

Hillarys Primary School
Parent & Citizens Association Inc.
GENERAL MEETING MINUTES
THURSDAY 31ST AUGUST 2017

Date: Thursday 31st August 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, Jackie Lock, Jackie Tsapazi, Jenni Cook, Julian Duckett, Kylie Sutton, Martin Barrett, Michelle Illari, Nigel Forde, Paula Mitchell, Ron Chesny and Souzana Theophilopoulos.

Apologies Received – Angela Genoni, Cathryn Jensen, Cristina Codazzi, Daryl Rogers, Jenny Baynham, Lisa Nevitt, Michal Seligson, Natasha Couzens, Renae Ottey, Shona Greville – Kinney and Siobhan Dowley.

2. Confirmation and Approval of the previous Minutes - Chair

Resolution: That the minutes of the General Meeting held on Thursday August 10th 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: Nil to report.

4. New Financial Members or observers:

5. Business Arising from the previous General Meeting Minutes:

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

No Report

Committee Reports:

6.4 CANTEEN Report – Position Vacant

The current canteen committee are in desperate need for additional members to volunteer to be a part of the team. These roles require semi regular attendance to canteen meetings and an extension of support to the canteen directly.

If anyone has some small business experience and knowledge they would be willing to share by being a part of the committee, this would be a wonderful asset. However; no experience is necessary to be a part of the committee.

This committee is crucial to the operation of our canteen and your support would be greatly appreciated. The canteen is currently undergoing some dynamic and exciting changes. This applies to both the menu choices and operating procedures.

Please consider these roles and if interested contact the P&C Secretary or President for more information.

The canteen has been requested to assist with catering to families for the 'grow your mind' / Lapathon day celebrations and activities. This is primarily for the lunch time picnics on offer to families.

The canteen is unable to host a sausage sizzle as we are unable to cook raw meat currently in the canteen. However, it has been suggested that the canteen be able to provide some tasting plates as an opportunity for parents to sample our current menu on offer.

To assist in making this task easier to achieve and for families to order their lunch on the day from the canteen, it was suggested to release a limited menu on that day. This would be separate to the tasting plates. Tasting plates would be complimentary courtesy of the P&C directly.

It would be greatly appreciated if some volunteers could please step forward to assist with passing these around on the day to families to try. Anyone interested in helping should speak to the canteen staff or President.

Therefore the committee agree to set a budget for the canteen staff to spend on ensuring we have a suitable range and supply of products for these tasting plates.

Canteen committee members will need to organise the finer details with the canteen staff at a subcommittee meeting.

Motion: Members approve a budget of \$500 towards the 'Grow your mind' day for tasting plates. **CARRIED**

Action: To meet and organise output and menu choices for Friday 13th October 2017.

Action by: Canteen committee

Resolution: That the Canteen report be adopted –

CARRIED.

6.5 MEDIA COORDINATOR– (Lisa Nevitt)

As per report

Action: Send all members the link to Webpage to view the current template under the canteen banner that the media coordinator has uploaded.

Action by: P&C Secretary

Action: To speak with the Principal regarding taking photos.

Action by: Media Coordinator

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

CARRIED.

6.6 SCHOOL BANKING Report – (Siobhan Dowley)

No Report

6.7 GRADUATION Report – (Renaë Ottey)

The P&C Secretary presents the Graduation report on behalf of the convener.
The following discussion ensues.

The principal opens with the statement that he would like to see fundraising for the graduation to cease. The amounts required towards graduation are outlined on the fees and contributions list sent to parents each year as an expense.
The school is organising alternate ways for parents to participate towards graduation celebrations.

The principal also states that he does not wish to have monies raised through the free dress day allocated to graduation as the school determines where this money is spent and that they intend to focus on mental health as a recipient of funds raised.

The president reminds the principal of a conversation they had where the P&C were allocated a free dress day on September 22nd 2017, for the purposes of fundraising.
Although the principal does not recall this, he allows the free dress day to proceed under the banner of the P&C for this date.

The members question if the money raised from the free dress day will be allocated to the graduation committee or if underwriting the amount they still require can be set aside by the P&C.

Other members with children in year 6 indicate that the year 6 parents had not been approached and asked to contribute towards the costs and that this should be done before the P&C finalise any additional contributions to the graduation committee.

Members were advised that the budget outlined for the graduation committee expenses are over a three day period of celebrations organised by the school.

The average cost is approx \$50 per student. The school representative does not feel that this is a huge imposition to parents.

They feel that the P&C need not be involved and that the parents simply pay for their child's participation in these events, including graduation.

As this event, like some others, is not curriculum based, the school is not required to pay for families unable to attend due to hardship.

It is possible that at these times the P&C may be able to assist on a case by case basis.

It appears the Graduation committee had some misconceptions at the beginning of the year as to how the events surrounding graduation would be undertaken.

Next year has now been outlined by the principal with clearer guidelines and expectations of graduation moving into future years.

At the end of the discussion, three options were put to the meeting:

1. Underwrite the outstanding amount unconditionally.
2. Defer a decision on additional contributions by the P&C pending further reports at later general meetings in anticipation of the outstanding amount being significantly reduced by further fundraising or direct parental contributions from the Graduation Committee.
3. To provide no financial contribution from P&C funds.

A significant majority voted for Option 2 and it was adopted. This option allows the P&C to consider further funding requests from the Graduation Committee between now and the end of the year.

