BELDON PRIMARY SCHOOL P&C MEETING – 21 March 2018		
Attendees: Mary Blechynden, Abby Cousins, Heather Endersbee, Tessa Esparon, Kristy Garnsworthy, Donna Lavers, Toni Mason, Kylie-Grace O'Byrne, Amy Russell, Skye Rowe-Platts	Apologies: Kristy Carlsson, Jenie Elliot, Naomi McInroy, Sheena O'Neill, Debra Reynolds, Janica Ringwood, Monica Pettersen, Laurie Waters, Peter Williams	
1	Opening and Welcome by President	
1.1	Welcome to this P&C General Business Meeting dated 21st March 2018, this meeting will commence at 7.31pm.	
2	Minutes of Last Meeting	Action With:
2.1	Minutes of AGM dated 20 February 2018 confirmed by Kristy Garnsworth and Skye Rowe-Platts	
3	Business Arising from Previous Meeting	
3.1	Protocols for Management of Facebook Groups –Class Coordinators have been instructed at the Class Coordinators meeting of 8 March on how to create and run these groups in relation to school standards. Also given options to contact parents by text and email.	
3.2	STEM – Sheena currently liasing with Miss Lane to draft a proposal to BHP for sponsorship of proposed STEM program. To be reviewed next meeting.	Sheena
3.3	Consolidation of P&C Resources · Shed has been allocated for P&C storage. Kristy Carlsson and Tessa have moved all P&C items into this shed. Sheena and Tessa to set up Sign In/Sign Out register for items used to control stock whereabouts and allow for accurate stocktaking. · Tessa to arrange cheque/cash for purchase of storage containers for P&C shed. · All the old archive material has been sorted and will be thrown out. Archives must be kept for 8 years. · Mary to arrange repair of shed roof with Rhonda.	Sheena/Tessa Tessa Mary
3.4	Parking – Mary advised meeting has been undertaken with Joondalup Council, there is going to be some change to parking on Nautilus, staff from ESC will have new angle parking, potentially within the next 6 months. Liaison with the Council on improving parking arrangements will be ongoing.	
4	Correspondence and Business Arising from Correspondence:	
4.1	Incoming: · Bank statements – issued to Donna · Telstra Bill – for canteen phone, Mary to investigate change over to School (refer item 7.5) · Australian Charity & Not for Profit Committee – Donna confirmed all required information has been submitted. · WASSCO Affiliation Fees – Donna confirmed fees paid. Toni to confirm financial reporting requirements. · Healthy Canteen Info and WA School Canteen Association (Network Meetings) – issued to Toni · SAY CHEEZ – Family Photo Night Info issued to Kristy Carlsson	
4.2	Outgoing: · Movie Night Application submitted 16 March. Awaiting response, Tessa to follow up.	Tessa
5	Presidents Report	
5.1	Refer general meeting agenda, no separate report.	
6	Principal's Report	
6.1	Enrolments: · Current enrolments – 330 from Kindy to Year 6	
6.2	Start to Term 1: · Swimming lessons for Years 5 and 6 completed. · Leadership training for School Councillors progressing well · African Oz Drums and Dance incursion · Sizzling spelling class finals to be undertaken in next two weeks.	
6.3	School Board: · School Board will meet Tuesday 27 March and discuss the Business Plan and One Line Budget.	
6.4	Mentor Program: · Mentor program up and running with 6 students involved.	

6.5	My School Site: · School data available on the My School website https://www.myschool.edu.au/school/48674	
6.6	Funding of School Resources – Mary noted the following areas the school would like funding from the P&C · Chicken Coop – Mary advised Bunnings may provide some assistance and will advise required funding from P&C once this is known. P&C pre-agreed funding up to $1,500. · Literacy Pro Books – P& C pre-agreed funding up to $5,000 · Computers and iPads – to be discussed at future meetings.	
6.7	Maintenance · Science room. Works likely to be undertaken over the holiday. P&C fundraising for lab coats for science room to be discussed at future meetings. · Painting to be undertaken on outside of B Block and Admin/A Block	
6.8	2018 Fundraising Calendar: · The 2018 fundraiser has been drafted and agreed.	
