

GENERAL MEETING MINUTES  
 Applecross Primary School  
 Parents and Citizens Association (Inc.)  
 19<sup>th</sup> June 2018 @7pm

		Action
1.	<b>Meeting commenced</b> at 19:00	
2.	<b>Present and Apologies</b>	
2.1	<u>Present</u> Matt Batson (Chair) Kim Guelfi, Anne Gardner Amelia Barnard - minutes Naina Pereira Sarah Graf Cat Bonneville Sanchia Whiteman Kate Petersen Sam Langely Asta Morton Jacinta Grandison Louisa Levis-Adams	
2.2	<u>Apologies</u>  None	
3.	<b>Minutes from Previous Meeting</b>  Confirmed by Amelia, seconded by Kate.	
4.	<b>Business Arising</b>	
4.1	<b>Previous years audit</b> There is currently two options available for the audit report,  "Qualified" with option of: 1. Qualified with rectification note, if Trial Balance is provided to Cindy Browne. 2. Qualified report with no additional qualification as no proper accounts was kept.  Cindy Browne advised that she is unaware if there will be a breach of the constitution if a pure "Qualified report" is issued  Sarah Graf will complete a trial balance from bank statements and communicate with Cindy Browne to get the audit finalised.	SG
4.2	<b>Superannuation Payments</b> Sarah Graf now recognised as an authorised person with the ATO. Sarah will get in contact with ATO and have superannuation forms lodged to have super payments made and have surcharge guarantee levy waived.	SG
4.3	<b>Canteen</b> Asta and Matt visited Booragoon Primary School (BPS) to get a view of a successful canteen operation. The school hires 2 part-time chefs and have regular parent/grandparents volunteer which aid in the smooth running of the canteen. Orders are completed on-line and limited cash transactions take place.	

	<p>Open general discussion about:</p> <ul style="list-style-type: none"> <li>• what the school is trying to achieve – providing a service to provide food and/or a sense of school community. It was agreed a combination of both would be preferable.</li> <li>• The success of the canteen will hinder on consistent reliable volunteers</li> <li>• What food are we going to provide and at what cost. Costs from APS old menu was compared to BPS.</li> </ul> <p>Matt motioned for a vote to occur at the end of the meeting to see if we proceed with the commitment to open the canteen or take it off the agenda permanently.</p>	
5.	<p><b>Correspondence</b></p> <p>Amelia Barnard reviewed advertising material that had arrived in the mail. Agreed no correspondence required additional action.</p> <p>Received WASCSSO bill; Workers Compensation Insurance and Canteen Bank statements were forwarded to Sarah via pigeon hole for collection.</p>	
6	<p><b>Standing Committee Reports</b></p>	
6.1	<p><b>President</b></p> <ul style="list-style-type: none"> <li>• WASCSSO - all executive members have been updated</li> <li>• WASCSSO – Sarah confirmed the annual fee has been paid</li> <li>• Do we increase the number of executive members to have more parents help with fulfilling the P&amp;C roles. We currently have 3 – shall we aim for to increase by 2?</li> <li>• Executive meetings – discussion about opening meetings to the general public to give parents more accessibility to attend meetings. It was agreed by all to open up to the general public</li> <li>• “Thank you” morning/afternoon tea in the Rose Garden to say thank you to parents and teachers who volunteered throughout the year</li> <li>• Trybooking has been very successful for Maggie Dent &amp; CampOut. Software “tidyhq.com” may help assist the P&amp;C with its communication, maintaining contacts and calendar. General discussions about the merits of having one email to each family and one database to store all contacts would be beneficial. Need to discuss further.</li> <li>• Edu-dance concert will be in the afternoon over 2 days. P&amp;C would like the event to held in the evening and discussed options of hosting concert at back-up location, which was identified as not possible due to logistics and set-up time (2 weeks taken in marking out where everyone is located and how the students move around the court yard throughout the whole evening). It was agreed that Anne will identify which schools still perform in the evening and then the school will approach Edu-dance to discuss the possibility of having a night time event again.</li> </ul>	
6.2	<p><b>Principal</b></p> <p>Ground/Building Works</p> <ul style="list-style-type: none"> <li>• Confirmation the new staff car park will be built this year. Teachers will have an alternative parking arranged. Estimate date of completion is early term 4.</li> <li>• Kim has meeting with education department about funding for additional equipment for our science room,</li> <li>• Canteen WAP has now been installed and commissioned. Anne will test and go through procedure with Michelle.</li> <li>• Louis Shephard has provided P&amp;C with replacement schedule of smart boards. Room 17 - 21 are scheduled for next replacement.</li> </ul> <p>Staff</p> <ul style="list-style-type: none"> <li>• Peter Herne will be on leave first 5 weeks of term 3 and then will be retiring. The school will be doing their send off at end of the term.</li> </ul>	<p>KG</p> <p>AG</p>

