

Hillarys Primary School
Parent & Citizens Association Inc.
GENERAL MEETING MINUTES
THURSDAY 30TH NOVEMBER 2017

Date: Thursday 30th November 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 7:03 pm
Quorum present – Yes

Acknowledgment of Country – read by chair

Attendance: - Secretary

In Attendance: Alison McRedmond, Belinda Kretschmer, Cristina Codazzi, Jackie Lock, Jenny Baynham, Julian Duckett, Lisa Nevitt, Martin Barrett, Michelle Illari, Nigel Forde and Souzana Theophilopoulos.

Apologies Received – Angela Genoni, Belinda Rogers, Cathryn Jensen, Daryl Rogers, Louise Roche, Michal Seligson, Natasha Couzens, Paula Mitchell, Renae Ottey, Ron Chesny and Siobhan Dowley.

2. Confirmation and Approval of the previous Minutes - Chair

Resolution: That the minutes of the General Meeting held on Monday 30th October 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:
Files have been returned to store room. The Minutes folder along with keys and any other P&C items will be handed over on December 14th at latest.

4. New Financial Members or observers: Nil

5. Business Arising from the previous General Meeting Minutes: Addressed under fundraising banner

6. Reports

6.1 PRESIDENTS Report – Martin Barrett
Resolution: That the Presidents Report 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 –

Members discussed the canteen sales figures. It was noted that in spite of closures and loss of sales early in 2017 the canteen appears to have ended the year with a positive cash flow, remaining solvent.

With a fresh approach to the canteen in 2018 we hope to see a significant increase in sales and support.

The new menu for summer 2018 has not yet been released as it required some adjustments. The P&C Secretary briefly explained the formula for pricing decisions to the members.

A balance is also being sought to make available a wide range of pricing and food choices on the menu to encompass healthy eating and a range of treats. Allowing for individuals and parents the continued right of choice for purchases within the canteen.

The new menu will be made available for the beginning of Term 1 2018. All current menu items are listed on the flexi schools site, with exception to the recess menu that alters at the counter daily. These additional items being sold will need to be added to the menu for 2018.

Once again members inquire about providing a survey. This option along with others, including the closed Face Book page for the canteen will be considered and implemented for 2018 under the guidance of the Canteen Convener.

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

CARRIED.

6.5 MEDIA COORDINATOR– Lisa Nevitt

Lisa advised the members that the website has progressed significantly. Some additional pictures and links have been uploaded and it is her intention for the website to be accessible by the school community for early 2018.

The treasurer has requested that the invoice/reimbursements for the purchase of the site be submitted ASAP to ensure accurate documentation is provided to the auditor by year's end.

Action: To Provide the P&C Treasurer with invoicing and reimbursement claims before year's end.

Action by: Media Coordinator.

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

CARRIED.

6.6 SCHOOL BANKING Report – Siobhan Dowley

No report submitted

6.7 GRADUATION Report – Renae Ottey

No report submitted

6.8 FUNDRAISING Reports – Event Coordinators

i. Car Bay Raffle

Julian advises members that the tickets are currently on sale and the draw for the winner will be held at the family concert on December 4th.

It is agreed that the signage for the parking bay needs to be bigger and bolder. Martin agrees to speak with Ray, school maintenance, to arrange this. One option on offer is to repaint the bay with bright lines or name it the P&C Bay.

Only one complaint has been received from within the school community. All other feedback has shown a majority support for this fundraiser.

Julian will be setting up a table for ticket sales on the night of the concert ahead of the winner being drawn later that evening.

Action: To contact Ray and organise signage and painting of the car bay. **Action by: P&C President**

Action: To send School Admin a note for tomorrow reminding families of the closing date.
Action by: Event Coordinator.

