



Rossmoyne Primary School P&C Minutes of General Meeting

Monday, 13th February 2017

No.	Item	Discussion	Action Assigned To
	Meeting opened at 7.30pm		
1	Present: Apologies:	Jess Nailer, Kevin Drake, Lisa Flynn, Helen Wallis, Debbie Flegg, John Coombe, Kate Sewell, Rochelle Williamson, Darren Blankley, Sharon Ware, Kristy Williams, Cindy Lewis, Mathilde Ton, Sarah Haddow, Moyra Wilson, Kylee Paull Joanna Ashby, Darren Wiggers, Hayley Wiggers, Shelley Stokes, Vilma Villettri, Greg Wilson	
2	Acceptance of previous Minutes <i>28th Nov 2016 General Meeting</i>	Moved by Kate Sewell; Seconded by Rochelle Williamson	
3	Matters arising from the minutes – Monday 28 th November, 2016	<i>3.1 Nature Play Status Update</i> Installation is completed and the feedback has been positive. There were a few initial issues with the flying fox (rope for the swing has now been changed to a metal chain), but these have all now been resolved. As a part of the STEM program, some of the students are doing a project on ideas for the next phase of the nature play area. They may present these ideas at a future P&C Meeting. <i>3.2 Digital Hub Status Update</i> The installation of the new shelving and furniture is now completed.	

		<p><i>3.3 School Banking Update</i> School Banking resumed for 2017 last Friday. There have been a few new students sign up for the program, with numbers now exceeding 20 participants. Bendigo Bank are keen to come to another assembly and to the next P&C meeting to discuss the program.</p> <p><i>3.4 Orchestra / Choir Uniform</i> No update at this stage.</p> <p><i>3.5 Amendment to P&C Financial Year</i> Enquired with WACSSO regarding how to change the Financial Year dates. The benefit of changing this would be to enable new parents to the school to be actively involved in the P&C from the start of the school year. Changing the Financial Year will impact the timing of the AGM, as the AGM must be held within four months after the end of the Financial Year. Thus the new proposed AGM timing would be in March each year. This has an additional impact to the current office bearers, as their current term will be extended until the new AGM Date (from originally October 2017, to March 2018).</p> <p>MOTION: That the end of the financial year of the Rossmoyne Primary School P&C Association Inc. be changed from 30th June to the 31st December. Moved by John Coombe, Seconded by Kylee Paull</p> <p>MOTION: That the Office Bearers, Executive Committee and all other Committee Members elected at the AGM of the Rossmoyne Primary School P&C Association Inc. held on 24th October 2016 and the Special General Meeting held on 7th November 2016, have their term of office extended until the rising of the AGM in March 2018. Moved by John Coombe, Seconded by Sharon Ware</p>	<p>Darren Blankley: Contact P&C Accountant to advise the ATO of the change of Financial Year dates</p>
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4	Correspondence	<p>Invoice received for Digital Hub – Account has been paid</p> <p>Marketing Material received from JP Promotions regarding School Uniforms</p> <p>Marketing Material received from Portacom regarding portable computer sales and support</p> <p>Marketing Material received from Jam DJ Services</p> <p>Marketing Material received from Unique Elegance – Mother’s Day Catalogue</p> <p>Marketing Material received from Smart Gift Ideas – Mother’s Day Catalogue</p> <p>Marketing Material received from Australian Fundraising regarding 2017 Fundraising Products</p> <p>Marketing Material received from School Products Australia – 2017 Catalogue</p> <p>Email from Willetton Rotary Club regarding their Annual Community Fair (Sunday April 2, 2017) and offering the opportunity to have a stall for fundraising.</p>	
5	Office Bearers Reports 5.1 President	Thank you to Kate Sewell for organising the school magnets, which were distributed to students this week.	
	5.2 Treasurer	<p>Current balance of the account is \$31,410.14, with \$21.5K about to be debited from the account (approx \$20K Digital Hub and approx. \$1400 for the Year 6 Year Books), leaving approximately \$10K.</p> <p>2017 Contributions from families expected to be received over the next month or so.</p>	
	5.3 Principal	<p>Welcome back to the 2017 school year – the students and staff have had a good, positive start to the year. We have welcomed a number of new (and returning) staff to the school.</p> <ul style="list-style-type: none"> • Mrs Kylie Lawer – Year 1 • Mrs Sonya Bennett – Pre Primary, DOTT 	

