

# GENERAL MEETING

## SHPS P&C Meeting Minutes

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*Date | time* Tuesday 12 Sept 2023, 6.00pm | *Meeting called to order by* Carolyn Watt, President

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### In Attendance

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In Attendance - Carolyn Watt (President), Leah Fredericks, Chloe Main, Bethan Schaecken, Lisa Fletcher (Principal), Kelly Slater, Donna Fowles, Brooke Penniment, Angie Ellis, Elle Holledge, Ksenija Strndaica, Tara Synnott, Claire Anderson, Andrew George, Katie Berry, Melissa Komarkowski, Rachel Serhan.

Amy Cripps – phone in.

Apologies – Nic Rigby, Shai Graham, Jen Morley, Cherie Elliot, Katie Dimario, Beckie McAndrew, Jennifer Smith.

### Welcome & Acknowledgement of Country

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President is Chair and opened the General Meeting at 6.02pm

### Approval of Minutes

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The minutes from the General Meeting on 28/07/2023 and Executive Meeting 17/08/2023 have been read and confirmed as true and accurate. All Agreed. **Carried.**

### Business Arising from Previous Meeting

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1. Video/Phone in options and parameters from 28/07/2023 meeting. “Leah to advise on best way to do this” (extract from meeting minutes 28/07). Leah advised she had forgotten to formalize anything yet. WIP.

### Correspondence

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In – Email from City of Rockingham regarding Roadwise issue (response).

Email from WASCA- templates as requested.

Letter from ATO regarding STP payroll requirements (reminder)

Out – Email to City of Rockingham regarding Roadwise issue.

Email to WASCA for templates.

### Treasurer

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See attached report.

Elle noted the ATO letter received is a reminder and all STP requirements are being met and up to date.

### Presidents

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See attached report.

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## VP/WACSSO Liaison

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See attached report. Detailed information from the WACSSO Conference will be loaded into a shared folder and sent to all members, due to the large size of the report and video attachments.

Chloe advised that all motions were voted on and passed at the conference. #7 regarding the CCTV was debated for some time but ended up being passed as originally worded.

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## Principal

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See attached report.

Lisa noted that Kindy enrolments are still open – post a reminder to the MnD page for enrolments.

Lisa applied for the \$75 Great Vegie Crunch grant which was approved. The school will provide vegetables on the day with these funds.

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## Fundraising

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See attached report.

Disco \$5238 profit. Fathers Day Stall round \$1100 profit. Final figures not confirmed yet.

Bogan Bingo \$4194 profit. \$1848 of that was from the raffles.

Next sub-com meeting was scheduled for 13/10 but has to be re-scheduled. Date TBA.

Term 4 – no big events due to the time of year and other financial burdens families have at that time of year. A raffle and small event will be on.

Bethan requested any ideas are emailed to her so they can be presented and discussed at the sub-com meetings. Mel K & Rachel disputed this asking why cant they send via the P&C Facebook page. Bethan wants to avoid people from nominating to volunteer for an event that hasn't been discussed at the sub-com or even been approved by vote yet. Katie suggested a single Facebook post for "ideas only" to be created so only looking at one post when holding meetings. Emails can still be sent to Bethan also. Majority agreed this was a good compromise.

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## Fundraising Sub-committee

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See attached Fete report.

Rachel (Fete) she met with City of Rockingham at the venue. They didn't realise the size of the event until this meeting. Meeting held ?? (TBA). Lisa suggested the year 4 "Shark Tank" students may be able to provide some ideas for young entrepreneur stalls.

Rachel motioned to create a Fete Facebook Page (not event). Mel K seconded. Discussions were had and questions as to why not an event. Rachel wants to continue to utilize the page all year to not lose followers each year. Fete is sub-com ran and needs approval again at each AGM. ToR to be created and approved for the page before it is created. Vote held to approve the page, subject to the approved ToR. Passed by majority vote- Agreed =10 of 18 members present.. **Carried – subject to condition noted.**

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## Grants Officer

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No report submitted.

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## Road Wise Liaison

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City of Rockingham correspondence regarding the curbing and parking issue around the school. CoR rejected proposed ideas with no resolution to the issue.

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## Uniform Shop

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Nothing to report.

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## Canteen Liaison

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See attached report.

New volunteers have been helping. Pre-primary have been attending prior to recess now. Canteen laptop needs attention/upgrading. Andrew kindly offered to take a look at it over the school holidays. **Action:** Carolyn to let Emily know this. Shelving needed in the canteen after the space lost where dishwasher now is. CoR inspected canteen – passed with no issues. Noted by Brooke the canteen don't have the hand washing station now- is this a problem??

**Action:** Lisa to investigate shelving installers and if they need to be certified by the school or if the P&C can arrange for this to happen during the holidays.

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## General business

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1. **Fundraising Request process flow chart** – See attached Document. Leah presented a printed version of the document. Outlines the P&C Hierarchy and a basic FR process flow chart to cover some questions members have been asking. Responsibilities of each role are still being added and will be sent to members once complete. All information is from the WACSSO guidelines, this document simply summarizes the many booklets of information.
2. **Financial Request Form/template** – Rachel explained why she requested something be created. Lisa agreed a template would be easier for the teachers/school staff to help with knowing what to include. They will still add a personal note to the request, should it be needed. **Action:** Leah to create a template and send to Lisa for review and approval.
3. **Financial Submissions - \$5000 available to allocate as advised by the Treasurer in the report.**
  - a) Library furniture/shelving (2) \$3779.00 – from GM 20/06/23. All agreed not to fund at this stage.
  - b) Yr6 Camp – Mr Gourdis requested the funds of \$2371.28 raised by the Yr6 Bunnings BBQ to be used for Camp. Approved by unanimous vote. **Carried.**
  - c) Fete \$100 - for printing, advertising material, signs etc. Approved by unanimous vote. **Carried.**
  - d) Fete \$3000 – for items listed in grant (face painter, DJ, hall hire fees, petting zoo, magician). Funds from Grant, if received, to be allocated when requested to pay the listed items. If the grant isn't received, the funds wont be transferred. Approved by unanimous vote. **Carried.**
  - e) Playground Fund \$3000 – commit funds to “long term commitments” to build towards Target of \$75k. Approved for \$2000 to be transferred. Unanimous vote yes. **Carried.**
  - f) Cost of Square Readers (3)- refer P&C Facebook page 05/09/23. Discussions were had regarding Bendigo bank charges vs Square, the cost of readers and fees, plus purchasing for one-time use. Katie suggested to look to purchase second hand/free. Agreed by the members that further investigation into options should continue. Rachel will look into options for the fete other than purchasing new. No vote held to spend funds.

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## Other business

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1. WWC Volunteer Declaration forms. Leah advised new requirements and asked every member to complete the form and return asap. Forms sent to all members via email with these minutes. Forms to be provided to all new members upon joining the P&C. Forms are to be completed at every AGM.
2. Carolyn advised the library has books (unsure how many) for the P&C ready in tubs. Carolyn suggested for the Fete to do a post on the Real Residents Facebook page for a call out for donations closer to the event date also.
3. Containers for Change Gala Tickets (won by Chloe at the WACSSO conference) were to be drawn via online "spin the wheel" app. Names added for those who were interested in attending. Brooke P was drawn as the winner.

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### Next Meeting

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Term 4 - Friday 20<sup>th</sup> October 2023 at 9.00am in the SHPS Staff Room.

Meeting closed 7.38pm.