6.9	Saver Plus Program · Mary advised information will be sent out to all families regarding the Saver Plus Program, Federal Government matched savings and financial education program.	
7	Treasurers Report	
7.1	Balances as at 21 March 2018: · P&C – $14,713.74 · KP1 - $13,357.08 · Canteen - $6,976.79	
7.2	Tessa set up with Bank as signatory.	
7.3	Following actions to bank accounts agreed: · Close KP1 account and transfer funds to P&C. · Maintain canteen account - retain balance of $2,000 and transfer remaining funds to P&C. Separate financial records to be maintained. · Separate financial records of KP1 and P&C activity to be maintained.	Donna
7.4	Phone to canteen, Mary to investigate changing over to school rather than P&C.	Mary
7.5	Donna to provide report on Uniform Shop finances.	Donna
7.6	Agreed to amalgamate funds from Mother's Day and Father's day stalls and split evenly between KP1 and P&C.	
8	Uniform Shop	
8.1	Cost of jumpers to be agreed, P&C agreed price change in principle, Jenie to confirm actual increase.	Jenie
8.2	Potential for online ordering and EFTPOS facilities in the Uniform Shop to be further investigated. School is setting up EFTPOS facilities which may be able to be used. Tessa to discuss with to Mary, Rhonda & Donna.	Tessa/Donna
9	Safety House	
9.1	Currently have 10 Safety Houses (doubled since beginning of 2017).	
9.2	Monica to organise offer for free safety house contact cards in Term 2.	Monica
9.3	Letter drop to be arranged for the upper end (between Eddystone, Craigie Drive and Freeway)	Monica
9.4	Monica has received approval from Safety House WA to post the street names but not the address on Facebook for the location of the safety houses. To be posted once all safety house participants have been informed.	Monica
9.5	Cybersafe Session for Year 6's being organised. Options for further cyber prep sessions for parents and students to be investigated.	
9.6	P&C agreed to fund Resilience workshop. Monica to arrange.	Monica
10	KP1	
10.1	Meetings for Sundowner have commenced.	

11	Fundraising	
11.1	Family Movie Night – 6 April: · Application submitted for FERDINAND. Awaiting confirmation and costs. Event to be delayed to Term 2 if approved application is not received in time. · Agreed $15 per family. Children must be accompanied by an adult. · Catering – propose to sell popcorn, drinks and lollies. · Fencing and speakers to be arranged with Dan.	
11.2	Anzac Biscuits – 11 April: · Students are making Anzac biscuits for sale at Anzac Day Ceremony and recess that day. Also have lamingtons for use frozen in canteen. · 2 parent volunteers will be required and requested via Facebook.	
11.3	Easter Egg Raffle: · Amazing response with donations. Funds currently over $550. · Raffle prize rapping scheduled Monday 26 March 9.30am. Currently have enough volunteers.	
11.4	Mother's Day Stall: · Laurie has the stall well organised with all items ordered, selection days allocated and volunteers for wrapping. · Toni to provide notice and form for distribution.	
11.5	Casino Night – Term 3: · Planning event at Crown Casino. Cost of $15 per person for bus transport, meal and Keno dollars. Plan to sell at $30. · Date to be confirmed, booked and advertised.	Sheena/Tessa
11.6	Entertainment Books: · Sheena is the contact for Entertainment Books.	
11.7	Family Portraits: · Kristy Carlsson will organise the Family Portrait fundraiser.	
11.8	Tessa advised that Emily Hamilton has offered to donate a voucher for a bike	
12	Canteen	
12.1	Two volunteers are needed each Monday and Friday to distribute the canteen orders received from Belridge Canteen. Term 1 roster has been filled by P&C members. Toni to distribute Term 2 roster to wider school community to encourage new volunteers.	Toni
13	General Business	
13.1	Stephanie Alexander Kitchen – can the weekly menu and recipes be distributed so that parents are aware of what is being cooked and use the recipes at home with the children? Mary to look at this with Tarnya.	Mary
14	Meeting Closed 8:47PM	
15	NEXT MEETING – WEDNESDAY 16 MAY 2018 7:30 PM	