

Booragoon Primary School P&C Association

Minutes of General Meeting Monday 3rd May 2021

Held: Booragoon Primary School Staff Room
Meeting Opened: 7pm

ATTENDANCE

Barbara Horan	Jess Mitchell	Sophie Cowell	Sarah Forbes
Kate Zappa	Brooke Donabie	Dan Vincent	Nika Engel
Yun Wang	Di Della-Franca	Wendy Maben	Kate Pascoe

APOLOGIES

Nat Lim	Sam Khoo	Shelly Thompson	Hamish McElwee
Martin Gwyn Fawke	Julie Barry	Carl Young	Wai Sum Woo

General Meeting		
No.	Item	Action
1	<p>Confirmation of Minutes of Previous Meeting</p> <p>Motion: That the minutes of the Annual General Meeting of Booragoon Primary School P&C Association held on 8th March 2021 be confirmed as an accurate record.</p> <p><i>Moved: Jess Mitchell</i></p> <p><i>Seconded: Barbara Horan</i></p>	Motion carried
2	<p>General Business Arising from Previous Minutes</p> <ul style="list-style-type: none">Discussed with Carl erecting a sign on garden gate to provide information to the community about the Garden Club. Barb drafted plaque for Garden Club and passed to Hamish to review and approve. Carl will liaise with Hamish.Call for donations to building fund, which are tax-deductible (e.g. cubby house, nature play, shade for quadrangle, oval, bikes). Shelly to send survey to get ideas on what to use building funds for.	No update See notes under Fundraising
3	<p>Correspondence / Communications</p> <ul style="list-style-type: none">No updates.	
4	Reports	
4.1	<p>Principal's Report – Barbara Horan</p> <p>Administration</p> <ul style="list-style-type: none">Current enrolment – We've had five new enrolments in the last week, and our numbers sit at 427. There are spaces for new enrolments in Kindy and Years 1 and 2, all other classes are at capacity.	

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	<ul style="list-style-type: none"> A new set of post-lockdown COVID restrictions apply in schools until further notice. This week staff and visitors are required to wear masks, though teachers/EAs can remove them when engaged in face to face teaching. The official opening of the Admin Upgrade by the Hon Sue Ellery, Minister for Education is planned for 20th May. Due to the current social distancing restrictions we are only able to invite members of the P&C and the School Board to attend. <p>Students</p> <ul style="list-style-type: none"> This is a busy term in regard to student activities, and we are hoping restrictions don't cause further disruption. Our Year 6 leaders were scheduled to attend the Young Leaders Conference at the Perth Convention Centre today, and this has been postponed. Our ANZAC Ceremony was held on Friday, and was quite well attended by family members. It was a meaningful, respectful assembly, and I think it was appreciated by everyone who attended. NAPLAN will take place in Weeks 4 and 5 The interschool sport program involving our Year 5 and 6 students is outlined in the term planner. We have matches in Weeks 3, 5, 6, 8, 10 and 11. In Week 7 Year PP/3/6 will undertake Dental Screening Year 6 camp is in Week 10 Several excursions are also planned as follows: <table border="0" style="margin-left: 40px;"> <tr> <td>Week 3</td> <td>Year 5</td> <td>CREEC</td> </tr> <tr> <td>Week 5</td> <td>Year 2</td> <td>Wireless Hill</td> </tr> <tr> <td>Week 6</td> <td>Year 3</td> <td>Constable Care</td> </tr> <tr> <td>Week 10</td> <td>Year 4</td> <td>CREEC</td> </tr> <tr> <td>Week 11</td> <td>Year 2</td> <td>Kings Park</td> </tr> </table> <p>Grounds and Facilities</p> <ul style="list-style-type: none"> There has been some activity around the school grounds this term. Modifications need to be made to accommodate one of our Special Needs students. To this point a third rail has been added to the fence around the new grassed area in the Junior play area. Work will commence shortly concreting the path from the car park to Room 5; and from the Western gate on the Ramble down to Room 5. Some steps and handrails are being installed in this area as well. The school is funding concreting alongside the front ramp, and this will be done concurrently with the other works. We've had led lighting installed in the UCA to replace the original old lights, which generated a lot of heat, and were very energy hungry. Carl and I have followed up on what we can do the deal with the Parramatta grass on the oval, and we'll plan to address this issue. Clayton and I plan to set up the designated area in the new shed as a STEM area shortly. 	Week 3	Year 5	CREEC	Week 5	Year 2	Wireless Hill	Week 6	Year 3	Constable Care	Week 10	Year 4	CREEC	Week 11	Year 2	Kings Park	
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4.2	<p>Treasurer's Report – Dan Vincent</p> <ul style="list-style-type: none"> • Still awaiting invoice for Leavers shirts • There are some funds to be transferred between accounts for Raffle Tickets, and Canteen laptop • Julie did an audit of Canteen stock, which is currently at \$2,500, to be included each month on the report • MYOB is now costing \$100/month. There may be some other, cheaper software options, but need to review ease of use, and ability to transfer historical data. Di to look at options, and discuss with Dan, and provide update at next meeting 	<p>Dan follow up with Janine</p> <p>Di to review accounting software options</p>
4.3	<p>Committee Reports</p>	
4.3.1	<p>Canteen – Yun Wang on behalf of Julie Barry</p> <ul style="list-style-type: none"> • Off to a very busy start with lots of orders. A heap more orders compared to the start of Term 1. • Prices on the menu have increased slightly to keep up with the increased prices from suppliers and for the up keep of the canteen. • We will be introducing new winter warmer specials this term like soups and quiches. • Volunteers are not signing up as much online however we have amazing regular volunteers that come in. On Wednesday we have Mary who has volunteered through City of Melville. We also have Sara Tiedeman a mum from school who helps out every Thursday as well as Wendy Maben who is a grandmother at the school. On Fridays we do have Robyn Murdoch whenever she can come in. Richard is in every day, who is a grandfather at the school and he has been helping for at least a few years now. We also have Di Della Franca who does the books every week. We are very lucky and thankful to all of these lovely volunteers. • Fridays are still stressful. We never get guaranteed volunteers but we are working through it to get the job done and many people come in last minute. We had a record number of dads help out over the last 2 weeks, around 5 fantastic dads came in. They produced some amazing baked goods! • A stocktake was done for the end of term 1 and the start of term 2, we have a lot of stock on hand. The canteen liaises with the treasurer and book keeper on a regular basis to keep finances and everything up to date. Ideas are shared for any improvements and suggestions through the committee. • The Power keeps tripping in the canteen. It has been happening for a long time. This morning there was no power to the fridges and freezers. Luckily everything was still cold. An electrician was called. It has been advised previously that we need to get a bigger switch board. The power often trips during service which is frustrating and stressful. We will get the latest feedback from the electrician this time around and fill you in at the next meeting. • We are really happy with the amount of orders we are getting and the menu that we have produced. We feel very fortunate to have the canteen that we have especially in current times. It comes down to a great P & C and an amazing school community. 	<p>Barb to look into who has responsibility for the power (i.e. the school or P&C).</p>

