

Hillarys Primary School  
Parent & Citizens Association Inc.  
**GENERAL MEETING MINUTES**  
**MONDAY 26<sup>TH</sup> JUNE 2017**

---

Date: Monday 26<sup>th</sup> June 2017

Chair: Martin Barrett

Time: 7:00pm.

Minutes: Belinda Kretschmer

Location: The school Library

Signed:

Dated:

---

**1. Welcome: - Chair**

The meeting was called to order at 7:01pm  
Quorum present – Yes

Acknowledgment of Country – read by chair

**Attendance: - Secretary**

**In Attendance:** Alison McRedmond, Belinda Kretschmer, Belinda Rogers, Bron Ravn, Cristina Codazzi, Jackie Lock, Jackie Tsapazi, Jenny Baynham, Kylie Sutton, Martin Barrett, Michal Seligson, Michelle Illari, Paula Mitchell, Ron Chesny, Sarah Anderson and Shona Greville – Kinney.

**Apologies Received:** Angela Genoni, Daryl Rogers, Jill Jones, Julian Duckett, Natasha Couzens, Renae Ottey, Siobhan Dowley and Souzana Theophilopoulos.

---

**2. Confirmation and Approval of the previous Minutes - Chair**

**Resolution:** That the minutes of the General Meeting held on Wednesday 31<sup>st</sup> May 2017 be taken as read and confirmed as a true and accurate record **CARRIED.**

---

**3. Correspondence: - Secretary**

**3.1 Correspondence IN - Resolution:** That correspondence IN be received - **CARRIED.**

**3.2 Correspondence OUT - Resolution:** That correspondence OUT be confirmed – **CARRIED.**

**3.3 Secretaries update on Association Records:**

ACNC financial report has been completed, with thanks to Michelle for her assistance with this document. WACSSO updates completed and Commonwealth bank signatories updated.

---

**4. New Financial Members or observers:** Michal Seligson and Adrian Coufos.

**5. Business Arising from the previous General Meeting Minutes:**  
Individually outlined within reports.

---

## 6. Reports:

### 6.1 PRESIDENTS Report – Martin Barrett

**Resolution:** That the Presidents Report, as tabled, be adopted –

**CARRIED.**

### 6.2 TREASURERS Report – Michelle Illari

**Resolution:** That the Treasurers Report be adopted –

**CARRIED.**

### 6.3 PRINCIPALS Report – Ron Chesny

**Resolution:** That the Principals Report, as tabled, be adopted –

**CARRIED.**

## Committee Reports:

### 6.4 CANTEEN Report – (Jill Jones)

**Motion:** Members approve the canteen terms of reference to reflect an increase of purchase limit from the current \$50 to the now approved \$100 limit. **CARRIED.**

**Motion:** Members approve a maximum of six(6) hours, in addition to normal wages, to be allocated to staff members for each end of term clean and end of year deep clean for the remainder of 2017. **CARRIED.**

**Action:** to update the canteen terms of reference with new purchase limit of \$100. **Action by: P&C Secretary**

**Action:** to advise the canteen convener of the outcomes from tonight's meeting. **Action by: P&C Secretary**

**Resolution:** That the Canteen report, as tabled, be adopted –

**CARRIED.**

### 6.5 NEWSLETTER EDITOR – (Lisa Nevitt)

**Motion:** Members approve the set up and launch of the Hillarys Primary School Parents and Citizens Association Incorporated webpage. **CARRIED**

**Motion:** Members approve the name of the Hillarys Primary School Parents and Citizens Association Incorporated webpage to be the following; hillaryspandc.org.au **CARRIED**

**Motion:** Members approve the registration of the Hillarys Primary School Parents and Citizens Association Incorporated webpage to the value of \$29.90 for two years inclusive. **CARRIED**

**Motion:** Members approve the title change from Newsletter Editor to Media Coordinator. **CARRIED**

**Action:** Clarification needed regarding the use of images by the P&C of the students. **Action by: Principal.**

**Resolution:** That the Media Coordinators report, as tabled, be adopted –

**CARRIED.**

### 6.6 SCHOOL BANKING Report – Siobhan Dowley

Nothing to report

### 6.6 GRADUATION Report – ( Renae Ottey)

**Resolution:** That the Graduation report, as tabled, be adopted –

**CARRIED.**

## **6.7 FUNDRAISING Reports – Event Coordinators**

### **i. Entertainment Book – Report as tabled.**

Shona presented the members with current sales figures outlined in her written report (see attachment).

