BELDON PRIMARY SCHOOL P&C GENERAL MEETING – 15 September 2021								
	Attendee	Apology		Attendee	Apology		Attendee	Apology
Lorraine Ablett (ZigZags)	☒	☐	Clair Halliday	☒	☐	Amy Russell	☐	☒
Jenna Albert	☐	☒	Sarah MacPherson	☐	☒	Maysa Sales	☒	☐
Chris Brown	☒	☐	Toni Mason	☒	☐	Jessica Sanders	☐	☒
Jeanie Cambridge	☐	☒	Naomi McInroy	☐	☒	Liz Selzer	☒	☐
Kristy Carlsson	☐	☒	Bianca Moore	☒	☐	Paul Simic	☐	☒
Abby Cousins	☐	☒	Deanne Murray	☐	☒	Christie Skodt	☒	☐
Geoff Elliott	☐	☒	Monica Pettersen	☒	☐	Peter Williams	☒	☐
Jane Galbraith	☐	☒	Skye Rowe-Platts	☒	☐			

1	**Opening and Welcome by President**	**Action With:**
1.1	Meeting opened 7.01 pm 15 September 2021	
2	**Minutes of Last Meeting**	
2.1	Minutes of General Meeting dated 3 August 2021 confirmed	
3	**Business Arising from Previous Minutes**	
3.1	<u>P&C WA:</u> • Skye, Christie & Deanne attended P&C Day WA 2021 event at Parliament House with Caitlin Collins.	
3.2	<u>Debit Card:</u> • Debit card account has been set up.	
3.3	Laptops funded by the P&C have been ordered by the school.	
3.4	Location of EcoBin clothing donation bin yet to be promoted to school community. Chris Brown confirmed that she would arrange photos and Facebook post.	Chris Brown
4	**Correspondence and Business Arising from Correspondence:**	
4.1	<u>Incoming</u>: • ANZ Debit Card • Email from Chris Brown dated 9 August 2021 – Copy of correspondence to Kevin Bynder regarding Aboriginal artist for proposed Waugal mural. • Email from Geoff Elliot dated 9 August 2021 requesting P&C Meeting is not held Week 8 of Term 3 due to Board Meeting scheduled that week. • Email from Toni Mason dated 9 August 2021 requesting that Year 6 Fundraising is undertaken as a Sub-Committee of the P&C in future years to ensure appropriate governance and funds raised are covered under the P&C regulations and insurances. NB: Toni to provide briefing note for addition of this Sub-Committee. • Email from Geoff Elliot dated 16 August 2021 thanking P&C for contribution to Vibrant Lapathon. • Email from Chris Brown dated 25 August 2021 requesting the P&C follows up Beldon Tavern regarding offer of Containers for Change donation. • Information provided regarding defibrillator – agreed decision to purchase and maintain defibrillator is a School decision. Information forwarded to Chris Brown. • Information regarding fundraising idea "Birthday Bucket". Agreed not to proceed as not in line with Healthy Eating Guidelines and too difficult to administer without a fulltime canteen.	Toni to provide briefing note.
4.2	<u>Outgoing</u>**:** • Email from Liz Selzer to Stuart Hall of ANZ Bank dated 13 August 2021 – requesting appointment to open debit card account.	
5	**Presidents Report**	
5.1	• Nil to report beyond general meeting minutes	

