

Duncraig Primary School P&C General Meeting AGENDA

**12 May 2016 @ 7pm
Duncraig Primary School Library**

WELCOME

Meeting Start: 7:06pm

IN ATTENDANCE: Angela Hawryluk, Amelia Koski, Taylor Webb, Kristy Mollett, Carolyn Sheehan, Kim Rutland, Charles Noonan, Rebecca Gilchrist, Luke Halden, Lisa Tucker, Mandy Marett, Samantha Haslam, Mandy Blackwell, Sabrina Beckett, Charlie Hemphill

APOLOGIES: Jenny Martin, Pat Southall, Susie Wright, Carole Chapman, Claire Murphy Marshall, Jenny Martin

OPENING BUSINESS	ACTION TAKEN
Approval of Minutes	3 December 2015 - APPROVED 10 March 2016 AGM - APPROVED 10 March 2016 General Meeting - APPROVED 28 April 2016 Executive Meeting – Adjust Date prior to approval.
Business Tabled from Previous Meeting	Ratification of P&C Donation Information Sheet – As Reviewed Via Email 29 April APPROVED FOR CIRCULATION – NO PENDING ISSUES
Correspondence In	RAC Little Legends Club – Program sign up competition. Amanda B. will look to advertise.
Correspondence Out	ADD REBECCA GILCHRIST TO THE MEMBERS EMAIL LIST. She has completed a member form.

Treasurer’s Report – Charlie Noonan

Presented By: Charlie Noonan – Audit has been presented fairly & accepted at executive meeting.
Easter Raffle Made Approx \$1500, MD Stall Made Approx \$400
Signed off By:

Nomination & Election of New Treasurer:
We will ask Shelley Ellis-Williams to inquire if she is willing to take over as treasurer.
Bec will remain as a signatory to continue until we have a person who is permanently taken over for 2016.
Charlie’s family is relocating for work until Feb 2017 and he can therefore no longer maintain role this year.

Term 2 Events	Presenter	Action Taken
Grounds Working Bee	Carolyn	There are areas that will be planted over the morning of 14 May. Pine logs will be removed and other areas will be mulched. The focus will be on the planting and painting of specific areas. The bee is set to run from 9am-12pm
Entertainment Books	Angela	Entertainment Book Sales are underway. Please promote through word of mouth. Order information went home this week. Refer to our Facebook page, newsletter and class reps email for the link to purchase.
School Disco June 24	Angela	Angela Will be requesting a decorating crew. Taylor will coordinate to incorporate the projector to give a ‘live feed’ of photos for the event.

Lapathon June 2	Angela	Event will be approx. 1:45 on Thursday before the WA Day long weekend. Class reps are asked to coordinate or delegate a fruit tray for their class to share after the event.
REPORTS	Presenter	Points of Discussion In Meeting: Please see attached reports for details.
Principal	Lisa Tucker	All major works project requests that were necessary have been completed. The school board would like to create a grounds sub-committee that assists in the improvement of the school. The goal is for this sub-committee to assist in planning projects and creating a plan of action for the works that is required in the future. A query was made about the cleaning of the undercover eating area. A pressure wash has been quoted and is awaiting approval for ordering the job. There will not be a parent discussion forum this term, but it will be a survey issued. Please see report for further details.
School Board	Luke Halden	Board Elections: Mandy Marett is joining the school board. Parents/Community members on the board should outnumber the school staff. Luke will email me the report as a reference to the items. School annual report is available on the school website for review. Please see report for detailed information
President	Mandy Blackwell	Nothing to Report
Canteen	Charlie Hemphill	Charlie H. has spoken to Clare and she will take photos to advertise the birthday cupcakes service she offers and prepare a trial of meals for school families as a fundraiser. She will be putting a proposal for this as it will also involve paying her for more hours to prepare the meals. Clare has also requested a back-up to assist her as someone that would help Clare if she cannot attend for emergency reasons. This includes a secondary helper for the Poynter orders, illness or vacation days. Amanda Blackwell's mum, Patricia Coles, is qualified to meet the roles of the position and interested in filling the role of on call canteen manager. Motion to approve the hiring of an Emergency Relief Canteen Manager (Patricia Coles): APPROVED
Netball	Sabrina Beckett	We need a new player for our U8 Dolphins Team as they will be down a player.
Grounds	Carolyn Sheehan	The tables that were approved will be ready in about 3-4 Weeks. Concrete pads are going in this weekend to support the installation of the tables.
Garden	Angela Hawryluk	The garden is welcoming year 1's on Friday afternoons and year 4-6's on Thursday afternoons. We are focusing on establishing the meeting area by the entrance and in replacing the gate.
Book Club		The Scholastic Team will be going completely online through the LOOP system.
Safety House	Carol Chapman	As the Safety House members will now require a working with children check, the Dun Craig P&C will support the purchase of the memberships for anyone looking to become a safety house in the Dun Craig community.
PROPOSALS & CALLS FOR...	PRESENTER	ACTION TAKEN

Election Day Sausage Sizzle, Cake Stall & Plant Sale		<p>Luke, Bec and Sam is offering to assist with the event. Luke recommends opening in an early voting into mid lunch (1-2pm).</p> <p>Sharon Webb reported to Angela that the City is notified of the event. She is working with them to ensure the event is properly planned.</p>
P&C Storage Supplies Funding Request	Mandy B	APPROVED: \$500 for purchase of durable storage containers for the P&C
Call for Website Coordinator	Angela	Carolyn will update the information in the interim but we are looking for a more permanent leader to liase with the school to do this. I will ask Simone if she is interested. The school can have time available on Wednesdays to do this.
Call for Special Event Coordinators		<p>Add a call for event coordinators and contact Nicole Hughes for her interest in planning the event.</p> <p>We would like to explore the idea of a Family Movie Night or a Friday night Footy Friday night.</p> <p>Bec Gilchrist will launch a sunscreen fundraiser in the spring.</p>
NEW BUSINESS	PRESENTER	KEY POINTS & ACTION TAKEN
Traffic Concerns		Discussion Points: Parking and Traffic on Virgillia Avenue is a concern as well as the parking areas.
Office Max Agreement	Lisa Tucker	The Office Max kickback program has historically been brought back into the P&C through the school. It is proposed that the school takes the money into their accounts and the P&C no longer holds the money from this program. APPROVED
FINAL BUSINESS		ACTION TAKEN
Actions to Address for Future Meeting		Parent Based Fundraising Event
Calendar Updates		The next newsletter is on 16 May 2016
Class Rep Communications/ Newsletter		CALL FOR VOLUNTEERS FOR ALL EVENTS
Next Meeting Date		16 June 2016
Closure		TIME: 8:39pm