

GENERAL MEETING

SHPS P&C Meeting Minutes

Date | time 10/02/2023 9.00am | *Meeting called to order by* Carolyn Watt, President

In Attendance

Carolyn Watt (President), Leah Fredericks, Bethan Schaecken, Tara Synnott, Lisa Fletcher (Principal), Claire Anderson, Andrew George, Helen Taylor, Emily Fagan, Chloe Main, Mathew OMahony

Apologies – Nic Rigby, Elle Holledge, Emma P, Brooke Penniment, Ksenija Strnadica, Angie Ellis, Katie Dimario, Cherie Elliot.

Approval of Minutes

The minutes from the 8 December 2022 have been read have been accepted. **Carried**

Business Arising from Previous Meeting

1. Online Storage solution for historical information. **ACTION ITEM** - Leah offered to advise Carolyn on options re Dropbox/Google Drive.
2. Code of Conduct requiring adding/approval into our Constitution in accordance to WACSSO regulations. **ACTION ITEM** moved to next meeting due to insufficient executive members for approval.
3. Parent complaint regarding 2022 Colour Run donation. Carolyn spoke with the parent, explained our process and the issues faced when no name is written on a donation sheet. Parent agreed to close the matter and no further action taken. P&C/helpers are asked to be mindful of forms attached in groups or in one donation bag all together. **Carried.**

Correspondence

In – 1x Bendigo Statement, 3x fundraising notices, 1x Paul Papalia letter.

Out – Grange Insurance (Email) – Carolyn emailed regarding the uniform stock reduction questioning if a reduction in costs are available? **ACTION ITEM** – Carolyn to advise at next meeting of the reply/outcome.

Treasurers Report

See attached report.

Presidents Report

See attached report.

VP/WACSSO Liaison

N/A – position currently vacant.

Principal Report

See attached report. *Note, rejected funding submissions have been resubmitted from 21/10/2022 with some amendments.*

Open Night - Lisa added a P&C table and/or sausage sizzle would be a great idea for the event. See “Other Business” for outcome.

Fundraising Report

See attached report.

Lisa approved Thursday 6th April for the Easter raffle draw.

Easter baskets for draw to be compiled 4-5th of April by available volunteers. Reminder/call out for helpers will be put up on the P&C Facebook page.

Mother Day orders for Term 2 event need to in soon. **ACTION ITEM** - Bethan to make a ‘wish list’ and arrange a meeting asap with Carolyn/Exec for spending approval.

Uniform Shop Report

See attached report.

Some stock written off as this was donated to the library/sports department.

Committee Reports

- Grants Officer – N/A
- Road Safety Officer – Claire Anderson – Nothing to report. Claire, Lisa & Carolyn to arrange a meeting to discuss current road safety issues (parking and traffic warden situations). Meeting agreed for Tuesday 14th February 2.30pm. **ACTION ITEM** - Claire to update the committee at the next meeting.
- School Board Liaison – N/A
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General business

1. President called for nominations of vacant position “Vice President/WACSSO Liaison” – Chloe Main was the sole nominee. Elected to position unopposed. **Carried**
2. President called for nomination of vacant position “Secretary” – Leah Fredericks was the sole nominee. Elected to position unopposed. **Carried.**
3. School Submissions
 - a. Decodable/phonics home readers \$2000
 - b. Music \$1870 for incursions
 - c. Science \$590 for egg hatching
 - d. Digitech \$3000 for movie making & \$5000 resource upgrade

- e. Early Childhood equipment \$1200 for puzzles (\$200 per class) & \$2500 for outdoor equipment

It was agreed by a unanimous decision that Decodable/phonics home readers would receive \$1000 and Digitech would received \$2000 towards the movie making project. **Carried.**

Other business

1. Paul Papalia bike/\$300 from 2022 that hasn't received. **ACTION ITEM** – Carolyn to contact Paul's office and provide an update at next meeting.
2. Facebook SHPS Parents page poll regarding the meeting time change – It was noted by the poll that an evening meeting would suit a lot of other parents. Carolyn proposed one meeting per term in the AM and the other in the PM to accommodate. Motion accepted unanimously. **Carried.**
3. President moved to change the AGM from 24th March at 9am in the Staff Room to Tuesday 21st March at 7pm in the Staff Room. Motion accepted unanimously. **Carried.**
4. Canteen requested a dishwasher purchase. Quotes received between \$1600-\$2184 depending on the model. **ACTION ITEM** – Carolyn to discuss with Emily (Canteen) regarding (1) delivery and installation costs as these are not quoted, (2) confirm if the appliance is cover by warranty for commercial use and not just residential. This can also affect our insurance policy.
5. Carolyn to speak with Paul Papalia regarding the bike/\$300 from 2022. **ACTION ITEM** – Carolyn to provide an update at next meeting.
6. Open Night Wk10 Monday 3rd April – Lisa approved a BBQ run by the P&C and meet & greet with P&C members (info table). **ACTION ITEM** – Carolyn/Bethan to contact Paul Papalia's office to request a donation for the event and attendance, if available.
7. Parking in areas signed as "no parking". **ACTION ITEM** – Bethan agreed to take photos and post a notice on the Parents SHPS Facebook page of where not to park.

Next Meeting

AGM – Tuesday 21st March at 7pm in the SHPS Staff Room.

Meeting closed 10.32am.