



Rossmoyne Primary School P&C Minutes of General Meeting

Monday, 18th February 2019

No.	Item	Discussion	Action Assigned To
	Meeting opened at 7.35pm		
1.	Present: Apologies:	John Coombe, Mathilde Ton, Melanie Boston, Liz Richter, Astrid Mitchell, Nigel Deeks, Darren Blankley, Kate Sewell, Sheryllee Webb, Rochelle Williamson, Gemma McDonnell, Helen Wallis, Kylee Paull, Kevin Drake Tammy Riley, Troy Fare, Debbie Flegg, Greg Wilson	
2.	Acceptance of previous Minutes <i>26th November 2018 General Meeting</i>	Moved by John Coombe, Seconded by Gemma McDonnell <i>Unanimously approved</i>	
3.	Matters arising from the meeting held on Monday 26 th November 2018	<p><i>3.1 Traffic Control Subcommittee Update</i> Rochelle and Troy attended a City of Canning Meeting last year. The timeline for the crossing is still unknown. <i>Item carried over to the next meeting.</i></p> <p><i>3.2 Pre-Primary Playground Subcommittee Update</i> No update since last meeting. First quote received for \$30K. Still waiting on second quote. <i>Item carried over to the next meeting.</i></p> <p><i>3.3 Nature Playground Subcommittee Update</i> Option 3: Clean out the existing sheds and try to make space for the nature play materials. This option is currently in progress. The school has paid for new shelving in the first shed and may request P&C funds for shelving for the 2nd shed. <i>Item carried over to the next meeting.</i></p>	

		<p><i>3.4 Walking School Bus</i> No update since last meeting. <i>Item carried over to the next meeting.</i></p> <p><i>3.5 Kitchen Garden Foundation</i> The school has three areas allocated for vegetable gardens which are currently underutilised. The school is currently not resourced to undertake the Stephanie Alexander Kitchen Garden Program, but will look at better using the spaces we have available. <i>Item closed.</i></p> <p><i>3.6 Constable Care Bike Safety Programme 2019</i> Gemma is seeking possible dates for scheduling the 2019 Bike Safety sessions with the Year 5 students. There are approximately 64 eligible students this year. <i>Item carried over to the next meeting.</i></p>	<p>Gemma: liaise with Greg regarding possible dates, and prepare proposal for next meeting.</p>
4.	Correspondence	<p>Australian Fundraising Specialists – marketing materials Moon and Back School Gifts – fundraising marketing materials Sweets on the Run – fundraising/catering marketing materials Parties Kids Remember – event marketing materials</p>	
5.	Office Bearers Reports 5.1 President	<p>2018 Recap:</p> <ul style="list-style-type: none"> • Changed our AGM timing – now in March each year • School magnets • Constable Care Bike Safety Programme introduced • Progression of Third Avenue crossing • Held two successful school discos • Year 6 graduation books • Outdoor cinema night • Ongoing support of Bendigo Bank and successful school banking programme • Second hand uniform shop • Book club and book week stall • Establishment of subcommittees (pre-primary playground, nature 	

	<p>playground, Third Avenue crossing)</p> <ul style="list-style-type: none"> • Teacher Appreciation Day morning tea <p>Thank you to everyone for their help. Looking forward to another successful year.</p>	
5.2 Treasurer	<p>Current balance \$30,728.37</p> <p>Books are currently with the accountant for review prior to the AGM in March. Darren will post the audit findings on the Dropbox prior to AGM.</p> <p>Current Commitments:</p> <p>\$2,500: Maggie Dent Evening \$2,000: Constable Care Bike Safety Programme \$500: New Parent Sundowner \$1,000: Financial Audits ∴ \$6,000 Allocated ~\$24,728 Unallocated</p> <p>Expenses at the end of 2018 have now been paid in full:</p> <ul style="list-style-type: none"> • \$250: Teacher Appreciation Day Morning Tea • \$1,700: Movie Night • \$534: Magnets • \$1,185 Year 6 Yearbooks 	
5.3 Principal	<p>Welcome back to P&C for 2019.</p> <p>Students have settled well back into the school year. Thank you to all staff for having their classrooms well prepared and to parents and caregivers for returning students ready for the school year.</p> <p>Thank you to the P&C and Kate for the magnets and Year 6 yearbooks.</p> <p>There are currently two parent representative vacancies on the School Board. Nominations close at 2pm on Friday 22nd February.</p>	
5.4 Events	<p><u>New Parents Sundowner:</u></p> <p>Planned for 7pm on Friday 22nd February for all new parents to the school.</p> <p>Currently 21 RSVP's received, plus Rochelle, Greg, Joanna and P&C</p>	

