

EXECUTIVE MEETING MINUTES

Applecross Primary School
 Parents and Citizens Association (Inc.)
 6 June, 2017 @7pm

		Action
1.	Meeting Commenced at 7:10pm	
2.	Present and Apologies	
2.1	<u>Present</u> Kim Guelfi, Kate Petersen, Sarah Graf, Anne Gardner, Sanchia Dashlooty, Katrina Alilovic, Mia Hagbro-Tedeschi, Naina Pereira, Lisa Cleary, Matt Batson, Andi Hiles, Anjali Ganesan, Kathryn Flesher	
2.2	<u>Apologies</u> None	
3.	Minutes from Previous Exec Meeting - Confirmed by Anne, seconded by Kate	
4.	Business Arising	
	BBQ replacement – Sanchia reported on quotes from her research. Agreed that the P&C will buy two but that further research required. Mia offered to take on the further research and will report. Not required until Edudance (end of term 3).	MHT
5.	Correspondence	
	Several items related to fundraising ideas – Kate to hand to front office Letters x2 from WACSSO – P&C Voice magazine CBA Bank Statement - handed to Treasurer Globe Insurance Services– handed to Treasurer Excellence in Teaching Awards (Kate to post on facebook)	KP
6	Standing Committee Reports	
6.1	President	
	Canteen – reported on Lorene's resignation and the decision to temporarily close the Canteen. The photo was a lovely memento of the farewell. Photo will be printed out. This is an opportunity to revamp the canteen. Minimal stock remaining – few drinks and ice-creams. Any outstanding invoices need to be sorted out. Last deposit made on 7 April. Will make contact with Lorene on her return from leave.	AG

	<p>Canteen clean up – Suggested that this could be a project for the Canteen Committee</p> <p>Uniform Shop – Michelle continues to have problems with her shoulder.</p>	
6.2	Principal	
	<p>See attached report.</p> <p>Handed cheque to Sarah - \$1081.50 (Voluntary Contributions)</p> <p>Update on Science Build – furniture ordered for insides, quotes in process for cabinets, advice been sought on best use of space and appropriate furniture.</p> <p>Aiming for end of Term 2 or beginning Term 3.</p> <p>Estimating another \$20,000 required to fit out and finish up.</p>	
	Waiting on final report on External Review	
	Staff recruitment – interviews 7 June for replacement for Deputy position (replacement for Cavelle Monck). The candidates have had a tour of the school along with information.	
	<p>Cathy Walker – visited Frederick Irwin school in Mandurah (leading school utilising Cathy Walker approach). Biggest challenge – to create additional learning spaces to support teachers in the program.</p> <p>Consultant visiting the school on Friday to critique and support teachers. Only 6 months into the programme and continuing to plan on a roll-out of the programme with other years.</p>	
6.3	Vice President/Communications	
	Maggie Dent – booked for next year. Need to decide on a topic.	
	Bunnings Sausage Sizzle – couldn't get the dates wanted so decision taken to postpone for now.	
	Profiles for P&C – in process of getting them added to the website.	
	Facebook – additional followers acquired.	
	<p>27 October 2017 – the new event of the Art Extravaganza will take place. Six local artists (parents of pupils at Applecross PS) will support the children to create art of various forms – e.g. portrait, ceramic, jewellery. Parents will be invited to purchase the art work created by their children as a fundraiser activity. Each year level will be taken by one artist. Estimated that \$10000 could be raised minus the costs associated. Activity will take place in Term 3.</p> <p>Suggesting pricing – difficult to set but decided one child – \$20, two children \$40 and three children \$50, and \$10 for additional child.</p> <p>Parents to be made aware of the cost prior to attending.</p> <p>Query on what will happen to unpurchased art work - ask Mrs Hellemar for her thoughts on this issue.</p> <p>Kate raised that help will be required to run the Auction. After school the children can look around with their parents and the evening event will be an adult event only.</p> <p>May look at having a bar on the Auction Night to supplement fundraising.</p>	<p>KP</p> <p>SG</p>

