

# General Meeting

Secret Harbour Primary School P&C

Date: 9<sup>th</sup> September 2022

**Welcome meeting opened 9.10am.**

**Attendance:** Lea-Anne Hamill (President), Amy Cripps, Kylie McAuley, Kim Blacklock, Emma Young, Sam Letch, Ksenija Strnadica, Brooke Penniment, Bethan Schaecken, Heather Turner, Tara Synnott, Claire Anderson, Lisa Fletcher,

**Apologies:** Melissa Johnson, Elle Holledge, Emma Smith, Melissa Komarkowski, Deborah George, Katie Dimario, Tammy Taylor, Leah Fredericks, Melissa Schurgott, Carolyn Watt, Nicola Rigby, Emily Wilson, Jess Von Rotz,

**Confirmation of Minutes of Previous Meeting:**

**Resolution:** That the meeting minutes of Secret Harbour Primary School P&C Association held on 5<sup>th</sup> August 2022 to be taken as read and accepted. *Carried.*

**Business arising from Previous Minutes:**

**Canteen** – Full report is attached. Whilst a full costing is not able to be done until the end of term it looks like we are going to be in a much better place financially. The price increase has been received well and we have gone from an average of \$2200 per week to \$3000, \$3300 and \$3600 in the weeks that have followed the rise.

Emma has contacted Telstra and we currently pay \$90 for a Standard NBN plan. This includes all local and mobile calls and unlimited data. Sam advised that there is a data point in the undercover area so we are able to use the school's internet and we are able to add a mobile number to the school's account for the phone. Everyone agreed to spend up to \$200 (FR1/7/2022) on a mobile phone. Emma will buy a mobile and once it is set up and the internet added Telstra can be cancelled.

Emma has also been in touch with Grange insurance and we are currently paying \$829 for workers compensation and \$338 for business insurance. It doesn't seem that there are any areas to reduce the price for insurance.

Emily requested if someone could contact Woolworths and ask if it possible to have a discount and a rewards card, as we do the majority of our shopping there. Heather volunteered to do this. **Resolution:** That Emma will continue to do a costing for term 3 and will purchase a mobile phone and liaise with Sam to set up. Heather to approach Woolworths for a discount. *Carried.*

**Additional Bank Signatories** – Elle is still working on the issues with having Ingrid still set up as ad admin on the Westpac account. She is also winding down the Westpac accounts and slowly moving all banking across to Bendigo. *Carried.*

**Uniform Shop** – Discussed with other reports. *Carried.*

**Sausage Sizzle for the Faction Carnival** – During the week Bethan met with Lisa and Kim and the previously agreed sausage sizzle was cancelled and a Subway order put in place instead. WACCSO have advised that no one person can make this decision alone. The correct procedure is for the issue to be brought to the president who then calls for an executive meeting to vote if it cannot wait until the next general meeting. There was some discussion in regards to what would raise the most money and if the sausage sizzle had been left too late to organise. Bethan called Subway and it was confirmed that we make \$1 from every order. It was estimated that we would make between \$4 and \$5 for each sausage sizzle order. Lisa suggested that we could offer both a sausage sizzle and a Subway. It was however suggested that as the Coles staff had been cancelled and we hadn't yet put the call out for parent volunteers we would be better to offer a Subway order that whilst it would raise a considerably less amount it would require the least number of volunteers. Everyone

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voted yes to Subway. Bethan would get the order forms organised and out as soon as possible and along with Tara would start collecting the orders once they come in. **Carried.**

**Parents Only Event** – The community centre is available for Saturday 5<sup>th</sup> November, everyone voted yes to the date and venue. Mr Bak has confirmed that he would be happy to act as MC or Quiz Master. The three main items – The dockers shirt, cricket bat and Nick Natanui poster will be put up for an auction. Bethan volunteered to get a frame for the shirt and poster. Whilst we do want to raise money this event is not just a fundraiser and more of a fun, community event. We will put tickets out to the wider community as well as our school community. The other items that we have received can either be added to the auction or used as prizes. Everyone voted to spend up to \$500 (FR2/7/2022) on booking the venue, paying for the frames and paying for other ad hoc items we may need. **Resolution:** Emma to book the venue, Bethan to organise the frames, Amy and Emma to begin organising. **Carried.**

**Grants** – The school has received some grants for aboriginal art work and a yarnning circle. Paul Papalia has also offered solar panels to the school.

