><u>Treasurer</u></b></p> <ul style="list-style-type: none"> <li>- Report tabled for period 27 July 2021 to 31 August 2021</li> <li>- Total cash at bank is \$55,708.</li> <li>- Includes \$25,000 term deposit to November 2021 and \$10,000 commitment for school projects.</li> <li>- Small loss during the period for the canteen due to high number of stock purchases in the last period.</li> <li>- Balances are in a healthy state if any equipment or purchases are needed for canteen and uniform shop.</li> </ul> <p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>- Uniform and canteen price lists have now been updated. A message to parents is drafted to explain the changes are needed to maintain the viability of the uniform service while keeping prices reasonable.</li> <li>- New price list will go out tomorrow and start in term 4.</li> </ul> <p><b><u>Auxiliary</u></b></p> <ul style="list-style-type: none"> <li>- Father's Day stall was successful and raised \$881.</li> <li>- Thanks to student councillors for helping at the stall</li> <li>- Disco made about \$1800 which is like previous years.</li> <li>- Organiser next year should put a limit on the amount of lollies kids can purchase as some kids had excessive amounts. It's not aligned with the schools' healthy choices directions. Possibly limit lollies to a bag at the door that can be claimed with a token.</li> <li>- Carols by candlelight will be the last fundraiser for the year in December. We have enough stock from the cancelled event last year so don't need to request a budget.</li> </ul>	

Notes	Due date
<p><b><u>Canteen</u></b></p> <ul style="list-style-type: none"> <li>- Couldn't get helpers for last Friday at the canteen so menu items were reduced to reduce the workload</li> <li>- Food for athletics carnival this Friday is being prepared. Cool drinks will be available for parents only with fruit bombs or water for kids</li> <li>- Cherie to request fruit (just watermelon) from Stoneville Fresh</li> </ul> <p><b><u>Uniforms</u></b></p> <ul style="list-style-type: none"> <li>- Brodie will attend the parent talk at kindergarten and open the shop the following 2 weeks</li> <li>- Alternative models for uniform shop were discussed.</li> <li>- Perma-pleat in Midland sell uniforms for different schools and delivery to the school once a week for free. They would purchase our existing stock and replicate our uniforms exactly. It would reduce the reliance on a single person to run our uniform shop.</li> <li>- Going through a retailer will be more expensive than our not-for-profit, volunteer-run service. Our decision would need to balance having a useful and affordable service for families.</li> </ul> <p>Action: Paul to ask for a price list from Mount Helena PS who is going through Perma-pleat for review at next meeting</p> <ul style="list-style-type: none"> <li>- Alternative options are to pay the uniform coordinator (like the canteen manager). Otherwise at least another volunteer is needed to share the role if the coordinator is unavailable.</li> <li>- If it's not going to work going through Perma-pleat then we will look at options like job sharing</li> </ul> <p><b><u>Principal</u></b></p> <ul style="list-style-type: none"> <li>- Report tabled</li> <li>- School improvement projects include the planned Junior Primary Playground upgrade (part P&amp;C funded), undercover area roofing project to be completed during term 3 holidays; and ramps and walkaways for disabled access</li> <li>- Quote tabled from Forpark Australia.</li> <li>- Three options put forward and the school has accepted option 2 for approximately \$30,000. Soft fall rubber also needs to be replaced</li> <li>- Undercover area repairs including new roofing sheets including fiberglass sheets. Project to be paid for in total by Dept of</li> </ul>	

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<p>Education</p> <ul style="list-style-type: none"> <li>- A widespread shortage of relief staff has affected the school. DoE has released an app to find relief teachers more easily.</li> <li>- A new phonics-based literacy program for PP – Yr 2 will be made available from next year. Staff to be trained next year for professional development to deliver the 'Sounds Write' course.</li> <li>- Planning for school classes in 2022 has commenced and higher enrolment is anticipated including possible 40 kindy children</li> <li>- School satisfaction survey will run for the last 2 weeks of the term via the school app which is a standard survey provided by DoE to allow for comparison with other schools</li> <li>- Paul will be on leave for the first 4 weeks of term and Joy Hendrie will be acting in his absence, including the first meeting of term 4</li> </ul>	
<p><b><i>2. General business</i></b></p> <ul style="list-style-type: none"> <li>- Paul to look into coffee truck for the school carnival</li> <li>- Next P&amp;C general meeting is scheduled for week 3 of term four. Monday October 25.</li> </ul>	
<p>Meeting closed: 9:08 p.m.</p>	