

GENERAL MEETING MINUTES
 Applecross Primary School
 Parents and Citizens Association (Inc.)
 16th October 2018 @7pm

		Action
1.	Meeting commenced at 19:00	
2.	Present and Apologies	
2.1	<u>Present</u> Asta Morton - Chair Kim Guelfi Sarah Graf Anne Gardner Amelia Barnard - minutes Cat Bonneville Jody Stewart Sanchia Whiteman	
2.2	<u>Apologies</u> Naina Pereira Matt Batson Kate Peterson	
3.	Minutes from Previous Meeting Confirmed by Amelia Barnard, seconded by Cat Bonneville.	
4.	Business Arising	
4.1	Previous years audit Sarah and Anne signed audit document confirming the following statement: <i>"All amounts relating to the canteen activities have not been audited due to the inability to provide proper accounting records. No assessment has been made of the completeness or nature of amounts included within the financial statements in relation to the canteen"</i> Sarah will provide document to Cindy Browne.	SG
5.	Correspondence No correspondence received.	AB
6.	Standing Committee Reports	
6.1	President Asta provided in Matt's absence <ul style="list-style-type: none"> • Sports carnival "subway orders" was successful. 180 orders for the day. Raised \$360. Cat will discuss with Hitesh about possibility for completing last day of term 4. • Safety House raised \$1,000 in cupcake sales and \$276 in Merchandise Sales. Anne completed an audit of the safety house listed and confirmed list needs to be updated. A general discussion about the merits of continuing with Safety House in the future and it was agreed we should look at decommissioning the program. Anne kindly volunteered to look into the process. • Canteen – had one application for the canteen managers role, which has subsequently been withdrawn. Due to lack of interest Matt feels the idea of opening the canteen should be finalised and taken off the agenda. Discussed and decided we should attempt to advertise at City Of Melville and Canteen Association to see if any interest comes back. Depending on response, we'll discuss further. 	AG

	<ul style="list-style-type: none"> • Fundraising idea's emails – to encourage participation/interest from the school community do we set up an email to have parent's email through ideas. As group we thought it wouldn't be a good idea as parents may feel if they send the email they expect the activity to occur. Instead we should promote parents come to the meetings and raise their idea at the meeting. It was agreed any fundraising idea would be fantastic but it's getting parents to manage the event that is the challenge. • Carpark raffle – ticket price will be 1 for \$5 or 3 for \$10. We will be raffling Term 1 2009 this term. In T1 2019 we will be raffling T2 and continue. Depending on the success, we may continue to complete into the future. • Minutes – to promote awareness we should be aiming to send approved minutes to via APS P&C mailbox and Skoolbag app. Future approved minutes will be sent to Sally and Asta. • Bookclub Co-ordinator – role will become vacant next year. Amelia advised willing to take role after talking to Liz about the logistics of the role. • Shop-a-docket – cheque will be presented at next assembly. • Skoolbag App – NEW app has been issued. Old app will need to be deleted and load new App. Asta will update via P&C email. 	<p>AB</p> <p>AB</p>
6.2	<p>Principal</p>	
	<p>Grounds/Buildings</p> <ul style="list-style-type: none"> • Carpark construction has been delayed. New estimated commencement date is first week of November and construction will take 6 weeks. Teachers will be parking on the oval during construction. • Over the holidays following maintenance jobs were completed: <ul style="list-style-type: none"> ○ Pin-up boards in front of rooms 15,16 &17 to complete installation of whiteboards ○ Painting external fascia of the undercover area ○ Painting the front of the school ○ Completion of gardener's shed • Work to rectify the dampness issue in rooms 18 &19 how now thankfully been completed. Room 19 moved back week1 T4 and room 18 has been delayed as the state of the room wasn't completed to Kim's requirements. <p>Structure/Staffing</p> <ul style="list-style-type: none"> • Currently 2019 there will be 559 students from k-6. Kindergarten students enrolled is 60 compared to previous years of 80. Overall school enrolments are still increasing. Estimate of student's enrolment as of today: <ul style="list-style-type: none"> ○ K – 60 ○ PP – 77 ○ Y1 – 90 ○ Y2 – 80 ○ Y3 – 69 ○ Y4 – 62 ○ Y5 – 60 ○ Y6 – 62 <p>This will equate to the development of 22 classes. (one split class year 2/3)</p> <ul style="list-style-type: none"> • Naplan – reports sent home with students last week of T3. Staff currently analysing data of the group as well as individual student performances. The whole school planning will take these results into consideration. • Skool App Update – Skoolbag updated their App. This needs to be communicated to the school community. Sally is planning to take this task on. • Edudance – negotiated the program to run in T1 2019. This will hopefully reduce the chance of rain interrupting the concert. 	

	<ul style="list-style-type: none"> • P&C Financial Support – new project – decking out the “Undercover Area”. 	
6.3	Vice President/Communications <ul style="list-style-type: none"> • Due to lack of ticket sales (only 22 tickets sold) and community interest the Diner Des Parents scheduled for 2nd November has been rescheduled to family evening on the lawn – 5pm to 6pm. Ticket price will be \$40 per family. Asta will attempt to secure food trucks to be available on the evening. The Band that was scheduled for the Dinner night will be playing at the family event. • Ticket sales for the car park auction will be held in the morning. 	
6.4	Treasurer <ul style="list-style-type: none"> • Athletics carnival and safety house raised \$2,935.3 • Father’s Day stall raised \$4,063 • Expenses - \$430 safety house; \$650 Sean Avery • Staff entitlement issue with the ATO is still progressing. Sarah now has authority to access ATO data. • \$20k available for new project when it commences. 	
7.	Additional Standing Agenda Items	
7.1	School Board <ul style="list-style-type: none"> • Currently in the process of self-valuation • 3 positions will become vacant next year • Board induction process currently underway. 	SW
7.2	Clothing Boutique <ul style="list-style-type: none"> • Tracking software is running smoothly • Michelle's worker comp is now complete 	
7.3	Safety House <p>As discussed earlier Anne will be researching how to decommission the program.</p>	
8	General Business	
8.1	School Disco <ul style="list-style-type: none"> • To be held 16th November • Marie Isbell volunteered to run the event. Thank-you Marie • Ticket price \$10 which includes small bag of chips and juice box. • Anne has booked the DJ. Thank-you Anne. • Ticket sale will be completed by Year 6 students – historically they have enjoyed the task. 	
8.2	Year 6 Graduation <ul style="list-style-type: none"> • On behalf of Year 6, Jody is requesting the P&C contribute some funds towards their graduation evening. It was agreed P&C will contribute \$300. 	
8.3	Kids Choice <p>Currently there is a lack of interest from the school community; the same students putting suggestions through. When books are purchased, students who have recommended books don't borrow the books. Due to lack of interest it was decided that it will be on hold for T4.</p> <p>In 2019 we need new idea's as to how to promote the program and think of new promotional activities to have all the year levels take interest.</p>	SW
8.4	Edu dance <p>Anne and Sanchia have both volunteered to run the event. Thank-you Anne and Sanchia.</p>	
	Meeting closed approx. 9:15pm	