It was suggested to add the generic Entertainment Book flyer to the P&C Face Book page and to share it more globally to encourage our friends, family and work colleagues to purchase this item under the HPS code. The code should be listed on flyer.

It was also noted that only an additional 6 people have paid the contribution fees since the advertisement to win a copy of the Entertainment Book was released. Closing date for this incentive is July 31<sup>st</sup> 2017.

**Action:** To place generic flyer on P&C Face Book page with HPS code attached.

**Action by: Face Book Coordinator and Shona. G.K**

**Action:** To place Contributions flyer on P&C Face Book page.

**Action by: Face Book Coordinator and Shona. G.K**

**Action:** To resend to families of HPS via school admin the 'win an entertainment book' flyer.

**Action by: Shona. G.K**

**Resolution: That the Fundraising report be adopted –**

**CARRIED.**

## **7. General Business:**

### **i. Father's Day Stalls**

Thank you to Jackie.L for volunteering to coordinate this year's Father's Day Stalls.

A basic list of items to be purchased from the catalogues has been established with a range of prices from \$1 to \$10.

Dates for the stalls are yet to be determined and will need to be discussed with admin staff to ensure the timetabling is suitable.

The money raised from these stalls will be donated towards a specific project, yet to be decided at the next general meeting.

**Motion:** Members approve a budget for the Father's Day stalls to the value of \$2000. **CARRIED**

**Action:** To liaise with Jenny.B to decide upon the suitable stall dates. **Action by: Jackie. L**

**Action:** To send the P&C Secretary a copy of the report delivered this evening. **Action by: Jackie.**

### **ii. Tupperware**

The proposal for this fundraiser is presented and offered by Jackie.L.

As a current Tupperware consultant Jackie is offering to donate 10% of sales to the P&C for purchases made through her. There is no cost to the P&C.

It was suggested to consider having this as an ongoing offer. This will need to be reviewed at a later stage by Jackie to ensure she is able to sustain this offer indefinitely.

A flyer is to be sent home both via email and hard copy to launch the fundraiser. Additional advertising is to be placed on Face Book and the P&C webpage once available.

It was also requested to be sent to class reps to assist with promoting the offer.

The products available are not limited to the sample shown to the members, but include access to the whole catalogue, available online.

It is intended to launch this offer in term 3.

**Motion:** Members approve the launch of the Tupperware fundraiser.

**CARRIED**

**Action:** Design flyer and send to Secretary and President for approval. **Action by:** Jackie.L

**Action:** Send flyer to the P&C Face Book Administrator, Natasha .C and School admin for release on email and Face Book for Term 3. **Action by:** Jackie.L

**Action:** Set up ordering format and code for HPS orders and donation tracking **Action by:** Jackie.L

**Action:** Once webpage active, forward the information to the Media Coordinator. **Action by:** Jackie.L

**Action:** Provide the P&C with a quarterly report on donations made. **Action by:** Jackie.L

### iii. Disco

Members discuss theme options for the disco. Members decide upon 'dress as your favourite character'.

It is confirmed that the DJ, Bop till you drop, has been booked and paid for October 20<sup>th</sup> 2017. Ticket price is suggested at \$5 each, to be sold on Flexi Schools.

Two sessions to run this year; Session 1 – years PP to 2 and Session 2 – years 3 to 6.

Volunteers will be needed, approx 10 required. This covers canteen window, crowd control and door sales.

Members decided not to proceed with a photo booth. It was unclear how to go about charging for its use and the management of it would be quite time consuming, with little to no profit made from it.

Kylie has mentioned that she would like to see the money raised from the disco's to be allocated to the B Block nature play development.

Kylie provided the following financial breakdown of the expenses.

#### **Expenditure**

*\$465 DJ (\$55 less than last year) We are running 2 sessions not 3 this year bringing the cost down for the DJ \$355 for Glow stick purchases return profit on the night for glow stick sales will be \$850 - we sold out last year \$300 for ice blocks, chips, lollies 7 fairy floss machine profit on the night should be around \$800 Total expenses including DJ is \$1120.*

*I estimate the Disco to bring in approximately \$2000 to the P&C Funds FULL PROFIT*

**Motion:** Members approve the theme of 'dress as your favourite character'. **CARRIED**

**Motion:** To run a photo booth with a gold coin donation payable for each use. **NOT CARRIED**

### iv. Nature Play

A special welcome to Mr Coufos this evening who wishes to speak to the members regarding the nature play projects around the school, with particular reference to the B Block developments.

