**GENERAL MEETING – MINUTES**

**Monday 14th May 2018 at 7:30pm  
Coolbinia Primary School Staff Room**

1. **OPENING**
   1. Welcome: David Foot opened the meeting at 7:30pm.
   2. Attendees: Libby Bond, Anna Scott, Christine Jordan, David Foot, Paul Westcott, Jason Hoogland, Kylie Walford, Vanessa Neri, Roy Ager, Oli Pachter.
   3. Apologies: Jess Sharp, Katherine Blythe, Fran Healy, Simon Rigby.
2. **CONFIRMATION OF PREVIOUS MINUTES** (from 19th March 2018)
   1. Minutes accepted by David, seconded by Christine.
3. **BUSINESS ARISING FROM PREVIOUS MEETING**
   1. P&C contributions have been paid in to the bank account. The amount is $11,000
   2. Deb was to investigate the cubby replacement. Paul will follow up with Katherine MacArthur on the progress of the replacement.
   3. Process new government Direct to Market program. Register Coolbinia for greater flexibility of spending. Paul confirmed that registration was not required and that we are free to use this system from now on.
4. **CORRESPONDENCE**
   1. In – David asked whether he should forward on emails that he receives regarding courses, fundraising and other P&C matters. It was agreed by all that David could forward anything that he felt was relevant.
   2. Out – None out
5. **REPORTS**
   1. Principal’s Report – see attached Paul thanked everyone for a warm welcome. He has spoken to a wide range of people and was very pleased with the Coolbinia community.

Paul attended the Year 6 camp at Dwellingup. He was very impressed by the behavior of the students and described them as a great group of kids. Paul made special mention of the staff and thanked them for their dedication and hard work throughout the camp. Parental feedback from the camp was very positive. Paul reported that applications for the role of Principal at Coolbinia Primary are now being taken, and that appointing a new Principal is a very stringent process. More information will be available by the end of term. If a suitable applicant is not found, the process will be repeated.

Paul met Robbie the Robot. He is an interactive robot that helps children learn coding and computer programming. Paul thanked Ian Wilson for his hard work.

Paul thanked Dr Elaine Lewis for attending the school camp with him. He also thanked Elaine for entering the school in and winning the City of Stirling Living Green Award for Sustainability.

Paul reported that the music room/COSCA has been broken into twice. Some items were taken. Police attended the second incident. Paul asked for people to keep an eye out for any suspicious activity. Christine stated that the school community appreciated being informed about incidents in the school. Paul said that the incident will be reported in the school bulletin.

Paul reported that the NAPLAN was due to start the next day.

* 1. Treasurer’s Report – see attached

Oli reported that there is currently $98,000 in funds, spread across three accounts.

Oli reported that $3,042 had been budgeted as the GST portion of the invoice for the ELC nature play space. As the school initially paid this invoice and can claim back GST, the P&C no longer needs to pay this sum.

Oli reported that the canteen is running at a loss of $-1,964.93. Kylie will look into the reason for the loss.

* 1. Events / Fundraising Sub-committee Report – see attached

Apologies from Jess Sharp.

The next event to be held by the fundraising committee is the annual quiz night to be held at the Yokine Bowling Club on June 23rd. The theme is Coolbinia on the Fringe.

The events committee had a meeting last week. They are going to use Try Booking for ticket sales for the Quiz Night. David was concerned that no information had been released to the community yet regarding the Quiz Night. Christine will sound out how far along they are in organizing the event.

Day on the Green was cancelled due to a lack of ticket sales. Anna wondered whether the committee required extra members to help get events off the ground.

Stella Ward has sold 24 Entertainment Books so far. The books will be going home with students this week.

* 1. Canteen Sub-committee Report and P&L – see attached

Kylie reported that some parents are paying the canteen for their children’s lunches with foreign currency. They are trying to stamp this out.

The canteen is changing to its winter menu. They will not be doing sushi any more, as the canteen does not make any profit from its sale.

Kylie reported that the canteen microwave is not working. She will arrange its repair.