Action: Provide Julian with the cash tin for sales at family concert. **Action by: P&C Secretary.**

ii. Entertainment Book

As per report

Resolution: That the Fundraising reports be adopted –

CARRIED

7 General Business:

i. Uniforms –

Members discuss the option of continuing to on sell second hand uniforms or unclaimed items at future events of the P&C in 2018. Members were happy for this to continue and that Lisa is welcome to coordinate this alongside events held by the P&C.

As for where to store them and so on, it was decided to review this early next year and find a suitable location for them. In the meantime if current items need stowing, the P&C store room is available.

8 Other Business:

i. Allocation of Budgets to upcoming fundraisers in 2018.

Members discussed setting aside and approving some money towards likely fundraisers early in 2018. This will heavily depend on coordinators stepping forward to organise them.

The following items were discussed; Mothers Day Stalls, Quiz Night and the Easter Colouring Competition.

Mothers Day Stalls –

Motion: Members approve a budget for the Mothers Day Stalls to the value of \$2000. **CARRIED**

Quiz night –

Motion: Members approve a budget for cost surrounding the organisation of the quiz night, to be held on April 7th 2018, to the value of \$1500. **CARRIED**

Easter Colouring Competition –

Motion: Members approve a budget for the Easter Colouring Competition to the value of \$300. **CARRIED**

ii. Social Night – 2018

The idea of the P&C hosting a social night with live music early in 2018 aimed at P&C awareness within our school community and hopefully some new members becoming involved was put forward by Mrs Baynham.

The members agree this is an exciting way to launch the P&C for the New Year ahead.

It is proposed to be held on the school oval, on Friday 9th March 2018.

Members decided to allocate a budget to this also and Martin offers to coordinate the event.

Motion: Members approve the social night evening to be held on the 9th March 2018.

CARRIED

Motion: Members approve a budget for the social night to the value of \$1000.

CARRIED

iii. Library Association Event

An event being hosted at Hillarys Primary School for the library association is scheduled for the 28th of February 2018.

The school are requesting that the P&C assist with catering for the event.

Approximately 40 people will be attending. Each person is required to pay \$20 and this money is what will be used for catering purposes.

The event is held during school hours and it is hoped that the P&C would be able to ask the canteen staff to prepare the food for this.

Actual menu would need to be decided at a later date, however the P&C would need some sort of commitment of numbers to be able to plan and make purchases for the event. This also needs to take into consideration the cost of staff wages and overheads.

The P&C indicate that they would be willing to assist with this event and request that final numbers for catering purposes and staffing, be received no later than 5th February 2018.

Additional details can be organised directly through the canteen committee early 2018.

Action: Email library and staff involved to set out more detailed expectations.

Action by: P&C President.

Motion: Members approve the P&C's involvement to cater for this event through the canteen.

CARRIED

iv. Parent Rep Roles for 2018

It is intended that the parent rep roles for 2018 will be to elect a parent representative for the year groups as opposed to class by class.

It is hoped that this will alleviate some pressure from parents feeling overwhelmed taking on these roles, to streamline communication and create more effective face book pages to be used for each year level.

These individuals would also be strongly encouraged to join the P&C as this would also lead to more effective communication of P&C events and fundraising opportunities.

More information will be available early 2018 as most class/year group meetings occur in week three of Term 1.

10 Closure: - Chair

Motion to adjourn was made at 8:28 pm and was passed unanimously.

Meeting reopened at 8:29 pm

i. I Pads

The school have requested to know how much of the current P&C money is available to be donated towards the purchase of I Pads. The P&C have made a commitment to assist with fundraising for I Pads and had allocated the money raised from the Lapathon specifically for this purpose. Lapathon raised approx \$8'000.

Members discuss the current available funds and decide upon making a donation that will enable the school to purchase another 30 I Pads upfront.

It was previously discussed that this was around the figure of \$12'000.

Motion: Members approve the amount of \$12'000, incorporating the Lapathon money, to be donated immediately to the school for the purposes of purchasing I pads for 2018. **CARRIED**

Motion to adjourn was made at 8:35 pm and was passed unanimously.
