

# Applecross Primary School P&C



## P&C AGM

When Tue, 12 Feb 2019 at 7:00 PM

Location: APS, APS

Chairperson Matt Batson

## Minutes

### **1. Open meeting and welcome**

MB thanked attendees and provided an overview of the P&C and the role it played in supporting the school.

## 2. Present and apologies

Attendees confirmed as follows, with \$1 paid by each to be a voting member for the year

Matt Batson (MB)

Lisa Vaughan (LV)

Joanne Howard (JH)

Sanchia Whiteman (SW)

Tennille Irvine (TI)

Kate Petersen (KP)

Ray Turnbull (RT)

Deborah Liew (DL)

Nirali Varma (NV)

Ruth Constantine (RC)

Ingrid Easterday (IE)

Magdalena Tzotzis (MT)

Sarah Graf (SG)

Non Voting Member - Kim Guelfi (Principal)

Absent:

Anne Gardner (AG)

## 3. Confirmation of minutes of previous meeting

Prior meeting minutes confirmed by MB and SG

## 4. P&C Executive Committee Nominations

MB was nominated by SG and KP for President and accepted

SG was nominated by KP and SW for Treasurer and accepted

DL was nominated by MB and KP for Secretary and accepted

No nominations were received for Communications/Vice President. It was noted this position was required to be filled for the P&C to continue

General members, JH, IE, KP and TI were nominated and approved by MB & SG

### Decision

Matt Batson - President

Sarah Graf - Treasurer

Deborah Liew - Secretary

Jo Howard, Ingrid Easterday, Tennille Irvine & Kate Petersen - General Members

### Tasks

☑ KP to advertise Communications/Vice President role for 2 weeks to current class reps

Assignee: Membership Coordinator

Due date: Tue, 26 Feb 2019

## 5. Correspondence

MB noted correspondence received related to promotional materials. Relevant Mothers Day gift opportunities were provided to TI

## 6. Standing Reports

### 6.1. Presidents Report

MB noted his thanks to all for attending and the need to fill executive committee positions

### 6.2. Principals Report

Kim Guelfi opened by giving an overview of the school, noting he was thankful for the support from the P&C and also the wider community. Students at Applecross P&C are able to access technology and resources not available at other schools due to P&C support and funding. Refurbishment works over the school holidays included refitting rooms 8, 9 and 10. The north wing received new ceilings. Oval needs to be verti-mowed and will be out of use for 2 weeks. Administration area will be refurbished thanks to a government grant. KG deciding between 4 options. School currently has 561 students enrolled with 30 new children enrolled for 2019. Swimming carnival team allocations this year will be based on a timed lap. Year 6 leadership conference to begin over the new few weeks with leadership positions announced at the next assembly. School asked that any funding for 2019 be put toward development of the undercover area which may include new flooring, projection equipment, lighting and enhanced ventilation.

#### Tasks

- ✓ KG to advise MB if the oval verti mowing will impact the Camp Out  
Assignee: Kim GUELF  
Due date: Thu, 28 Feb 2019
- ✓ KG to provide to the P&C executive committee a list of funding priorities and the associated cost  
Assignee: Kim GUELF  
Due date: Tue, 02 Apr 2019

### **6.3. Treasurers Report**

SG noted the 2018 year raised c. \$63k which was used to fund 8 smart boards for the school.

SG noted the recurring funding commitments which included library books, camps and general subscriptions

SG noted the uniform store was maintained separately

SG noted the bank accounts contain \$33,614, which allows, after committed spend and contingencies 18,014 available to spend

No spend was proposed

## **7. Additional standing agenda items**

### **7.1. Campout/welcome evening**

MB noted the campout is scheduled for the 15th of March. Ticket prices are expected to be similar to prior year and event will contain live music and continue to be alcohol free. Propose to allow more tent sites than prior year based on last years feedback

A welcome evening combination with the camp out was ascertained to be too difficult to coordinate. No welcome evening proposed for 2019

### **7.2. Mothers Day Stall**

TI noted she would run the Mothers Day stall again with the following proposed and agreed:

- Gifts would be purchased over the next 2 weeks at a cost similar to prior year. SG & MB to reimburse TI as soon as practical
- Gifts would be sold for \$10 each
- Promotional flyers to note that if parents would not like their child to participate, they should let the teacher know. IOUs will be available for children who forget their money
- Stalls to be held on a Tuesday and a Friday

### **7.3. Edu Dance**

Edu Dance will be held in Term 1 instead of the historical Term 3 to allow for better weather

AG and KP are coordinating the concert and associated sausage sizzle, in line with prior years

Concert to be held on the 10th of April

### **7.4. Clothing Boutique**

KP noted the clothing boutique was running well and had been busy over first few weeks of school

### **7.5. Tidy HQ**

MB noted the use of Tidy HQ for minutes and events. Asked members to have a look

## **8. Other Items - Canteen**

The reopening of the canteen was discussed by members. MB noted the reasons for closure which included lack of volunteers, unprofitability and poor running by previous manager.

MT and IE asked that they investigate setting up a canteen committee with a view to reopening a version of the canteen.

MB will provide the canteen committee with prior investigations

TI noted that another school uses an offsite provider whereby children order through an app. Details will be provide to the canteen committee

### **Tasks**

- ☑ MB & IE to create a canteen committee to investigate options for setting up a canteen.

Assignee: Applecross P&C

Due date: Tue, 30 Apr 2019

- ☑ MB to provide canteen committee with prior work done on the canteen

Assignee: Matt Batson

Due date: Thu, 28 Feb 2019

- ☑ TI to investigate offsite provider and provide details to canteen committee

Assignee: Applecross P&C

Due date: Tue, 30 Apr 2019

## **9. Calendar of Events**

KP noted the calendar of events that was proposed in 2018, noting that it was available on the school app and online

TI nominated to help with silver cent frenzy

To help with volunteers, it was suggested that class reps create sign up sheets detailing events for the year, asking parents to sign up for at least one event

---

*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of P&C AGM on Tue, 12 Feb 2019

## Summary of Matters Arising

### Decisions

Item Decision

4. Matt Batson - President  
Sarah Graf - Treasurer  
Deborah Liew - Secretary  
Jo Howard, Ingrid Easterday, Tennille Irvine & Kate Petersen - General Members

### Tasks

Item	Task	Assigned to	Due date
4.	KP to advertise Communications/Vice President role for 2 weeks to current class reps	Membership Coordinator	Tue, 26 Feb 2019
6.2	KG to advise MB if the oval verti mowing will impact the Camp Out	Kim GUELF	Thu, 28 Feb 2019
6.2	KG to provide to the P&C executive committee a list of funding priorities and the associated cost	Kim GUELF	Tue, 02 Apr 2019
8.	MB & IE to create a canteen committee to investigate options for setting up a canteen.	Applecross P&C	Tue, 30 Apr 2019
8.	MB to provide canteen committee with prior work done on the canteen	Matt Batson	Thu, 28 Feb 2019
8.	TI to investigate offsite provider and provide details to canteen committee	Applecross P&C	Tue, 30 Apr 2019