

Applecross Primary School P&C



P&C Meeting 2019 #2

When Tue, 19 Mar 2019 at 7:00 AM

Location: Staff Room, Staff Room

Chairperson Matt Batson

Minute
taker Deborah Liew

Present Matt Batson (President), Joanne Howard , Deborah Liew (Secretary)

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)

Magdalena Tzotsis (MT)

Ingrid Easterday (IE)

Tennille Daws (TD)

Kristal Lee

Paul Deuchar

Marilyn Nutiman

Andrew Tingle

Ray Turnbull

Tina Jolly (TJ)

Blake Horner

Fiona Mule

Non-voting member

Kim Guelfi (KG)

Wendy Fortmann

3. Confirmation of minutes of previous meeting

Prior AGM meeting minutes confirmed by KP and DL

4. Business arising

4.1. VP/Comms Role

JH was nominated by DL for VP/Communications Role, KP seconded and the role was accepted.

4.2. Exec team profiles for Sally Spiers

A short introduction and photo is required from all the Board Members for the school website.

Tasks

- ✓ Each member to email an intro and photo

4.3. Campout report

Ticket sales - \$4300. TryBooking was good and 3 donations were received. Entertainer was difficult to source. Food order was too much as possibly some people left in the morning before breakfast was served.

Tasks

- ✓ Leftover food and glosticks to be passed on to KP
Assignee: Matt Batson
- ✓ Details of entertainer and other vendors to be added to Tidy HQ
Assignee: Matt Batson

4.4. Mother's day stall

Purchasing and reimbursement has been completed from online shops to a total of \$1850.

Additional merchandise to be purchased from local shops that allows for refunds of excess stock.

Stall will run on Tuesday and Friday.

Gift wrapper to be donated by Pharmacy 777 (TJ)

Tasks

- ✓ Schedule and flyer to be sent out to school
Assignee: Tennille Daws
- ✓ Email for volunteers
Assignee: Tennille Daws

5. Correspondence

5.1. Donnelly River voucher via email

One night stay at Donnelly River will be raffled off as 2nd place prize at EduDance.

Tickets are set at 1 for \$5 and 3 for \$10

Tasks

- ✓ Raffle to be organised and tickets sold

5.2. Car park raffle via email

Staff car park spot to be raffled off as first place prize at EduDance

6. Standing reports

6.1. President

TidyHQ to be used by the P&C Exec Committee

6.2. Principal

Concert performance for upper and lower primary to be split to minimise costs. Costs for stage, lighting and sound have been approx \$10-11K in previous years.

Undercover area upgrade quotes have been received and estimated total costs is \$60k. Kim would like new carpets to be put in first at the cost of \$21,840.

- Storage room in the old gardener's shed

6.3. Treasurer

SG noted current income and expenditure based on her treasurer's report. SG proposed funding the new carpets to be put in at the cost of \$21,480. Approved by the board.

6.4. Acting Vice President/Comms

Class Rep positions are all filled for 2019.

There are 3 events to go for Term 1; EduDance, Derby dress up day and 2nd last day of school Subway orders.

Volunteers are needed for all the events above.

A few events to note for Term 2; Federal election, Mother's Day stall and lap-a-thon

Tasks

- ✓ Volunteers for EduDance
- ✓ Volunteers for Derby dress up day
Assignee: Deborah Liew
- ✓ Subway Orders
Assignee: Magdalena Tzotzis

7. Additional standing agenda items

7.1. School Board update

Annual school report was approved at their last meeting. Further school board updates available through school newsletter/Skoobag app.

7.2. Clothing boutique

Anne Gardner is stepping down as liaison. KP will take this on and will work with Anne and Michelle over the handover period.

A uniform committee is to be formed consisting of a member from the school board, a member from the P&C, Michelle and another parent rep. Andrew Tingley volunteered to be the parent rep and it has been confirmed.

Tasks

- ✓ Uniform committee email
Assignee: Sanchia Whiteman

7.3. Canteen update

Part 1 of canteen proposal to open one day/week (Friday) and Part 2 to utilise an online catering option was approved by the board.

Yes-12, No-1, Abs-3

\$90 will be given to the Canteen Committee to fund Admin & Training purposes

7.4. Edu Dance (10 April 2019)

TryBooking has been set up and is open to >3000 people. Ticket guidelines to be clarified and donation option to be added.

Entertainer for the night is Rosie Nichols

Volunteers for stage setup/packdown and for the BBQ are needed.

Tasks

- ✓ Ticket guidelines
- ✓ Donation option to TryBooking
- ✓ Email asking for volunteers

8. New business

8.1. Mr Mocha

He has been booked for EduDance.

Looking to possibly use him for future events.

Tasks

- ✓ Contact Mr Mocha to see which events he is available for

8.2. Entertainment Books

DL has taken over for the year and will liase with Sally from the school office.

We will be rolling out a physical copy of the Entertainment Book to be sent home with each family in May.

8.3. New bank signatories required

It was agreed that the following people will be the signatories on the bank accounts:

Main Transaction Account (ending 2723) to be: Matt Batson, Sarah Graf, Joanne Howard and Deborah Liew

Savings Account (ending 7274) to be: Matt Batson, Sarah Graf, Joanne Howard and Deborah Liew

Uniform Store Account (ending 5158) to remove Anne Gardner and replace with Kate Peterson. Sally Spiers, Michelle Davey, Matt Batson and Sarah Graf to remain

Canteen Account to remain as is pending the establishment of the new canteen committee. Signatories to be approved at next meeting

8.4. P&C resources in canteen & shed

A clean out of resources need to be done.

DL to coordinate with TD, KP and Wendy.

Tasks

- Coordinate cleanout
Assignee: Deborah Liew

9. Meeting close - details of next meeting

Next meeting is on 14th May 2019

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C Meeting 2019 #2 on Tue, 19 Mar 2019

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
4.2	Each member to email an intro and photo		
4.3	Leftover food and glosticks to be passed on to KP	Matt Batson	
4.3	Details of entertainer and other vendors to be added to Tidy HQ	Matt Batson	
4.4	Schedule and flyer to be sent out to school	Tennille Daws	
4.4	Email for volunteers	Tennille Daws	
5.1	Raffle to be organised and tickets sold		
6.4	Volunteers for EduDance		
6.4	Volunteers for Derby dress up day	Deborah Liew	
6.4	Subway Orders	Magdalena Tzotzis	
7.2	Uniform committee email	Sanchia Whiteman	
7.4	Ticket guidelines		
7.4	Donation option to TryBooking		
7.4	Email asking for volunteers		
8.1	Contact Mr Mocha to see which events he is available for		
8.4	Coordinate cleanout	Deborah Liew	