

**BELDON PRIMARY SCHOOL P&C GENERAL MEETING – 14<sup>th</sup> June 2022**

|                     | Attendance | Apology |                 | Attendance | Apology |                  | Attendance | Apology |
|---------------------|------------|---------|-----------------|------------|---------|------------------|------------|---------|
| Deanne Murray       | X          |         | Kristy Carlsson | X          |         | Natalie Campbell |            | X       |
| Jenna Albert        | X          |         | Claire Halliday |            | X       | Bianca Moore     |            | X       |
| Skye Rowe-Platts    | X          |         | Amy Russell     |            | X       | Jaime Sellars    |            | X       |
| Liz Selzer          | X          |         | Denise Jeffs    |            | X       | Lou Lightfoot    |            | X       |
| Christie Skodt      | X          |         | Christin Brown  | X          |         | Laurie Waters    |            | X       |
| Maysa Sales         | X          |         | Peter Williams  | X          |         | Sara McPherson   |            | X       |
| Michelle Van Dongen | X          |         |                 |            |         |                  |            |         |
| Desiree Posthuma    |            | X       |                 |            |         |                  |            |         |

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| 1 | Opening and Welcome by President   | Action With:   |
|   | Welcome to new member, Michelle Van Dongen, 7:03pm.<br>Welcome to Country co completed by Jenna, thank you to the custodians of the land.  | DM<br>JA   |
| 2 | Minutes from Last Meeting  |  |
|   | Minutes handed out with agenda.<br>Minutes confirmed and seconded by committee present.  | Confirmed by DM<br>Seconded by JA and CS                                 |
| 3 | Business Arising from Previous Minutes   |  |
|   | 3.1 – Family Portraits by Kristy Carlsson. KC to confirm date to be booked with photographer. Online bookings are available, all advertising material is supplied by the company, BPS just need to put up. October sitting.  | KC   |
| 4 | Correspondence and Business Arising from Correspondence  |  |
|   | 4.1 – ANZ Business Essentials Statement – Given to Treasurer 10.06.2022<br>4.2 – Australian Fundraising – Given to Fundraising Co-Ordinator 14.06.2022<br>4.3 – NSCA Foundation – Given to President 10.06.2022<br>4.4 – Moon and Back School Gifts, 14.06.22<br>4.5 – School Gifts Australia, 14.06.22<br>4.6 – Smart Gift Ideas, 14.06.22<br>4.7 – Email from DJ company, DJ confirmed and booked for 2 <sup>nd</sup> December.<br>4.8 – Email from previous glow stick supplier. Enquiring if more stock is required for any upcoming events. TBC if future purchase for disco is required.<br>4.9 – Email from, Fiona McLaclan, BPS ESC – shed proposal. They have funding for a new shed to store their sporting equipment. Fiona has proposed if they can have the current P&C shed, as the positioning it perfect for them, and they can purchase a new shed for the P&C to be erected in the desired location.<br>4.10 - Email WASSCO upcoming conference, membership pays for 1 member to attend. KC just completed the online conference. Do we want a voice heard at Joondalup conference, July 2022.<br>4.11 – email from entertainment book | DM<br>SRP  |
| 5 | President's Report   |  |
|   | <i>Attached.</i><br>5.1 – Tina Tilbee mentioned P&C at Kindy information night on 31 <sup>st</sup> May, encouraging involvement from a grass root level.<br>5.2 – Inquires from parents regarding swimming lessons.<br>5.3 – PJ Day was a success.<br>5.4 – Election Day BBQ was also a great success. Grateful to volunteers for such   | DM<br><br>Motions voted on:<br>5.8 – unsuccessful<br>5.10 – unsuccessful |

