

EXECUTIVE MEETING MINUTES

Applecross Primary School
Parents and Citizens Association (Inc.)
2 May, 2017 @7pm

		Action
1.	Meeting Commenced at 7:10pm	
2.	Present and Apologies	
2.1	<u>Present</u> Kim Guelfi, Kate Petersen, Sarah Graf, Anne Gardner, Sanchia Dashlooty, Katrina Alilovic	
2.2	<u>Apologies</u> Mia, Naina	
3.	Minutes from Previous Exec Meeting - Confirmed by Sanchia, seconded by Kate	
4.	Business Arising	
5.	Correspondence Several items related to fundraising ideas Letters x2 from WACSSO Deposit book (banking) - handed to Treasurer Taxation instalments – handed to Treasurer	
6	Standing Committee Reports	
6.1	President Welcome Night – was a great success. Appreciation expressed for the teachers who attended and their talks which were all well received. The statistics provided by Kim and the budget information received positive comments from those who attended. The movie component was a great success also. It would be appreciated if representatives from the Board could attend next year. The idea was floated to have this as a yearly event for the P&C calendar. Well done and thank you to Kate for all her work. Canteen break in – foodstuffs taken which amounted to a total of \$168 The canteen is not covered by insurance for contents. Might need to reconsider this when insurance renewal comes up. School	

	<p>insurance covers the roller doors.</p> <p>Request made that the P&C is notified sooner of any incidents. Kim indicated that he was under the impression the P&C had been notified immediately. Canteen closed for a week. Unclear why the alarm was not heard. Suggested that the School Security phone number could be put up on the school app. (ACTION KG)</p> <p>Worker's Comp Claim – accepted.</p> <p>School safety – there were a couple of occasions in the school holidays where the gates were open.</p> <p>Phone call from Applecross Community Pharmacy – they are having a sausage sizzle on Saturday 13 May 10am – 2pm and enquired if the P&C would like to run it. Anne to call back and decline the offer.</p> <p>Sanchia raised that she would like to see new barbeques purchased. Agreed that we would get quotes (SD).</p> <p>Cheque presented to Kim \$22568 – Science and iPad costs. Voluntary contributions from parents to P&C</p>	<p>KG</p> <p>AG</p> <p>SD</p> <p>KG</p>
6.2	Principal	
	See attached report.	
	<p>Science building - A/c, blinds, shelving, and interactive whiteboard. Next job – installation of benches. Would like to get finished before end of term to allow for Science Week.</p> <p>Kim commented on the obligation of schools to be committed to the exposure of pupils to technology in order to ensure their knowledge of and proficiency with new technology.</p>	
	External Review – time consuming process. Completed. Within a week the draft report is expected. The recommendations will contribute to business planning.	
	<p>Staff recruitment - Cavelle Monck's resignation. Sadly missed. Strong early childhood background required combined with great leadership capabilities in the new Deputy Principal.</p> <p>NAPLAN next week.</p>	
6.3	Vice President/Communications	
	Facebook – 196 followers. Positive feedback from class reps and teachers about the communications. Frequency of posts will be once week/fortnight for communications on email.	
	Mother's Day – gifts ranging between \$5 and \$10. Committee organised to do gift wrapping. Slow uptake on volunteering from kindy and year 1 classes.	
	Music Extravaganza – food truck have contacted Kate about being	

	Bunnings have contacted to offer a date for the P&C. Agreed to book in a date for Term 4. Agreed to discuss via email.	
	Liaison roles – Kate discussed the load of the Retain the banking and the bookclub and the entertainment book. Anne already does the liaison with the uniform shop. Kate would like to have someone to do the liaison with the canteen and the Safety House. Anne to speak to Richard. Bookclub – the figures have increased since the communication Banking – new children signed up. Bank fundraising – funds contributed to P&C when mortgages are switched	
6.4	Treasurer See attached report.	
	Approx \$47000 in the bank. Found a bookclub bank account – about \$80 balance	
	Banked election day funds– approx. \$2000, the mad scientist dress up day \$555.35 and Derby Day dress up \$475 \$7436.75 – P&C voluntary contributions \$215 – Sanchia was able to on sell the left over sausages and bacon from the Election Day sausage sizzle	
6.5	Canteen No report received.	
	Canteen finances – Sarah to meet with Lorene and review accounts in order that the Treasurer will assume responsibility for the bookkeeping.	
	Anne raised the idea of a survey. Anne will speak to Lorene about doing a survey using SurveyMonkey Importance of having a P&C endorsed Policy. Asked Committee members to read the draft policy and contribute feedback. Need a sub committee for the Canteen. Seek advice from HR lawyer (KA) Seek advice from CCI (AG)	KA AG
6.6	Clothing Boutique Profitable – looking at being able to access a proportion of the funds to utilise on projects.	
6.7	Safety House Same number of houses as last year. Awaiting report from Richard. Would like to raise the profile of Safety House within the school. Anne able to continue the liaison role with Richard.	
6.8	Additional Associates i.e. Scholastic Book Club, Banking, Dad's Club, Entertainment Books Scholastic Books fund raising going well under Lisa. Ask Lisa and Marilyn to think about photos for use on social media. Lisa will attend the P&C General Meeting. Banking – currently 2 parents have replaced Christina Batson since she left for fulltime employment. Thank you to Christina for her support. Entertainment Book – going well.	
7	General Business	

	<p>Kids Choice – P&C new books for the library. Sanchia has made a voting form for the children to use Kate to contact Sally and ask for form and send out via social media</p>	<p>KP</p>
	<p>Sanchia to meet with Marilyn to sort out the process</p>	<p>SD</p>
	<p>Undercover area flooring – money is designated in the budget. Discussion clarifying issues. Anne to investigate</p>	<p>AG</p>
	<p>School security – raised issue of whether security cameras are required, Cost is prohibitive.</p>	
	<p><u>Next Meeting</u> General Meeting – 7 June 2017</p> <p>Close of Meeting 9:10 pm</p>	