Lea-Anne reported that Grants Hub charge a subscription, it was found that this is \$45 per month. She is going to a grants workshop at the WACCSO conference so will research what other schools are doing and if it is worth paying for this subscription. **Resolution:** Lea-Anne to report back her findings from the conference. **Carried.**

**Colour Run Spend for Raffle Prizes** – Following on from the special meeting regarding the colour run a decision was required to decide on the prizes. Everyone voted that the first prize would be a bike and there would be 20 runner up prizes made up of 10 x movie tickets and 10 x \$10 lplay vouchers to a maximum spend of \$300 (FR3/7/2022). These prizes will be drawn out as a raffle. For every \$10 donation a child receives they will earn one raffle ticket. There would also be a pizza party for the highest fundraising class at a maximum cost of \$50 (FR4/7/2022). Kylie and Brooke offered to donate \$50 each in the form of 2 x \$25 vouchers for the four highest fundraisers. **Resolution:** Emma to contact Ace Cinemas and lplay and ask if any prizes could be donated, if not she can purchase the items. **Carried**

## Correspondence:

**In** – Nothing reported.

**Resolution:** That the correspondence in be confirmed as nothing. **Carried.**

**Out** – Nothing reported

**Resolution:** That the correspondence out be confirmed as nothing. **Carried.**

**Treasurer Report:** See report attached. At present funds in the bank are \$22,988.71. We have committed to some end of year donations to the school for camp and the Endeavor awards. With the wage reserve and current creditors this leaves our assets at \$16,945.45. The Profit and Loss statement for August up until the 6<sup>th</sup> September showed a loss of \$118.77, whilst it is still a loss we are in a much better position than we were at the last meeting with us then being at a loss of \$5000 for that period. **Resolution:** That the Treasurers Report be adopted **Carried.**

## Other Reports:

**President's Report:** See report attached.

**Resolution:** That the Presidents Report be adopted. **Carried.**

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**Vice President/WACSSO Report:** See report attached. Amy to do a poll to see when is the best time for some WACSSO training. **Resolution:** That the Principal's report be adopted. *Carried.*

**Principal's Report:** See report attached.

**Resolution:** That the Principal's report be adopted. *Carried.*

**Fundraising Report:** see report attached.

**Resolution:** That the Fundraising report be adopted. *Carried.*

**Uniforms-** See report attached.

**Resolution:** That the Uniform Report be adopted. *Carried.*

**General Business:**

**Submissions:** No submissions have been received. *Carried.*

**Other Business:**

**Budget for the Christmas Fate** –Amy put forward a proposal with what she would like to provide and what activities she would like to run. Some activities she would like to offer for free such as a face painter, biscuit decorating and making reindeer food. She estimated that this would cost up to \$500 that we would not receive back. Everyone voted yes to this. It was suggested to offer stalls to parents for \$20. We could have our own stall selling the uniforms. The fate will run from 3.30pm – 5.30pm. Everyone voted yes to a budget of up to \$3000 (FR5/7/2022) to pay for the above-mentioned items along with other items such as prizes for the carnival games, baubles for decorating, the hire of a splash tank and some bubbles. It is likely that we would recover the cost of those items. The date has been confirmed as Monday 28<sup>th</sup> November. **Resolution:** Amy to begin booking things and purchasing the required items. *Carried.*

**Date of Next Meeting:** The next general meeting, which was unanimously agreed to be held in week 2 on Friday 21st October 2022 at 9am in the Administration Staff Room.

**Meeting Closure:** Thank you to all who attended. Meeting closed at 10.43am.