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|   | <p>short notice. Next election is due 2025. Sold out of food.</p> <p>5.5 – Beldon Tavern, Containers for Change – met with Adam and Marcus. They are/have provided a report. Need to provide bank details for transfer.</p> <p>5.6 – Quiz Night – planning is moving along we - II. Request for donations sent out and some already received. Local MP, Caitlin Collins has offered a donation again this year.</p> <p>5.7 – Disco, DJ booked already.</p> <p>5.8 – ANZ, DM added to account as a signatory. Also spoke with Home Loan Manager, discussed fundraising opportunity. ANZ to pay a referral fee to P&amp;C upon settlement of any customers introduced by BPS.</p> <p>5.9 – Main objective for P&amp;C is to see more parent and community involvement. Advertising of where the monies raised are going, who the current P&amp;C are. Involvement of ESC more.</p> <p>5.10 – Liberty Finance – same offer of ANZ</p>   |                     |
| 6 | Principals' Report   |                     |
|   | <p>Attached.</p> <p>6.1 – Apologies for not being able to attend due to COVID recovery.</p> <p>6.2 – Request for Funding</p> <ul style="list-style-type: none"> <li>▪ Sitting down with Rhonda to draft a letter requesting funding for school specific items required by the school.</li> <li>▪ Therefore P&amp;C can advertise to the wider community what monies raised over the year have been put towards. Showing an equal investment in the students from the fundraising.</li> </ul> <p>6.3 – Staff Workshop</p> <ul style="list-style-type: none"> <li>▪ Over past 2 days teachers have been reviewing the quality of teaching, leadership, lessons and culture of school to prepare for Public Schools Review later in the year.</li> <li>▪ Will be asking School Board and Students some similar questions soon.</li> </ul> <p>6.4 – Term 3 school hours</p> <ul style="list-style-type: none"> <li>▪ Opening hours 8:40 am – 2:50pm</li> <li>▪ Assist in reminding parents of the change.</li> </ul> <p>6.5 – Quiz Night Artwork</p> <ul style="list-style-type: none"> <li>▪ Due to being away, unable to approve artwork but go procedure with discussion on how best to sell tickets and collect monies for tables.</li> <li>▪ Attached is a new checklist to be used for all future P&amp;C events.</li> </ul> |                     |
| 7 | Treasure's Report  |                     |
|   | <p><i>Attached.</i></p> <p><b>Term 2 Income</b><br/> P&amp;C - \$ 3,678.65<br/> Uniform Shop - \$ 3,677.88<br/> Total Income - \$ 7,356.53</p> <p><b>Term 2 Expenditure</b><br/> P&amp;C - \$ 1,238.24<br/> Uniform Shop - \$ 4,245.60<br/> Total Expenditure - \$ 5,483.84</p> <p>Balance - \$ 1,872.69 (in the green)</p> <p>Overall Cash in Bank = \$ 8,763.32</p>  | Liz Selzer          |
| 8 | Uniform Shop Report  |                     |
|   | <p>8.1 – Proposal of a price decrease on items</p> <p>8.1 – Fire Sale on dresses sized 10 and 12 @ cheaper price</p> <p>8.3 – Sale Combos</p>  | SRP on behalf of BM |