They are welcome to request assistance if there is still an amount outstanding at the end of the year prior to graduation and all attempts to raise the money have been met.

The principal adds that the P&C are welcome to remain within the capacity to determine if fundraising for graduation is done under their banner but that he will not support the school being used as a conjugate for fundraising.

Members of the P&C discuss and decide to not proceed with a free dress day in order to allow the Principal to use it for external charitable purposes.

Motion: Members agree to not proceed with a free dress day on 22nd September 2017. **CARRIED**

Motion: Members agree to keep the graduation shortfall under review and will re-evaluate at each general meeting for the remainder of 2017. **CARRIED**

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

6.8 FUNDRAISING Reports – Event Coordinators

i. Disco

As per report attached

Members briefly discuss the budget of the disco and determine a small uplift is required to cover additional incidentals.

Motion: Members approve an additional \$100 towards the disco budget to a total of \$835 total. **CARRIED**

Action: Organise cash boxes to be given to Kylie ahead of the evening. **Action by: P&C Secretary**

Action: To purchase a bum bag for use at door sales at the disco.

Action by: P&C Treasurer

Action: Send home flyers and advertise on P&C Face Book page.

Action by: Kylie and Natasha

Action: Organise and deliver float to Kylie.

Action by: P&C Treasurer

ii. Quiz night

Planning for the quiz night has been progressing, however, the Sorrento football club who have said we can use their premises for the event are undergoing renovations during October and November. It is therefore proposed that we either look into different venues to proceed with the quiz night in November or postpone until a later date.

Members agreed postponing the event until early 2018 would be ideal. This allows for a more thorough preparation and additional donations to be obtained. It will also embrace the new school year and new families to HPS allowing for a very social and warm welcome to 2018.

Sorrento football club is a licensed bar. Prices would need to be negotiated with the staff at a later stage. It would be a BYO food requirement. The venue holds approx 250 people. Overall costs are not yet known but this can continue to be investigated now with the additional time frame allowed for planning.

Motion: Members agree to roll over the quiz night in to 2018. Planning and discussions will continue at each general meeting. **CARRIED**

Action: make contact with Mullaloo beach surf lifesaving club to explore options on this venue.

Action by: Event coordinator

Action: Investigate venue cost at Sorrento football club

Action by: Event Coordinator

Action: Keep the P&C informed of progress

Action by: Event coordinator

iii. Car bay raffle

Julian showed the members the templates for advertising the raffle to be added in to the next newsletter. Members decided on cash only sales at this stage and Julian will look into using flexi schools as an option.

Tickets will go on sale on the 11th September 2017 till the 14th September 2017. Tickets will remain at \$5 each or 3 for \$10. The winner will be drawn and announced on 22nd September 2017.

A laminated sign will be erected in front of the relevant car bay with the index of the car listed. Members agreed that if a family has two vehicles these must be registered on the ticket entries for validation.

Action: Flyers and information to be sent to the principal ahead of Tuesday's newsletter for publication. **Action by: Event Coordinator**

Action: Organise printing and distribution of raffle tickets for sales to commence on the 11th September 2017. **Action by: Event Coordinator**

Action: Gather volunteers to assist with cash handling, sales and reconciling ticket entries prior to and including up to the day of raffle drawn. **Action by: Event coordinator**

Resolution: That the Fundraising reports be adopted –

CARRIED.

7 General Business:

i. The west Australian \$5000.

The President shares with the members that HPS is participating in a \$20'000 cash giveaway promoted by 'The West Australian'.

It presents X4 schools with the opportunity to win a \$5000 grant each. Papers have been delivered to the school and we simply need to cut out all the entry coupons and send back to be entered in to the draw. Winners are drawn by most entries received. Completed entry coupons can be returned to the office and the President will work with Admin staff to organise sending off our entry coupons. Good luck HPS!!

ii. Uniforms

Lisa D has approached the P&C after seeking approval from the school to organise selling off unclaimed and unnamed school uniform items. The funds raised from doing so will be donated to the P&C.

Members suggested Lisa could send out a flyer asking for additional uniforms to be donated and to be added to the sale.

Lisa also wanted to seek approval from the school to hold the stall to sell the uniforms at the senior faction carnival. The principal has approved this.

Action: To advise Lisa of outcomes. **Action by: P&C Secretary**

Action: Send out Flyer to seek additional uniforms to be donated towards the sale. **Action by: Lisa D**

Action: Organise stall to sell items at faction carnival. **Action by: Lisa D**

Action: Send Lisa relevant reconciliation documents. **Action by: P&C Secretary**

iii. Faction carnivals

Thank you to Jackie L for volunteering to coordinate the junior faction carnival
Thank you to Alison McR and Paula M for volunteering to coordinate the senior faction carnival.

Action: Send coordinators relevant docs for the carnivals. **Action by: P&C Secretary**

8 Other Business:

i. Father's Day Stalls Report

As tabled

ii. P&C Secretary resignation

The president advises the members that he has received the resignation of the P&C Secretary.

This position will now be opened to anyone interested in taking on this vital role of the P&C. The current secretary has offered a generous window of training with her final day in the role to conclude on the last day of Term 4 2017.

Action: Advertise the position on all available media communications.

Action by: P&C Secretary

9 Date of the Next Meeting: GENERAL MEETING: Monday 30th October 2017 at 7:00 pm in the school library.

10 Closure: - Chair

Motion to adjourn was made at 8:53 pm and was passed unanimously.
