

# SECRET HARBOUR PRIMARY SCHOOL

## P&C MINUTES

**Tuesday AGM 15<sup>th</sup> March 2016**

- 1. WELCOME AND MEETING OPENED:** 19.10
- 2. PRESENT:** Amanda Porter, Kristie Nicholas, Samantha Prentice, Kristy Beard, Bradley Sonnekus, Clair Carter, Penny Norman, Emma Pearman, Lisa Fletcher, Tracy Morley, Gayle Bramwell, Jody Freeman, Sally Lendon, Linda Bros.
- 3. APOLOGIES:** Clay Fairs, Marie McGregor-Wenman, Danielle Rosina, Anita Sharpes, Ingrid, Emma, Ruth Constantine.
- 4. SIGNING UP AS A PAID MEMBER - \$1**
- 5. CONFIRMATION OF MINUTES OF PREVIOUS MINUTES:** Amanda and Clair
- 6. CORRESPONDENCE IN:** Bills and Fundraising
- 7. CORRESPONDENCE OUT:** Our paperwork for the audit was dropped off on the 9<sup>th</sup> March and is currently being processed by Robert Gibb, our independent auditor.
- 8. BUSINESS ARISING FROM PREVIOUS MEETING:**
  - School crossing safety – Warnbro Sound Ave, Paul Papalia addressed the issue in parliament and Main Roads have also been monitoring the traffic for 3 mornings and 3 afternoons.
  - Lego Robotics – update on info for the Lego, is interchangeable and will not be assembled and just left on display, will be taken apart and re done so it is going to be used.

**ELECTION – I have the nominations here, are there any further nominations that need to be forwarded before the voting begins?**

### **a. Office bearers**

**President** – nominated: Emma Pearman seconded Clair Carter, show of hands opposed – NIL. Emma Pearman has accepted the role of President.

**Vice President** – nominated: Amanda Porter seconded Kristie, show of hands opposed – NIL. Amanda Porter has accepted the role of Vice president.

**Treasurer** – nominated: Ingrid van der Wel seconded Amanda show of hands opposed – NIL. Ingrid van der Wel has accepted the role of Treasurer.

**Secretary** – nominated: Julie Clair Carter seconded Jody show of hands opposed - NIL. Clair Carter has accepted the role of Secretary.

b. **Executive Committee Members** ( at least 3)

- a. Linda Bros
- b. Marie McGregor-Wenman
- c. Tori Hawkins
- d. Samantha Prentice
- e. Penny Norman
- f. Sally Lendon
- g. Emma Pearman (Office Bearer)
- h. Amanda Porter ( Office Bearer)
- i. Ingrid van der Wel (Office Bearer)
- j. Clair Carter (Office Bearer)

Nomination carried for all Executive Committee members.

- c. **P&C Administration officer** - Nominated: Belinda McGowan seconded Samantha Prentice show of hands opposed – NIL. . Passport entry data
- d. **OH&S Canteen Officer** – Nominated: Amanda Porter, this position has been carried forward due to all the legalities of Amanda’s qualifications in this area and her name is also on all the council documents for the canteen.
- e. **Canteen Sub Committee Members** –
  - a. Sally Lendon
  - b. Margie Pryer
  - c. Sally Lendon
  - d. Emily Wilson
  - e. Pat Pearson
  - f. Emma Beldon
  - g. Dental Clinic (Tracy)
- f. **Fundraising / Events Co-ordinator** – Nominated Samantha Prentice seconded Clair Carter show of hands opposed – NIL. Samantha Prentice has accepted the role of Fundraising/Events Co-ordinator.
- g. **Fundraising / Events Sub Committee**

- a. Kristie Nicholas
  - b. Bradley Sonnekus
  - c. Tracy Morley
  - d. Linda Bros
  - e. Sally Lendon
  - f. Penny Norman
  - g. Jody Freeman
  - h. Clair Carter
- h. **Grants Committee** – Nominated : Penny Norman seconded Emma Pearman, show of hands opposed – NIL
  - i. **School Sign Coordinator** –Bradley Sonnekus & Kristie Nicholas
  - j. **Uniform Shop Volunteers** – Louise Silver and Jenny Rowles assisted by Kristy Beard and Carolyn Watt.
  - k. **Student Banking** – Marie McGregor assisted by Julie Preen
  - l. **Safety House Rep** – NOT FILLED Dave will contact Brad to discuss
  - m. **Travel Smart/ Roadwise Co-ordinator** – Emma Pearman
  - n. **Council / Board P&C rep** – NOT FILLED