6	**Principal's Report**	
6.1	Lapathon: Thanks for contributions to Lapathon, raised $7,267 with total profits of $5,716. Great feedback received on the event. Although costs to have "vibrant" element to lapathon has eroded profit it is considered this cost is appropriate based on the increased spirit of the event. Funds will support Indigenous Incursion on Tuesday 21 September which has a cost of $4,000.	
6.2	Term 3 – Week 10: Next week is the last week of Term 3 with lots of events: • Monday – RU Legal incursion for Year 5 & 6 • Wednesday – Whole School Incursion • Thursday – Masterchef Finalists – 12.15 in the Undercover Area • Friday – Free Dress "Team Colours"	
6.3	School Development Day: Reminder that Monday 1 November is a School Development Day.	
6.4	School Board Current Community Members of the Board will be completing their term at the end of this year. The school will call for expressions of interest for new Board Members in Term 4.	
6.5	Hillarys Electorate Education Forum: Caitlin Collins has invited the Principal and two representatives from the school board and P&C to attend an Education Focus with the Minister for Education and Training at Belridge Secondary College on 13 October. Skye to attend as P&C Representative.	Skye
6.6	Moral Purpose Update: Chris tabled further development of the School Moral Purpose including Value Statements and Guiding Principles. This is being developed as part of the Fogarty 3 year School Improvement Program (copy attached) and will replace the current school values.	
7	**Treasurers Report**	
7.1	Balance as at 15 September: TOTAL – $27,587.51	
7.2	Debit Card: • Process for using the debit card has been issued (included as attachment to the minutes)	
7.3	Liz has undertaken initial investigation to EFTPOS facility. Square Reader $59 initial purchase cost. Fees 1.9% of sales, no monthly fees, no fees for refunds and no leasing fees. Liz to further investigate	Liz
8	**Uniform Shop Report**	
8.1	Uniform Shop is fully stocked. New supplier Spartan are doing well.	
8.2	Bee advised they are considering an alternative dress. Chris Brown advised that any change of uniform must be endorsed by the School Board.	
8.3	Bee noted parents requesting non-branded items such as shorts, skorts, etc. Reiterated previous decision that only branded items will be stocked. Parents to be directed to local suppliers such as "Uniform Concepts, Joondalup" to source non-branded items. Bee also noted that Spartan rep has advised they are happy to supply direct to parents/carers.	
8.4	Bee/Skye advised they are investigating interschool shirt. Peter Williams advised that football and hockey kit is at end of life and will be a higher priority for replacement.	
8.5	Bee advised Uniform Shop is now open Friday mornings instead of Friday afternoon. School website to be updated with new opening time	Chris Brown
9	**Safety Representative Report**	
9.1	RU Legal incursion booked for Years 5 and 6. Would like to make this an annual event. Parent Session can be organised as well, suggest after morning drop off in the library?	
9.2	Clair would like to provide regular cyber safety post with links to relevant videos or articles. Clair has emailed the school regarding this but no reply. Agreed that this would be a great initiative and would be best posted on the official School Facebook page. Clair to draft posts for School Admin to review and upload.	Clair / Chris Brown

9.3	Clair noted that the school does not appear to be a SunSmart School registered with the Cancer Council. There are a number of benefits associated with this registration. School to review and advise if any action required from P&C, Clair has offered to assist with registration if required.	Chris Brown
9.4	Clair has contacted Paul Litheland from Surf Online Safe for information on his presentations. He has presented at many schools around Perth and is ex police from the technology crime investigation unit.	Clair
9.5	Further effort required to enable online meeting infrastructure for Clair's attendance at future meetings.	
10	**Funding Requests**	
10.1	<u>Gazebo Printed with School Logo</u> New 6m x 3m gazebo printed with school logo and name to be used during school functions such as Interschool Carnival. Agreed to fund at total cost of $1,450 Nominated: Skye Rowe Platts Seconded: Bianca Moore	
10.2	<u>Trestle Tables and Trolley</u> 12 x 6ft trestle tables and 2 x platform trolleys to be used for fundraising functions and school activities (i.e. quiz night, sundowner, sports carnivals, lapathon, etc) Agreed to fund at total cost of $925.76 Nominated: Skye Rowe Platts Seconded: Christie Skodt	
10.3	<u>P&C Gazebo (unprinted)</u> New 3m x 3m gazebo for P&C use. Previous gazebo broken. Purchased by school on behalf of P&C. Agreed to fund at total cost of $162.73 Nominated: Skye Rowe Platts Seconded: Bianca Moore	
11	**Fundraising Activities**	
11.1	<u>Lapathon:</u> • Brilliant event, well received by kids and grown-ups! • Application method to be looked at for future events to reduce wastage of colour. • Skye to arrange a storage container for the glasses. • Skye to arrange for "Quiz Night" buckets to be washed.	Skye
11.2	<u>Fathers Day:</u> • Total funds raised $374.77 (Income $1,345.00, Expenses $970.23) • Feedback received that smaller bags would be better as parents felt like they weren't getting much in the big bag.	