		<ul style="list-style-type: none"> • Miss Lauren Wells – Year 4 • Mrs Sheryllee Webb – Year 5 • Ms Nousha Sass – Year 6 • Mrs Ashlynn Whang – ICT <p>The Class Meetings are being held during the evenings this week.</p> <p>There is a Parent Representative Vacancy on the School Board. Nominations close at 9am on Friday 17th February. In the event that more than one nomination is received, and election will be held the following week.</p>	
5.4 Events		<p>5.4.1 New Families Sundowner</p> <p>The Sundowner for new parents to the school is tentatively scheduled for Friday 17th March. An RSVP slip for the event will be circulated to the relevant families with the P&C Volunteers Request handout (see item 5.4.2). Once RSVP's are received, further planning for catering will be arranged.</p> <p>5.4.2 Volunteers Request Handout</p> <p>Each year a handout is distributed to families to request for volunteers for events held during the year. Cindy Lewis is preparing the handout for this year. Aiming to have this ready to be sent by this Friday.</p> <p>5.4.3 State Election Fundraising Stall</p> <p>The State Election is on Saturday March 11th. During the last Federal Election, the local scouts held a sausage sizzle. Potential for us to combine this with a cake stall for the school. If the scouts are planning this, then we should combine with them for advertising. Request to put a note in (or with) the Volunteers handout requesting donations for the stall.</p> <p>5.4.4 Disco</p> <p>Had been scheduled for Friday May 5th, however this date is the final day of two weeks of In Term Swimming Lessons. Therefore, it was felt that it</p>	<p>Sarah Haddow: to co-ordinate organisation of drinks and food for Sundowner.</p> <p>Cindy Lewis to coordinate content for the handout.</p> <p>Kate Sewell to speak to the Scouts to determine whether they are planning to hold a stall at the State Election, and to arrange a notice to parents requesting assistance.</p> <p>Hayley Wiggers to contact DJ Eugene regarding his availability on</p>

		would be best if it was rescheduled to later in Term 2.	alternative dates
6	WACSSO	Need an update regarding when the next WACSSO District Meeting is scheduled.	Kylee Paull to ring WACSSO regarding next meeting date, and to advise P&C
7	Ride2School Event	<p>The PE Department are trying to increase the before and after school physical activities available to the students. Planning to hold a Ride2School Event on Friday 17th March to encourage students (and parents) to ride their bikes to school. Planning to do toast and cereal for students only. If there is not sufficient bike racks to store the bikes for the day, then they will be locked in the tennis courts. Depending on support this may become an annual event, and may incorporate other components (eg. road rules training). Children under 10 years of age will need to be accompanied by an adult.</p> <p>The event will be promoted in the next newsletter (10th March) and a letter may be distributed to the students via PE classes including a request for volunteers to assist on the day.</p> <p>MOTION: That the Rossmoyne P&C support the Ride2School day on the 17th March with a donation of up to \$300 to cater for a breakfast for all those that participate in the event.</p> <p>Moved by Lisa Flynn, Seconded by Helen Wallis</p>	
8	Mobile Phone Tower Subcommittee Update	Nothing to report.	
9	Other Business <i>Class Parent Update</i>	Change proposed for how the contact lists are generated for the Class Parents this year. Instead of each class having a class contact list (which is manually compiled by the Class Parent), there will be a system generated contact list for the whole year group. The list will contain:	

		<ul style="list-style-type: none"> • Student Name • Parent Name • Contact Phone Number • Contact Email Address • Class Room/Teacher <p>Would still need to request permission from parents to be included on the list.</p>	
10	Close of Meeting at 8:47pm	Next meeting: Monday, 20 th March 2017 at 7.30pm	

Signed as a True and Accurate Record of the Meeting:

John Coombe, President