		<p>representatives. Request for assistance with setting from 6pm onwards. Still need to order food and drinks – was waiting on confirmation of numbers. Events Committee will do a check of what is currently held in the canteen and work out what might be needed.</p> <p>Evening will be held in the assembly area.</p> <p><u>Other 2019 Events:</u></p> <p>Planning of other events for 2019 will be done post-AGM when the new committee is in place.</p> <p>Suggestion to bring the Disco organisation within the Events committee so that there are more people available to assist. Disco planning is already in progress.</p> <p>Request: can we start to ask staff and students to consider photos/videos for the preview feature for this year’s movie night. Rochelle will add a request in the staff newsletter to look for material that could be suitable.</p> <p><u>Class Helper Morning Tea:</u></p> <p>Will be held to thank and welcome the classroom helpers for the year.</p> <p>MOTION: it is proposed that the P&C approve spending of up to \$250 for the provision of catering and drinks for the Classroom Helper Morning Tea.</p> <p>Moved by Melanie Boston, seconded by Kate Sewell</p> <p><i>Unanimously approved.</i></p>	<p>Melanie Boston: check dates in school calendar and have a proposal for the 2019 discos at the next meeting.</p>
6.	WACSSO	No correspondence received to date.	
7.	<p>Other Business</p> <p><i>iPad Charging Stations</i></p> <p><i>Technology/Ergonomics</i></p> <p><i>P&C Volunteers List</i></p>	<p>Item carried over to the next meeting.</p> <p>Item carried over to the next meeting.</p> <p>Usually a volunteer request list is distributed with the school fees, however, many of the volunteers are now requested via Connect. Rochelle</p>	<p>Rochelle Williamson: Distribute P&C Volunteers list via Connect</p>

	<p><i>Lunch Orders</i></p> <p><i>P&C AGM Preparation</i></p> <p><i>Additional Items</i></p>	<p>has condensed the list and suggested that it be posted via Connect. P&C members reviewed the condensed list and made minor adjustments. Rochelle to arrange for electronic distribution of list via Connect.</p> <p>Antonio's have distributed a new menu for the school lunch orders via the newsletter last Friday. This is a smaller, condensed menu with only "green" and "yellow" food options.</p> <p>Suggestion: some years ago the P&C helped to organise a one-off (or once a term) Subway Lunch Order event. This could occur on a day that Antonio's do not provide lunch orders. Would need volunteers to help to organise. <i>Item carried over to the next meeting.</i></p> <p>Concern has been raised regarding the condition of the school canteen facilities. Discussion regarding investigating the viability of getting the canteen back into working order. This would enable us to have kitchen facilities available for use during school discoes, cake stalls, OSH club etc. Concern raised regarding how this move may be perceived by Antonio's who provide our school lunch orders. However, the intention is not to reopen the school canteen, but to improve our facilities for school and P&C events. A P&C representative to liaise with Antonio's to prevent any misinformation. Needs further investigation.</p> <p>Item carried over to the next meeting.</p> <p>Flyers advertising the upcoming P&C AGM can be included in the school newsletter, and displayed in the classroom notice boards.</p> <p>For future meetings: Toilet Twinning Program (https://www.toilettwinning.org/group/schools/) Sunscreen Stations</p>	<p>Kate Sewell / Gemma McDonnell: liaise with Antonio's to explain the intention of investigating options for the school canteen kitchen.</p> <p>Helen Wallis: Investigate City of Canning requirements for inspection of canteen</p> <p>Kylee Paull: send Rochelle flyer for inclusion in newsletter and notice boards.</p>
Close of Meeting at 9:20pm		Next meeting: Monday, 25 th March 2019 at 7.30pm in the school library	

Signed as a True and Accurate Record of the Meeting:

John Coombe, President