	<p>Possibility of having it as a BYO alcohol and cheese event which would mean that there are limited issues around having children present. Decision made to have a BYO event, starting at 5pm til 8pm. To check with CBA on the eftpos facility. Anjali offered to research eftpos facility so that purchases can be made on the night. Both will report back to the next meeting.</p>	<p>AG</p> <p>AnG</p>
6.4	Treasurer	
	See attached report.	
	<p>Since the last meeting approx. \$10000 banked. Approx \$13,500 in bank. There is approximately \$2000 left in Canteen account. Talk to Lorene to understand any outstanding financial issues.</p>	SG
6.5	Canteen	
	No report received.	
6.6	Clothing Boutique	
	Business as usual.	
6.7	Safety House	
	Anne hasn't had reply from Richard to her last contact.	
6.8	Additional Associates i.e. Scholastic Book Club, Banking, Dad's Club, Entertainment Books	
	<p>School banking – Kate reported that more than one helper required. Charles probably leaving school at end of September. Will request further volunteers.</p> <p>BookClub - Lisa presented table to review the book club funds. Scholastic Books fund raising continuing to go well. On target to raise more funds than last year. Having an online facility has made a significant positive impact on orders and therefore fundraising. Naina suggested that a report be made in the newsletter on how many books for the Library were funded by the Book club as a way of feeding back to parents</p> <p>Need another signatory in addition to Lisa and Anna Perry. Look at accounts next year with possibility of consolidating.</p> <p>ANZ - Anjali welcomed by Anne to talk about ANZ Home Loan Introducer Programme – a fundraiser for not for profit organisations. A percentage (.3% of the loan value) is calculated on the new lending amount and paid to the school. \$100000 - \$300 donation made. The P&C would be registered as the Introducer and be assigned a number which would need to be included on the application.</p> <p>Mia raised that we could set up this with other banks and mortgage brokers.</p> <p>Agreed that further information required from Anjali.</p> <p>Andi raised that there was documentation that needs to be read as part of due diligence before any agreement made.</p>	<p>KP</p> <p>AnjG</p>

	<p>Dad's Club – Anne welcomed Andi. Andi talked about origin of the Fathering Project. The Applecross PS Dad's Club is in need of regenerating.</p> <p>Request for new leader to be posted on Facebook page as Andi unable to continue. Andi to send some information to Kate to assist in this.</p> <p>Kathryn talked about how other schools have facilitated the programme and raised the option of having a mum take the reins until a dad volunteers for the role. Kathryn offered to take on this role. Kathryn and Andi to discuss.</p> <p>Naina suggested running an event to coincide with Father's Day.</p> <p>Entertainment Book – going well and half way to target.</p>	<p>KP</p> <p>KF&AH</p>
	General Business	
7	<p>Lapathon</p> <p>Roster co-ordination – 25 June – Mia volunteered</p> <p>Anne to send information to Kate which will go out to class reps to be distributed to all parents.</p> <p>Information to be sent out to all classes</p> <p>Funds raised will go to the Science Building.</p> <p>MC required – Kim to ask Louis to MC</p>	<p>MHT</p> <p>AG</p> <p>KG</p> <p>KG</p>
	<p>Edudance – stage needs to be organized</p> <p>Not discussed in full due to time constraints</p>	AG
	<p>Readers for PP – issue raised of insufficient readers for all the children</p>	KG
	<p>Canteen 190 responses in 2 weeks received on the survey. Results of survey discussed. Overwhelming support for re-opening the canteen. Agreed that the running of the canteen needs to be based on an at least "break even" basis.</p> <p>Need to investigate the scope of the canteen in line with the Council's Health Regulations.</p> <p>Contact to be made with those who have volunteered to be on the Canteen Sub-Committee. Anne proposed the set up of the sub-Committee. Sarah volunteered also. Anne will co-ordinate getting in touch with those who registered interest and begin the process of establishing Terms of Reference. Anjali offered her support.</p> <p>Anonymised results to be distributed to class reps and ask for them to distribute on to classes and ask for any volunteers for the Committee.</p>	<p>AG</p> <p>KP</p>
	<p>Sanchia reported on Library Choice – hoping to have the books ready to go in week one of Term 3. The project has been very popular among the classes.</p>	
	<p>Next Meeting</p> <p>Executive Meeting – 25 July 2017 @ 7pm.</p>	
	<p>Close of Meeting 9:10 pm</p>	