



## P&C Association

### Minutes- General Meeting Tuesday 1st August at 6:30pm

Meeting held in the staffroom of HPS

**Meeting opened** 6:40pm

**Present – 11**

Bianca Busby	Lauren Mutimer	Kate Hill
Josephine Woolf	Louise Small	
Rebecca Lillie	Danielle Dolphin	
Bianca Marijanich	Jane Trowl	
Mandy Yeardeley	Cindy Tan	

**Apologies - 16**

Denise Lane	Laura Price	Melissa Joss
Megan Bottomley	Stacey Haragan	Lily Pu Sandra Young
Hezhen Chu	Karen Duncan	Dirk Sunley Renae Gibson
Brad Willoughby	Karen Coates	Tanya Andrews
Allison Owen	Melissa Magini	

<b>1.0</b>	<b>Minutes of Previous Meeting</b>	<ul style="list-style-type: none"> <li>Minutes of the General Meeting held on the 9<sup>th</sup> of May distributed to all members via email.</li> <li><b>Confirmed: Bec &amp; Danielle</b></li> </ul>
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<b>2.0</b>	<b>Business Arising</b>	N/A
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<b>3.0</b>	<b>Correspondence IN</b>	<ul style="list-style-type: none"> <li>No mail</li> </ul>
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<b>3.1</b>	<b>Correspondence OUT</b>	<ul style="list-style-type: none"> <li>To and from the bank via email to Bec</li> </ul>
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<b>4.0</b>	<b>Reports</b> <b>4.1-</b> Principals report <b>4.2</b> Presidents report <b>4.3</b> Treasury Report	<ul style="list-style-type: none"> <li><b>4.1 – Principals report</b></li> <li>No principals report.</li> <li><b>4.2 – President's report</b></li> <li>Bec and Bianca will close Bankwest on Thursday 3<sup>rd</sup> of August.</li> <li>All bills have been paid and are up to date.</li> <li>Bianca to create a table to signing the purchase card in and out so we can keep a track of who, what, where will assist with keeping to budget.</li> <li>Need to improve on social media promoting the P&amp;C more on FB, improve organisation and build on the volunteers list.</li> <li>Create posters for P&amp;C FB page, could the eduganzer flyer promote the P&amp;C? Upload a calendar of events on the P&amp;C page.</li> <li>Could a P&amp;C flyer be put into the orientation bags at the Kindy expo?</li> </ul>
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		<ul style="list-style-type: none"> <li>• Big thankyou to Brad, Louise, and Lauren for all their efforts with the disco.</li> <li>• Bianca and Bec are working on the SOP- what are the roles? What do they mean? Handover notes and treasury notes to be updated.</li> <li>• <b>4.3- Treasury</b></li> <li>• Mother's Day stall made \$10 654 after paying for stock we made \$ 2500 profit.</li> <li>• Disco - \$456 decorations, \$4395 sold in tickets- made a profit of \$3868- allocated \$3000 towards Father's Day.</li> <li>• We have locked in a consignment of Rocky Road for the Father's Day stall.</li> <li>• Father's Day week 6 - still need confirmation.</li> <li>• 2<sup>nd</sup> hand uniforms have made \$541.</li> <li>• Semester 1 P&amp;C contributions payments \$4187.80</li> <li>• Closing balance \$18 465.60</li> <li>• Moving away from square reader as there are too many fees.</li> <li>• Request for a separate bank account for Year 6 fundraising which is not attached to the P&amp;C bank account- Bec &amp; Bianca to speak with Megan.</li> </ul>
	<b>Sub-Committee updates</b>	<ul style="list-style-type: none"> <li>• <b>Community &amp; Events Committee</b></li> <li>• Father's Day Stall week 6 to run over 3 days- Tues, Wed, Thursday. Teachers choose the timeslot they wish to attend- Bianca to email Karen to approve.</li> <li>• Night disco- 15<sup>th</sup> of September- 3 timeslots K/PP - 3:30- 4:15pm Yr 1-3 - 4:45 - 6:15pm Yr 4/5/6 - 6:45- 8:15pm Night disco will require bulk volunteers both teachers and parents- parents will be unable to watch unless they volunteer.</li> <li>• Wrist bands to be purchased each with a number, parents will use this number to collect their child.</li> <li>• Bec to fill out the risk management form- fire, first aid, toileting etc.</li> <li>• Bianca to check on supervision ratio numbers how many adults to children?</li> <li>• Bianca to email Karen to check whether all volunteers need a WWC as it is after school hours.</li> <li>• No prizes, possibly lollies and glowsticks?</li> <li>• Term 4 colour run will be a gold coin donation- we will charge \$5 if the bank accounts are low.</li> <li>• Bianca to organise Gareth for the colour run- volunteer fire fighter.</li> <li>• Colour run will not have inflatables.</li> <li>• Parent night/Quiz night will look at running it for 2024 possibly in Term 1 as a meet &amp; greet opportunity.</li> <li>• Fundraising committee will minute their meetings and create an itemised suggestion</li> </ul>

		<p>of what they are purchasing and from where so \$\$ can be tracked easier.</p> <ul style="list-style-type: none"> <li>• Brad DJ quote \$300</li> </ul>
6.0	General Business	<ul style="list-style-type: none"> <li>• <b>Motion 1-</b> Bianca \$1500 for the night disco- approved by Mandy seconded by Jane.</li> <li>• Bec to investigate getting an ipad that is just attached to the P&amp;C bank account.</li> <li>• <b>Motion 2</b> - switching to the smart mini with CBA- approved by Kate, seconded by Jane.</li> <li>• Swap online portion to CBA, it will simplify invoices, logging reports etc., can be uploaded into Quick Books- Bec has the training.</li> <li>• Bianca to post sign up pages on the FB page for volunteers.</li> <li>• Jumps and throws is scheduled for Tue 19 Sept and whole school athletics carnival for Thursday 21 Sept with the Friday as the backup day.</li> <li>• Tanya has booked both boost juice van and the caffeine machine coffee van and touched base with the school about doing the usual pre-orders for boost juice. That will go out via the school.</li> <li>• We will need 2 parent helpers per class to deliver the juices at break time. Sports teachers are new to this role so Tanya has touched base with them, and they will need help.</li> <li>• Tanya has requested to put a committee together for current year 5, next year 6's for leavers shirts to do designs etc and end of year orders. She is happy to join a committee for that but can't take the lead.</li> </ul>
7.0	Next Meeting	<b>Tuesday 22<sup>nd</sup> August at 6:30 pm (week 6)</b>
8.0	Meeting Closed	7.45 pm