

# MINUTES

Newborough Primary School P&C Inc

General Meeting – 21/10/2024 7:00pm-8:00pm

<b>1. Welcome and Acknowledgement of Country</b>	<b>Laurie</b>
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<b>2. Attendance and Apologies</b>	<b>Georgia</b>
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**Present:** Laurie M, Andrew M, Andrew S, Georgia B, Denise J, Karen T, Maribel W, Matthew B, James S, Lee W, Jess B

**Apologies:** Jodie P

<b>3. Approval of previous minutes</b>	<b>Laurie</b>
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Approved without amendment.

<b>4. Follow up from previous minutes</b>
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**4.1 Uniform shop delivery options (Lee W/Dee O)**

Item to be discussed next year.

**4.2 Installation of AV system (Denise J)**

Confirmed for 24/25 October.

<b>5. Reports</b>
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**5.1 Principal's report (Denise J):**

Information on booklist changes were sent out to parents on Friday. Ordering forms will be distributed on Tuesday and will be available via Facebook, website and email.

Reporting changes commencing this term as outlined in school newsletter.

School Board open meeting scheduled for 30/10.

Building and Grounds Committee meeting scheduled for 1/11.

Proposed that meeting held early in 2025 to schedule events. Agreement that it is best for this meeting to be held after Week 3 AGM and appointment of position holders. Week 4 proposed date for meeting between position holders and admin.

Invitation will be extended to parent volunteers to attend a thank you morning tea on Thurs 21 Nov 10:30AM

**5.2 President's report (Laurie):**

Thanks extended to Andrew for hard work organising PA upgrade.

**5.3 Newbros (Andrew M):**

Newbros Camp Out- documentation has been prepared. Event will have similar format to previous years which have been run successfully with positive feedback. Small increase in ticket price to cover costs.

Newbro Dads would like to run Wine drive to boost their funds. Feedback from previous wine Drive is that running it close to Christmas would be preferred. Distribution proposed for Tues 10 December. Noted that delivery would need to occur Monday 9th Dec in afternoon so as not to impact on Presentation Assembly on the Tuesday morning.

Proposal being developed for Pizza evening for Year 6 students and families. . Denise indicated she is open to community events such as this being considered for during school hours. Andrew and Denise to coordinate a date and time.

#### **5.4 Canteen:**

Updated instructions for volunteers have been completed and are distributed with a reminder email on the week of the shift. Positive feedback on canteen operations and agreement volunteer management has been smooth.

Discussion around back up lunches for students if orders go missing. School confirmed sandwiches available within school for these situations.

<b>6. Finances</b>	<b>Andrew S</b>
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#### **6.1 Treasurer's report (Andrew S):**

As tabled.

*Secretary note: It was motioned at general meeting on 05/06/2024 that a term deposit option with approximately 50% funds currently in transaction account would be approved for 3 months, with Andrew to present an exact figure for this for the Executive Committee to vote on.*

\$50 000 now approved for transfer to term deposit with Westpac to earn a higher rate of interest.

#### **6.2 Financial motions:**

Nil

<b>7. General business</b>
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#### **7.1 End of Year Event planning and considerations (Laurie/Denise J)**

Meetings have been held to discuss format of event. Risk Management Plan developed, resulting in several proposed changes including moving event to Hazlitt Field with access to school limited to senior toilets. More space, potential for more activities for parents and kids, and less impact on staff in this location.

Needs to be advertised as alcohol free event.

Request has been made to change fence near senior toilet to a gate, which will resolve several access and supervision issues. If this work is completed prior to event, temporary fencing can be used during event to block access to quadrangle.

Finalisation of planning to occur including:

- Canteen mobile can be used as an emergency point of call to admin staff. Karen will activate and share number
- Roster of parents to monitor gate and toilet in short shifts to be formalised.
- Basic run sheet (outlining lock up/clean up times and responsible persons) to be developed.

#### **7.2 Kindy Expo Friday 22 November (Laurie/Georgia)**

Volunteers for P&C stall needed. Laurie, Jess, Georgia, Matt will attend.

#### **7.3 Free Dress Day Friday 8 November (Denise J)**

Year 5 fundraiser for 2025 camp. Request for P&C to bank money raised as it is difficult for school to allocate money collected this year for next year. Approved.

#### **7.4 2025 P&C Roles- succession planning (Georgia)**

*The Newborough Primary School P&C acknowledge and respect the traditional peoples of the Whadjuk Nyoongar land we meet on. We respect the connection of the Nyoongar people to these lands and recognise their continuing custodianship of country- Nyoongar boodja. The land may have changed but the connection remains.*

Consideration needs to start for replacing those in executive positions keen to stand down. Benefits to having new people in these roles every couple of years discussed. Andrew S will nominate to continue as Treasurer. Laurie (President) and Georgia (Secretary) are keen to hand over their roles. No interest expressed during the meeting, promotion in the lead-up to AGM to occur.

## **8. Expenditure proposals**

### **8.1 Term 4 Swimming Carnival 15 November (Denise J)**

\$400 funding for bus requested. Approved.

### **8.2 World Teacher's Day 25 Oct (Denise J)**

\$200 funding for morning tea for staff requested. Approved.

### **8.3 Graduation donation (Denise J)**

\$20 per year 6 student or lump sum donation requested. Approx. cost each year would be \$700 - \$900.

No consensus reached on this so vote occurred. Request for contribution towards evening outing opposed by majority.

P&C open to considering other ways to support graduating year (e.g. graduation book). Additional costings required before decision made on funding allocation. Due to tight timeframe this request can go through the executive committee.

### **8.4 Foam cannon for end of year event (Laurie)**

Expenditure of \$1400 approved.

## **9. Fundraising/Planned events**

### **9.1 Upcoming Events**

School Camp Out

End of Year Event

## **10. Other**

Building and Grounds committee meet 1 November- P&C Members can email items requested for discussion to Georgia.

**Next P&C meeting: Wednesday Week 8, Term 4- 27/11/2024**