11.3	<u>Faction Carnival:</u>
	• Total funds raised $974.28 (Income $2,034.60, Expenses $1,060.32)
	• Areas for improvement were discussed including the following:
	  ○ Rosters required for both pre-order and on oval sales. Look at online roster apps for future events.
	  ○ Ensure that adequate cooked sausage supplies are provided for both pre-orders and on-oval sales. Sausages being used for on-oval sales were taken at short notice to fill pre-orders right at lunchtime.
	  ○ Barbeque to kept at canteen and cooked sausage supplies to be taken down to oval for on-oval sales.
	  ○ Hard cut off date required for pre-orders to allow accurate ordering of stock.
	  ○ Clear decision to be made as to when to start on-oval sales.	

11.4	<u>Kids Disco</u> • Date scheduled 5 November • Will not be themed. • Agreed $5 entry fee and cash canteen	Deanne
11.5	Skye advised updated fundraising record sheet is now available for use.	

12	**Canteen Report**	
12.1	Handover with Maysa has been completed and Maysa will undertake the role from Term 4.	
12.2	It was noted there is a lack of large tubs for canteen order distribution. Washing baskets being used are too small for large number of orders. Maysa to investigate purchasing additional tubs.	Maysa
13	**General Business**	
13.1	Welcome Barbeque: • To be tabled at next meeting.	
13.2	Senior Play Area: • Skye suggested a need to provide play area/opportunities for senior students. Peter Williams noted this is also being discussed with School Councillors. • School to advise if any support is required from the P&C for this initiative.	
13.3	Canteen Fridge: • Fridge has failed and needs to be replaced. Unsure of ownership (P&C or School), asset register to be checked. • Christie to contact Ash for quote.	Christie
13.4	Skye queried if they are able to promote fundraising through the school for MACA ride being undertaken by her husband and Paul Prudden. Skye to address directly with school as this is not a P&C matter.	
13.5	Toni noted that Secretary role will be vacant following her completion as a parent at the school in 2021.	
14	**NEXT MEETING – 7.00pm Tuesday 19 October**	
15	**Meeting closed – 8.38pm**	

OUR MORAL PURPOSE:

"Our staff and community connect to support students to become strong, thoughtful and independent individuals who accept, adapt, aspire and achieve."

VALUES	ACCEPT	ADAPT	ASPIRE	ACHIEVE
GUIDING PRINCIPLES	We respect differences.	**We are willing to change.**	**We believe we can.**	**We will become the best version of ourselves.**
VALUE STATEMENTS	We feel that we belong and are being heard.	We can be flexible to adjust to situations.	We believe that we can be active members of our school.	We plan and set achievable goals. (SMART)
VALUE STATEMENTS	We recognise and acknowledge needs of self and others.	We modify with purpose and understanding.	We believe we can grow together.	We communicate to support each other.

AGREEMENTS	We will listen actively We will have open lines of communication We will utilise rules of skilful discussion during meetings We will bring positive intentions, and assume positive intentions in others We will respect other people's opinions and thoughts	We acknowledge that change takes time We believe that it's okay to make mistakes We are open to change, we will think flexibly and are willing to have a go before forming our opinions We will have a growth mindset Communication about change will be clear	We will be involved and engaged We will share our knowledge to collaborate with others We work together towards the same goals Everything we do is in the best interest of our students	We will set and work towards our goals We will celebrate progress and achievement We will be proud of our school We will hold high expectations for our students and ourselves We will provide constructive feedback

Beldon Primary School P&C

P&C Purchases for Fundraisers and Approved Purchases

The P&C has introduced a new system for funds distribution for purchases which are related to fundraisers. The P&C has opened a second account with a debit card attached. This is going to ensure that the process of purchasing supplies is going to be smoother and more streamlined. All transactions can be followed accurately.

Below is how the process will work:

1. Prior to any fundraiser, a stocktake is to take place to ensure an accurate account of what is available and what will be required.
2. From the stocktake, a supply list can be created, and a quote provided to the President for approval. The quote should state all the items and the total cost required.
3. Once the quote has been approved by the President, the funds will be transferred to the debit card account by the Treasurer.
4. The office will be notified that the P&C debit card will be collected by the person who signed the quote. *Only this person can collect the debit card.*
5. The debit card needs to be signed out from the office.
6. Once the purchases have been made, the debit card and the corresponding receipts need to be returned to the office and the card to be signed back in.
7. The office will then return the debit card to appropriate location.