B Block is currently undergoing some major developments with nature play areas being progressively implemented. Stage one is nearing completion with the need for more assistance as we begin the next phase.

B Block is quite a small area with a lot of students needing to use the space. With the implementation of nature play spaces; this will ease the current congestion issue.

Some additional structures are ready to begin commencement, some being professionally provided and others requiring assistance by interested local businesses and possibly a busy bee at the school.

Plans of the intended play areas are available upon request to Jenny. B. A digital copy will be forwarded on to the P&C Secretary shortly to place on record for members to view.

There is still approx \$5000 of the money donated by the P&C still in reserve; however, this amount will not be enough to see the B block upgrades completed as intended by end of Term 3.

Nature play Australia is only one avenue of funding possibly available to the school for this project and it was discussed as to what level we might seek grants and formal sponsorship.

The P&C requested a projected amount of money still required to see the completion of this project. Members were informed that the amount was benchmarked at around \$15'000, if professional labour was to be hired.

It was suggested to discuss this further at the fundraiser meeting to see if the P&C will be in a position to raise this kind of money in the time frame required.

It would also require the P&C to know exactly what materials and labour would be needed and requested that this information be sought and reported at the next meeting in Term 3.

As a continued communication link between the school and the P&C Alison McR has volunteered to operate as a Nature Play coordinator.

Alison has offered to seek quotes on materials, labour and costs and report back to the general meeting on Aug 10<sup>th</sup>.

The principal mentions that the preliminary findings of the visionary report indicates that the nature play developments, alongside IT upgrades, falls in line with what our school community want to see us investing our efforts in to.

**Action:** To advise Mr.Coufos and the school of known services used.

**Action by: Jackie.L**

**Action:** To provide the P&C Secretary with a digital copy of plans for P&C communications.

**Action by: Mr.Coufos and Jenny. B**

**Action:** To seek quotes on materials, labour and costs for the B Block nature play completion and report back to the general meeting on Aug 10<sup>th</sup>.

**Action by: Alison. McR**

**v. Woolworths Earn and Learn**

Although this is a school initiative, we thank Cristina for volunteering to assist with coordinating the Earn and Learn campaign for Hillarys Primary School.

---

**8. Other Business:**

**i. Next Meeting**

Members were informed that the next general meeting will be held on Thursday 10<sup>th</sup> August 2017. This meeting will be after the fundraiser brain storm meeting.

This date has also been selected as we will be hosting a special guest, MLP, Mr Peter Katsambanis.

Invitation to attend is open to all current P&C members and families of Hillarys Primary School. We look forward to seeing you there.

**ii. Fundraiser Brain Storming Meeting**

The P&C will be hosting a fundraiser brain storming meeting with invitation open to all Hillarys Primary School families.

The intended purpose of this meeting is to highlight some priority items and modes of fundraising for them.

For those unable to attend but would like to contribute their ideas, they can email their suggestions to the P&C Secretary directly.

An inquiry was made as to whether the Kindy group are able to fundraise for the new equipment they seek to replace the current wobble boards.

It is noted that if the group wish to proceed with this project without the P&C's involvement, they can.

Items purchased or donated will need to be approved by the school to ensure suitability and required safety standards are met. This should be discussed further with the teachers to ascertain their needs.

**Action:** To send invitation, by email, Face Book, Flexi Buzz and parent reps to the school community to attend the fundraiser meeting by first week of Term 3.

**Action by: P&C Secretary and P&C President.**

iii. **Hats**

Members received an update that Lowes will have the new school hats available for sale as of this week.

**Action:** To send out a flyer, once approved by the President and Secretary, to the school community to raise awareness of the new item available for sale. **Action by: Kylie. S**

---

9. **Elections:**  
**Canteen Treasurer – Nomination received by Michal Seligson.**

**Motion:** That the member standing for Canteen Treasurer be elected.

**CARRIED**

10. **Date of the Next Meeting: GENERAL MEETING: Thursday 10<sup>th</sup> August 2017 at 7:00 pm in the school library.**

---

11. **Closure: - Chair**

Motion to adjourn was made at 8:42pm and was passed unanimously.

---