



Coolbinia Primary School P&C Association

GENERAL MEETING – MINUTES

**Monday 19th March 2018 at 7:30pm
Coolbinia Primary School Staff Room**

1. OPENING

- 1.1 Welcome: Christine Jordan opened the meeting at 7.35pm.
- 1.2 Attendees: Christine Jordan, David Foot, Simon Rigby, Oli Pachter, Erin Edwards, Debra Holland, Maria Katsikandarakis, Fran Healy, Vanessa Neri, Jessica Sharp, Katherine MacArthur, Anna Scott
- 1.3 Visitors: Hon. Simon Millman MLA
- 1.4 Apologies: Renae Woodhams, Roy Ager, Stella Ward, Katherine Blythe

2. CONFIRMATION OF PREVIOUS MINUTES

- 2.1 Minutes from the P&C AGM held on 19th March 2018 - accepted by Katherine MacArthur, seconded by Simon Rigby.

3. BUSINESS ARISING FROM PREVIOUS MEETING

- 3.1 Nil

4. CORRESPONDENCE

- 4.1 In - nil
- 4.2 Out - nil

5. REPORTS

5.1 Principal's Report (*see attached*)

Discussed the ongoing Stay & Plays for students with parent supervision. Deb confirm that this will be trialled each Friday afternoon until the next P&C Meeting on the 14th May, after which it will be determined if it continues.

5.2 Treasurer's Report (*see attached*)

Oli reported that he has been using the Quickbooks Online financial management system to manage the P&C accounts which is working well.

Oli recommended that the Fundraising Committee utilize the TidyHQ Stripe financial system for the purchase of event tickets.

Oli queried when the P&C Contributions can be expected from the school administration. Action: Deb to follow up with Chris Rowett to enquire when the P&C can expect payment.

Kylie queried whether there is a way for isolating the canteen financials so that Lisa can produce the canteen P&L reports. Oli has indicated that there is a way of doing this. Action: Lisa to follow-up with Oli regarding what she requires.

5.3 Events / Fundraising Sub-Committee Update

Jess Sharp informed the committee that she will be overseeing the Community Events and Lisa O'Rourke will be coordinating the Fundraising Events.

Jess provided an overview of the events planned for 2018 and the P&C voted unanimously to endorse the following events:

Term 1

- Dads Camp Out on Sat 24rd March
- Easter Egg Hunt on 29th March – this will involve the purchasing of Easter Eggs (between \$100-\$200)

Term 2

- Picnic on the Green on 6th May, involving activities for the children, music and pizzas. Tickets will be sold for \$10, with extra cost for pizzas.
- Quiz Night at Yokine Bowling Club on 23rd June with the theme of 'Coolbinia on the Fringe'

Term 3

- Artopia on 2nd August, Nicki and Mike Ross may volunteer to assist with paella catering, and P&C to assist with a sausage sizzle and cake stall
- Book Fair week for the duration of 20th Aug – 24th Aug. Parent volunteers will be required to assist with selling the books during this week
- Sports Day – discussion about whether to run a cake stall or if canteen will be selling recess items.
- Colour Run – date to be confirmed late in Term 3 (possibly 7th Sept), to be arranged by Jen Calnan in consultation with Elliott Harris. P&C discussed feedback was obtained from many parents regarding unnecessary prizes and concern about the percentage of commission. Action: Oli to investigate whether there is an online platform to assist with fundraising, so that the P&C could consider running the event independently.

Term 4

- Spooky Disco on 26th October
- Parents Barefoot Bowls proposed for 10th November (date to be confirmed) – fundraising through ticket sales
- Christmas Concert on 5th December with catering by P&C
- Edudance Concerts on 10th & 11th December (in P&C involvement)

5.4 Canteen Sub-Committee Update

Kylie informed committee that all is running smoothly in the canteen this term, with several regular volunteers assisting each week. St Patrick's Day was a success with special canteen items available, and sushi remains popular however the selling price is only just covering the cost of sourcing this item externally.

5.5 Uniform Sub-Committee Update

Anna informed the committee, on Katherine's behalf, that the Uniform Shop has been operating well, with two extra volunteers joining the team to assist in the

shop and filling online orders. Secondhand items are selling well with 70 items being sold this year already. Katherine has experienced a few issues with WestWear regarding faulty items, which she is in the process of resolving. Current bank balance is \$7,894.

5.6 Cool Dads Update

Ticket sales are going well, and Roy is doing a great job organizing this event including arranging a coffee van to visit on the Sunday morning.

5.7 School Board Update

Jason Hoogland has stepped into the Chairperson role, with Adam Scott retiring as Chair. Simon Rigby has stepped into the Vice Chairperson role. The Board is currently reviewing the processes of governance and succession planning for board members, and policy upgrades will commence in Term 2.

6. GENERAL BUSINESS

6.1 Election of Mr David Foot for P&C President.

David self-nominated for the role of P&C President. David's nomination was accepted by Christine Jordan and seconded by Simon Rigby.

6.2 Brief address from the Hon. Simon Millman MLA, Member for Mt Lawley.

Simon offered a donation for the P&C Quiz Night for a prize involving lunch at Parliament House. Simon mentioned that he is happy to donate two bikes/scooters for Colour Run prizes, and suggested that one is used to reward the child who has raised the most money, and the other as a lucky dip for any child who has raised money for the event.

Simon informed the committee about the Direct to Market (DTM) Program which schools can access to apply for funds for projects less than \$20,000.

Action: Debra to confirm registration requirements for Coolbinia Primary School to be added to the Dept. of Education "Direct to Market" pilot program.

Simon discussed plans for the new high school to be built on the Kitchener Park location in Subiaco, and answered questions relating to the Perth Children's Hospital which is proposed for a staged opening in May 2018, with the final move date scheduled for June 2018.

6.3 Discussion of P&C roles remaining vacant.

The Vice President and Secretary roles remain vacant, with Christine Jordan and Anna Scott to act in the roles until replacements are found.

6.4 Katherine MacArthur informed that the ELC cubby is in disrepair and requiring replacement. The school has deemed it is the P&C's responsibility to fund the replacement of this item, and Deb will investigate whether it needs to be replaced by a new cubby or whether a recycled cubby is permitted.



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7. NEXT MEETING

Term 2: Monday 14th May at 7.30pm

8. MEETING CLOSED AT 8.55pm

ACTIONS REGISTER

19th March 2018

| Item | Topic / Description | Who | Status/When |
|------------------|---|---------------|---------------------------|
| Principal | | | |
| P1 | Deb to follow up with Chris Rowett to enquire when the P&C can expect payment for the 2018 P&C Contributions. | Debra Holland | 14 th May 2018 |
| P2 | Deb to investigate the rules regarding replacing the cubby in the ELC area, and whether it is required to be new or can be second-hand. | Debra Holland | 14 th May 2018 |
| P3 | Debra to confirm registration requirements for Coolbinia Primary School to be added to the Dept. of Education "Direct to Market" pilot program. | Debra Holland | 14 th May 2018 |
| Canteen | | | |
| C1 | Lisa Whiteley to follow-up with Oli regarding the information she requires for her canteen P&L reports in Quickbooks | Lisa Whiteley | 14 th May 2018 |