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	<ul style="list-style-type: none"> Barb advised that a member of the school community requested a copy of the Nutrition Policy, and had the perception that there were too many salty foods, and too many purchased vs prepared foods on offer. Barb stressed that this was only one person's perception. However, there was discussion that it may be time for another canteen survey. 	Kate to liaise with Shelly and Julie to kick-off a canteen survey
4.3.2	<p>Fundraising – Nika Engel & Brooke Donabie</p> <ul style="list-style-type: none"> Quiz night – update from Shelly. Shelly spoke to the previous organiser of the Quiz night, who advised that the return was not worth the massive effort to organise. Shelly still looked into venue options, but all are currently capped at ~100people. Shelly suggested smaller, more regular quiz nights be organised. However, after discussion, it was agreed that we should still pursue a larger, more inclusive quiz night, but a committee needs to be organised first, before dates/venues discussed. A call out for a committee to be formed will be issued, with most likely date Term 1 2022. Barb advised that the school will be putting on an End of Year Celebration, in the last week of school, and suggested the P&C could use it as a fundraising opportunity for food and drinks. Each class will do a small performance, and likely to be held on the oval. Barb to follow up with Bunnings, if they are taking bookings for Sausage Sizzles yet. Donations for Tax-Refunds – there was a discussion around how this would work. Dan advised that there were some details to confirm, but all looked feasible. Need to review how to offer this to parents – may need to provide details on the fundraising activity etc. Donations would go to the Building Fund, so 'Shade' of some-sort could be an option 	<p>Brooke write up an expression of interest for the Quiz Night committee, to be sent out by class reps</p> <p>Barb to follow up with Bunnings</p> <p>Dan/Di/Shelly/ Jess to review and discuss</p>
4.3.3	<p>Uniform Shop – Jess Mitchell</p> <ul style="list-style-type: none"> Will be open next week. Plenty of winter pants available. Jess cleaned out the P&C shed over the holidays 	
4.3.4	<p>Champion Dads and Grounds – Carl Young</p> <ul style="list-style-type: none"> Carl and Barb have been investigating the issue of the school oval. Carl is reviewing option. Update to be provided at next meeting. 	
4.3.5	<p>Sustainability Committee – Kate Zappa</p> <ul style="list-style-type: none"> The Sustainability committee is now emptying the recycling bins regularly The Soft Plastics Bins are almost ready, and will be placed in the canteen, and the Recycling Hub. These will be emptied weekly Walk to School Day Fri 14th May – Barb has sent out an email, and put up posters. Students can decorate their bikes/legs with prizes available. Composting will be the next focus. Kate to review with Hamish, and will need to get bins in place for this. 	
4.3.6	<p>Garden Club – Hamish McElwee</p> <ul style="list-style-type: none"> No update. 	

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4.3.7	<p>School Banking</p> <ul style="list-style-type: none"> • Sarah advised that they were still struggling for volunteers. • Sarah advised that the current location is not weather-proof, and requested it be moved to the library hallway. Barb agreed to this. • On Assembly days, Sarah requested if the table can be left outside the undercover area, for the School leaders to put back in the OSH cupboard after assembly. Again, Barb agreed to this. 	
5	<p>General Business</p> <ul style="list-style-type: none"> • Choir Shirts – Barb advised that she is still reviewing quotes/designs. However, we need 93 shirts, which is almost double the original estimate. Barb requested that the school and P&C split the cost. After discussion, it was agreed that a student cake stall will be held to raise funds for the shirts, targeting the choir parents to donate baked goods. • Motion – P&C to fund 50% of the choir shirts, estimated at \$2,700. Moved: Brooke Donabie Seconded: Jess Mitchell • Robin Hood Grant – Barb has put forward a proposal for a ‘Sound Garden’ under the Robin Hood Grant. The grant recipient is selected based on the greatest number of votes. Votes can come from anywhere, including international. As such, all parents will be called upon to vote, and will be requested to forward the request to their external networks – friends, family, colleagues! 	<p>Nika and Kate to look into Choir Cake Stall</p> <p>Motion carried</p> <p>Class Reps to help promote when details are available from Barb</p>
6	Next Meeting: Monday 31 st May 2021	
	Meeting Closed: 8:30pm	