	<ul style="list-style-type: none"> <li>Sanchia suggested email send out to parents about donating funds for a farewell gift.</li> </ul> <p>Audit Report – P&amp;C need to provide audit reports for 2015, 2016 and 2017 to Lisa. Sarah/Anne will provide 2015 report. 2016 report is currently being completed.</p> <p>Mid-year reports – will be released via Connect Poral Wednesday 27<sup>th</sup> June.</p>	
6.3	<b>Vice President/Communications</b>	AM
	<p>Parents not reading emails being sent out. Frequent enquiries made about events that aren't being help by P&amp;C. General discussion about the difficulty of communicating to parents. An option available is the use of "tidyhaq".</p> <p>P&amp;C holding a dinner for parents on school grounds – LeBlanc themed evening. Asta has nominated herself to run the event.</p>	AM
6.4	<b>Treasurer</b>	SG
	<p>Financial updates:</p> <ul style="list-style-type: none"> <li>\$5,000 Unifrom</li> <li>\$2,731 Mothers Day profit</li> <li>\$1,586 Maggie Dent profit</li> <li>\$5,500 P&amp;C Contributions</li> </ul> <p>Annual WACSSO bill has been paid Uniform Workers Compensation insurance – to be paid. Tennille and Jo will need to be refunded for their out of pocket expenses when purchasing the father's day gifts.</p> <p>Lapathon funds are steadily been forwarded to the school. This year the option of depositing directly into the P&amp;C bank account is successful.</p> <p>Sarah to communicate with Kim about available funds to contribute towards the smart boards. Kim will arrange a quote for 5 smart boards this week and Sarah to provide updated balance sheet next week.</p>	SG  SG
7.	<b>Additional Standing Agenda Items</b>	
7.1	<b>School Board</b>	
	<ul style="list-style-type: none"> <li>5 new board members</li> <li>Annual report presented and will be updated on website and skool apps.</li> </ul>	
7.2	<b>Clothing Boutique</b>	
	<ul style="list-style-type: none"> <li>Jumpers arrived and majority of sales is in the lower years.</li> <li>Dress design still continuing. More samples being requested. Anne will communicate with school board when samples arrive.</li> <li>Anne will test eftpos machine</li> <li>Mats Kim ordered have arrived for the uniform shop. Kim will deliver to canteen shop.</li> </ul>	AG  AG KG
7.3	<b>Safety House</b>	
	<ul style="list-style-type: none"> <li>Scheduled to take place 11<sup>th</sup> September</li> <li>General discussion about the need for ongoing education about safety house. Resources might be better utilised discussing social media issues – no conclusion reached. Agreed we need to have access to statistics before making a decision. Richard Lambe to be invited to next meeting so it can be discussed.</li> </ul>	

7.4	<b>Scholastic Book Club</b>	
	Bank account needs to be closed. Sarah to confirm with Liz if this has already happened.	SG
7.5	<b>School Banking</b>	
	No new business	
8.	<b>General Business</b>	
8.1	<b>Kids Choice Program</b> <ul style="list-style-type: none"> <li>• Students have option of what books to purchase and then school announces book purchased. Decided the best way to communicate/encourage program to parents/students: <ul style="list-style-type: none"> <li>○ Presented at library</li> <li>○ Announced over loud speaker</li> <li>○ Updated on skool app</li> </ul> </li> </ul>	SW
8.2	<b>Distinction/boundaries of school organised event communications and P&amp;C</b> <ul style="list-style-type: none"> <li>• Discussed earlier, viable option is to investigate "tidyhq" software.</li> <li>• Currently there are 3 avenues available for communicating with parents: <ul style="list-style-type: none"> <li>○ Website – the school keeps an updated calender</li> <li>○ Skool AP- data is updated weekly</li> <li>○ Email – the P&amp;C communicate via the class rep. all the P&amp;C events that are coming up</li> </ul> </li> </ul>	
8.3	<b>Class Rep Roles/Responsibilities</b> <ul style="list-style-type: none"> <li>• Currently class reps have been getting gifts at the end of the year. Some class reps have complained as one parent gets a \$200 gift and another parent may get a \$20 gift.</li> <li>• The P&amp;C stance is to invite Class reps to the "Thank you afternoon/morning tea" in term 4 and eliminate the parents sense of obligation to purchasing a "thank you" gift.</li> </ul>	
8.4	<b>Maggie Dent Review:</b> <ul style="list-style-type: none"> <li>• Thank you Kate, for the extra marketing you did to the wider community</li> <li>• Trybooking was very successful – it was very effective and efficient to scan customers through on the night.</li> </ul>	
8.5	<b>School Parking</b> <ul style="list-style-type: none"> <li>• Amelia raised concerns on the number of parents using Kishorn road as a "kiss and drive", parents parking in the disabled and double parking.</li> </ul>	
8.6	<b>Canteen Vote</b> All voting members voted on whether to progress with canteen re-opening. Result - 10 yes and 1 no. Matt will send an email out to discuss/debate options for opening the canteen.	MB
	<b>Meeting closed approx. 9:30pm</b>	