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|    | <p>8.4 – End of Term Stocktake completed. Report attached.</p> <ul style="list-style-type: none"> <li>This Term, 10.06.22 = \$17,287.95</li> </ul> <p>8.5 – Offsite/outsourcing option to be explored.</p> <p>Adjourned until the next meeting. A sub committee meeting to be investigated to go through</p>   |                |
| 9  | Safety Representative Report   |                |
|    | Claire Halliday will be absent until Term 3  |                |
| 10 | Canteen Report   |                |
|    | <p><i>Attached.</i></p> <p>9.1 – Two storage crates and disposable gloves purchased out of own money. Receipt to be given to Treasurer. Repayment of fund agreed.</p> <p>9.2 – Sharlene from Belridge has offered canteen usage on the days prior to Pupil Free Days.</p> <p>9.3 – Parents need to be informed of the change of cut off time from 9am to 8am. Remind them to also double check their order has been processed and confirmed.</p> <p>9.4 – Cleaned out canteen pantry. Found a few deceased cockroaches. May need to investigate another round of fumigation or baits to be placed.</p> <p>9.5 – Volunteers for the canteen ebbs and flows depending on the day/week.</p>   | Maysa Sales    |
| 11 | Funding Requests   |                |
|    | NIL  |                |
| 12 | Fundraising Activities   |                |
|    | <p>12.1 – Cross Country Lunch</p> <ul style="list-style-type: none"> <li>Place order for supplies soon</li> </ul> <p>13.2 – Quiz Night, 20<sup>th</sup> August</p> <ul style="list-style-type: none"> <li>Approval on artwork waiting</li> <li>Ticket sales are only to be done through the office. Cash or EFT only at office. 24 tables only.</li> <li>School to use EFT that was being used for US previously to take payments for Quiz Night.</li> </ul> <p>12.2 – Father's Day, 23<sup>rd</sup>/25<sup>th</sup> August</p> <ul style="list-style-type: none"> <li>Ideas need to be sorted out</li> <li>Place order for supplies soon</li> <li>Possible for pop up stall for previous year</li> </ul> <p>12.3 – Disco 2<sup>nd</sup> December</p> <ul style="list-style-type: none"> <li>Fence hire – to be investigated by DM through professional ties and community posts</li> <li>DJ has been booked, same company as last year. \$25 price increase.</li> <li>Get students to choose a theme from 3 pre-selected choices.</li> </ul> <p>12.4 – Wear Your Colours (Grand Final weekend)</p> <ul style="list-style-type: none"> <li>23<sup>rd</sup> September – free dress day</li> </ul> <p>12.5 – Entertainment Book.</p> <ul style="list-style-type: none"> <li>Percentage from each sale given to BPS. Information sent to school admin.</li> </ul> | Christie Skodt |
| 13 | General Business   |                |
|    | <p>13.1 – Interm Swimming</p> <ul style="list-style-type: none"> <li>Have been queries when this will be going ahead, otherwise will refunds be issued?</li> <li>PW has tried to get another date but no success.</li> </ul> <p>13.2 – After assembly morning tea by class coordinators</p> <ul style="list-style-type: none"> <li>Hold another meeting to inform class coordinators where supplies are and what is required of them on the day</li> </ul>   | Deanne Murray  |

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|    | <p>13.3 – Interschool</p> <ul style="list-style-type: none"> <li>▪ Are we hosting this year?</li> <li>▪ Confirmation required.</li> </ul> <p>13.4 – P&amp;C purchases for committee usage</p> <ul style="list-style-type: none"> <li>▪ Internet dongle/data plan and tablet purchase for committee usage at Uniform Shop and fundraising events in conjunction with Square</li> <li>▪ Adjourned until next meeting.</li> <li>▪ Get quotes</li> </ul> <p>13.5 – Beldon Tavern – Containers for Change</p> <ul style="list-style-type: none"> <li>▪ DM has approached Manager/Owner, monies will be sent through</li> </ul> <p>13.6 – School Dress Code lacking. Standards have been slipping over the past few months over the year.</p> <p>13.7 – All fundraising goes into one pot and pays for specific requests. The fundraised form events will be published and a thanks sent out.</p> <p>13.8 – VIV award – thank you to volunteers for their time. Recognition of their time. Volunteer nomination process.</p> <p>13.9 – Class recesses</p> <ul style="list-style-type: none"> <li>▪ Need to hold another CI ass cocreate procedure of how to go ahead with recess. Use of gloves, traffic light foods etc.</li> </ul> <p>13.10 – Nature playground.</p> <ul style="list-style-type: none"> <li>▪ Arborist has attended over the weekend and removed the tree causing the issues. The stage has sustained damage and is cornered off until repairs can be made.</li> </ul> |  |
| 14 | NEXT MEETING – 26 <sup>th</sup> July 2022  |  |
| 15 | Meeting Closed – 8:40pm  |  |