Kylie was unsure why the canteen was running at a loss.

* 1. Uniform Sub-committee Report – see attached

Anna reported that the addition of a beanie to the school uniform was yet to be resolved. It was supported by the P&C and was supposed to be raised at a previous Board Meeting. This wasn’t done. The beanie would cost $3.95 wholesale, $6.00 with the school logo.

Anna reported that the Uniform Shop made a net loss of $-592 due to the purchase of stock. Anna said that there will need to be a price rise on faction shirts and school bags. This is due to the rise in manufacturing costs.

* 1. Cool Dads –

Roy reported that he has may plans for Cool Dads this year. Possible events include mini golf at the Wembley Golf Course, a movie night and a bake off. There will be a meeting at the end of month for the sub-committee. There are currently eight members attending.

David advised that any Cool Dads events must be put to the P&C for approval before going ahead.

* 1. Board Update –

Jason informed the meeting that the School Board has been pre-occupied with the principal situation. Once this is resolved, they look forward to doing the job that they are supposed to be doing.

Jason reported that the School Board has held an election. The Board welcomes two new members, Renae Woodhams and Yasmin Wardrope.

1. **GENERAL BUSINESS**
   1. Confirmation of Libby Bond as the P&C Secretary. David forwarded the motion. Anna seconded it.
   2. Confirmation of Christine Jordan as the P&C Vice President. David forwarded the motion. Oli seconded it.
   3. WACCSO Annual Conference is due to be held on the 18-19th of August. One person is funded to attend the conference. David moves that one additional place is funded by the P&C, to the tune of $150. Anna seconds. All in favor. Chris and Libby volunteer to attend the conference.
   4. The P&C confirmed that it is adding David Foot and Libby Bond as bank signatories. Signatories will now be David Foot, Christine Jordan, Anna Scott, Simon Rigby, Libby Bond, Lisa Whitely and Oliver Pachter.
   5. David informed the meeting that Hon. Simon Millman MP hosted the P&C Executive Committee for lunch at Parliament House on May 8, 2018. It was very much appreciated. The Executives would like to thank Simon for his generous hospitality. David will send a thank you letter.
   6. Roy requested access to the online registry of events. Oli has the credentials and will send them to Libby to put in a special file. There is a weblink available to keep it simple. Oli stated that the chosen online booking service was Try Booking. They charge fees of $0.30 per transaction. He was unaware of any other fees. In comparison Tidy HQ takes 5% of profit.
   7. Kiss and drop action item: A surveyor is required but hasn’t been appointed yet. Two trees have been removed to facilitate the driveway extension. Christine advised the meeting that the project needs to be requoted and said she believed some funding may be available through the Education Department. The school will follow up on this.
   8. Christine raised the building of a roof or cover for the bike racks. She said she believed the P&C could get a grant from Your Move, and that Dr Elaine Lewis would need to be involved with the application for this as she runs the Your Move program at Coolbinia. David offered to follow up with P&C Grants Officer Jen Calnan on any funding that may be available.
2. **NEXT MEETING**

Term 2: Monday 18th June at 7.30pm

1. **MEETING CLOSED at 8:45pm**

**ACTIONS REGISTER**

**18th May 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Topic / Description** | | **Who** | **Status/When** |
| **General Admin** | | | | |
| G1 | David to send thank you letter to Simon Millman for the Parliament House executives lunch | | David | 18th June 2018 |
| G2 | Oli to send Libby the details for the online registry of P&C events. He will send the weblink and passwords. | | Oli | 18th June 2018 |
| G3 | David to follow up with Jen Calnan on the possibility of funding for the roof of the bike racks. | | David | 18th June 2018 |
| G4 | Kylie to look into the reasons for the profit decrease at the canteen. | | Kylie | 18th June 2018 |
| G5 | Chris to begin the process of adding Libby and David as bank signatories. | | Chris | 18th June 2018 |
| **Principal** | | | | |
| P1 | | Paul to follow up on cubby replacement with Katherine MacArthur | Paul | 18th June 2018 |
|  | | | | |