**9. PRESIDENTS REPORT: see attached**

- Thank you everyone for attending the AGM. Also thank you to all our 2015 members last year
- “Just one thing” had a fantastic response to the letter sent home.
- Letter of thanks from Director General, Sharon O’Neill regarding my (Emma’s) letter commending Lisa and staff of their excellent handling of the bomb threat last month.
- Basketball courts – we are getting closer to our goal of resurfacing the courts.
- Katie Stagg – thank you for the awesome website (was displayed on the smart board though out the meeting) Katie has done so much for our P&C also has done some great Business Plan folders for the school.
- Blood Drive – awaiting confirmation of dates.
- New Bunny costume for Easter with the kids in Kindy and Pre Primary.

- Volunteer points can be used to pay for your school fees.
- Weekend West Classroom Cash Promotion - \$20,000 share of money – pop on Facebook entries to be placed in the front office.
- Thank you Tracy Morley for the donations of all the gift baskets and boxes, they are fantastic. We will be using them for the Easter raffle.

#### 10. Principals Report – see attached

- Thank you to all the P&C members from last year, most P&C members compared to all other schools in WA.
- Primary School Device Program – funding received \$31,000 able to purchase 100 x iPads', 3 x sync and charge stations and 40 hours of technical support.
- Playground shelter and Equipment funding – applied for \$20,000 and after 8 years we have finally received the funding with the help of Emma Pearman discussing this issue with the Director General at the WACSSO conference.
- Classroom Cash Promotion – Weekend west. Received \$50 gift card for being one of the first to register.
- 20<sup>th</sup> Anniversary year – planning a committee of interested staff and ask P&C to consider if they would like to be involved. (ideas discussed – commemorative glasses, keyrings, mugs, pens) 5<sup>th</sup> November 2016
- Open Night – BBQ ok but not the fete as it detracts from what the night is about.

#### a. Submissions

- i. **\$1535.80** – Lego robotics from last meeting, Neil Jones **APPROVED** seconded Clair Carter
- ii. **Term 2 Bus submissions – Jill VK** - \$518 round robin and **\$590 winter carnival- APPROVED for winter carnival** seconded Tracy
- iii. **STREAMS \$1000** – Michelle Owen **APPROVED** Amanda.
- iv. **Notice Board \$300** – submitted by Jill VK **APPROVED** Brad .
- v. **Bollards for kiss and drive \$160** – Bunnings **APPROVED** Emma to approach Bunnings to see if they will donate

#### 11. Uniform Report – in discussion with Perm A Pleat

#### 12. Canteen Report – Amanda Porter

- Thank you to all volunteers last year
- At the AGM, canteen policy has to be signed and all policies up to date

- Family breakfast possibly only one this year

**13. Fundraising Report** – Samantha Prentice

- Easter Raffle, tickets gone out Drawn 24 March
- Open night – Louise Silver will be coordinating this event
- Tuesday and Wednesday Bunny visit to Kindy & Pre Primary

**14. Roadwise** – discuss next meeting the development at the shops affecting the parking situation for the school.

**15. Safety House Report** – NIL

**16. Grants Committee** – Meeting soon with Tracy regarding the Kitchen Garden Grant

**17. Banking** – going well, open day with Dollarmites has been cancelled until after Easter

**18. Other Business** – feedback from Linda how well the Pre Primary and Kindy are enjoying the new puzzles and books.

**Office Bearers 2016:**

**President:** Emma Pearman

**Vice President:** Amanda Porter

**Secretary:** Julie Clair Carter

**Treasurer:** Ingrid van der Wel

**Executive Committee:** Sally Lendon, Linda Bros, Samantha Prentice, Marie McGregor-Wenman, Tori Hawkins, Penny Norman.

**NEXT MEETING:** 10 May 2016, 7pm Tuesday

**19. MEETING CLOSED:** 9.36pm