

# Applecross Primary School P&C



## P&C Meeting 2019 #3

When Tue, 07 May 2019 at 7:00 PM

Location: Staff Room, Staff Room

Chairperson Matt Batson

Minute  
taker Deborah Liew

Present Matt Batson (President), Tennille Daws , Joanne Howard , Kate Petersen

## Minutes

### 1. Open meeting and welcome

### 2. Present & apologies

Voting members with \$1 paid

Matt Batson (MB)

Kate Petersen (KP)

Joanne Howard (JH)

Deborah Liew (DL)

Ingrid Easterday (IE)

Tennille Daws (TD)

Tina Jolly (TJ)

Non-voting member

Kim Guelfi (KG)

Apologies

Sarah Graf (SG)

### 3. Confirmation of minutes of previous meeting

Prior meeting minutes confirmed by TD and JH seconded

## **4. Business arising**

### **4.1. EduDance Report**

Event statistics:

7561 tickets sold online prior to event, 484 children tickets, 468 sausage sizzle combos and \$332 in raffle tickets

\$460 was taken on the night

Profit of approx \$7000

Issues to be taken into consideration when planning for future events:

Ticketing - scanning took too long. Potentially encourage printed tickets for future events.

TryBooking - worked really well in managing ticket sales however there was a fee for each ticket. The option to have a food/ticket combo together to help reduce fees should be looked into.

Food sales - Food lines were long and it was difficult to prioritise pre-ordered sales. 2 separate lines (1 for pre-ordered using a token/wristband system) and the other for cash sales needs to be organised for future events.

Professional videographer - Potential idea to look into for future EduDance events and selling the DVDs

### **4.2. Mother's Day stall update**

Currently after one day of sales:

Initial outlay costs have been covered and \$800 profit so far.

Merchandise stock up will be done on Thursday by TD.

Issues to be taken into consideration for future planning:

Wording to allow for multiple items to be purchased by students to be made clear to staff and students.

### **4.3. Canteen Report**

First day of online orders

- approx 100 orders taken, items were received by TD and IE and were well packaged and labelled.

- General feedback - students enjoyed their treats

- Issues faced - Some orders had the wrong room numbers put in and one child failed to have their order put in. Front office helped out with making calls accordingly and there are basic sandwich supplies for students who have no lunch.

Recess/snack menu assessed and compliant by the Canteen Association

-going to use current plastic supplies before purchasing environmental friendly packaging

All proceeds go to P&C

Kim to do a quick reminder

7 helpers

Online rostering set up by TD

Wording beforehand for children with allergies

Send out communications by the Wednesday of the week

Proper use of fridge and food space. Obey food rules/food prep bench

Council registration-if it gets cancelled again, u need to get council permission/event (free). \$110 for an annual check

### **4.4. TidyHQ**

Issues faced:

Unfamiliar with TidyHQ interface and has resulted in data entry being lost/not saved.

Committee members have missed out on emails. No way of tracking who have actually received them.

Members unanimously voted Yes to go back to MS Word for minutes/agenda and TidyHQ will be used as an online database for contacts and event planning notes.

### **4.5. Entertainment Book**

Initiative to send books home with a family representative will happen in mid May.

## **5. Correspondence**

Woolworths on Canning Highway will open on 26th June

- Elspeth has contacted the P&C for future opportunities to collaborate.
- MB to approach them regarding some food donations for the last week of term canteen.

Grill'd

- runs fundraisers/token jars to support local causes
- IE to approach them to organise setting up a fundraiser for new books for the library

Agenda and previous minutes for the general school community to be sent to class reps prior to next meeting.

## **6. Standing Reports**

### **6.1. President**

Term 1 went well and raised a good sum of money.

Excellent job to the canteen committee for getting the canteen started up within 3 months.

### **6.2. VP/Comms**

JH has commenced her term and KP has stepped down.

First week of communications have gone out well.

### **6.3. Principal**

Refer to attachment.

Other outstanding issue is the cleaning of the new carpets in the undercover area. The new flooring requires vacuuming and that takes too much time. KG to look into other options.

[Principal's report.JPG](#)

### **6.4. Treasurer**

Refer to attachment.

[Treasurers\\_Report\\_2019\\_Term\\_2.pdf](#)

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

### **7.1. School Board**

Next meeting in May.

### **7.2. Clothing boutique**

Anne Gardner will finish at the end of the year. KP will be the new contact person.

Our paid staff, Michelle Davy will be away for a month in Term 2 and the boutique will only be open on Fridays during that time.

No forward movement with the uniform shop committee

### **7.3. School banking**

FB and Skoolbag reminders have resulted in many deposits on the first week of Term 2.

New volunteer "bank tellers"

- Oscar and Lyla (Year 6)

### **7.4. Scholastic Book Club**

Issue 1

- 2 orders were placed which resulted in books having to be distributed twice and was quite confusing overall.

Issue 2

- only one order and distribution had to be done which made the task much easier. There are still three back orders on the way to school.

Summary of term 1 financials

- Total order value: \$3331.00

- Scholastic Rewards: \$667.00

## **8. New Business**

### **8.1. Procedures & timelines for communication of events**

Events are to be advertised 2-3 weeks prior to its commencement. One event needs to have completed before the next is advertised. This is to ensure the amount of information going out to the school community is not overwhelming as well as effective.

### **8.2. Election Day 18/9**

JH to put a call out for volunteers to run a cake stall and a sausage sizzle on election day.

- 10-15 volunteers are needed including a person in charge of managing it all on the day

### **8.3. P&C Lap-a-thon**

KP and AG organising lap-a-thon on the 29/5/16

- Bank details are to be issued to sponsors
- call out for volunteers to be done 2-3 weeks prior

## **9. Meeting close - details of next meeting**

Next meeting on 11/6/2016 7pm.

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*End of minutes.*

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

# Minutes of P&C Meeting 2019 #3 on Tue, 07 May 2019

## Summary of Attachments

### Attachments

Item	File Name
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6.3.	<a href="#">Principal's_report.JPG</a>
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6.4.	<a href="#">Treasurers_Report_2019_Term_2.pdf</a>
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*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [P&C Meeting 2019 #3](#)