

# Carine Primary School P&C Association

## Minutes of General Meeting 29 March 2021

Held: CPS Staff Room

Meeting Opened: 7.35pm

### ATTENDANCE

Quorum present - Yes.

Nicky Suckling (Chair) (NS)	Andrew Guy (AG)	Cassie Guy (CG)	Steve Brooks (SB)
Sara Jaenke (SJ)	Sarah Sharman (SS)	Hayleigh Bowyer (HB)	Briony Kemp (BK)
Blake Jaenke (BJ)	Dipesh Garara (DG)	Tracy Smith (TS)	Karen Tassell (KT)
Melissa Cashman (MC)	Michelle Stephens (MS)	Trae Flett (TF)	Alex French (AF)
Robert Adams (ex officio) (RA)			

### ITEMS

### ACTION (NAMES)

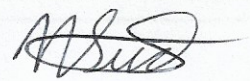
<b>1. Welcome by Chair</b>	
<b>2. Apologies</b> Kelly Alcock, Megan Salom	
<b>3. Confirmation of Minutes of Previous Meeting</b> The minutes of the General meeting held on 8 March 2021 and the Executive meeting held on 14 March 2021 were confirmed as a true and accurate record of the meeting by BJ & MC.	
<b>4. Correspondence:</b> Resolution: That Correspondence In and Out be received as per attached lists. <b>Carried</b>	
<b>5. Treasurer's Report</b> BJ reported that there are no new updates to the previous report.	
<b>6. Principal's Report</b> Resolution: That the attached Principal's Report be adopted. <b>Carried</b>	
<b>7. Uniform Shop Report</b> Nil report available. NS has been liaising with Jodi La Rosa regarding stock levels. There are some items that have low or no sales. Two volunteers needed to assess current stock and decide future levels.	NS
<b>8. Board Report</b> Nil available	
<b>9. General Business</b> 9.1. <b>Uniform Shop Funding</b> BJ moved that the committee approve expenditure of up to \$20,000 for the purchase of stock for the uniform shop (see attached Motion 03/21).	



<b>Resolution: Carried</b>		
9.2.	<b>Reflex Maths &amp; Reading Eggs funding</b> BJ moved that the committee approve expenditure of up to \$10,000 for the school's subscription to Reflex and Reading Eggs (see attached motion 04/21). <b>Resolution: Carried</b>	
9.3.	<b>Bank account signatories</b> BJ moved that the committee authorise the treasurer to update the signatories on the P&C bank accounts for the current office bearers (see attached motion 05/21). <b>Resolution: Carried</b>	
9.4.	<b>Day of week for meetings</b> The day of week the General meetings are held was discussed due to members being unavailable on certain days. Suggested to alternate days however could make difficult for consistent attendance and remembering which day to attend. Committee agreed meetings would stay on Mondays for now.	
9.5.	<b>Subcommittee formation &amp; Terms of Reference</b> Suggested by NS that sub-committees should be formed before the end of the year – ideally by end of term 3 – so that coordinators and terms of reference can be approved and preparations for activities can start.	
9.6.	<b>Election of Coordinators</b> Year 6 Sub-committee – Tracy Smith Uniform Shop – Jodi La Rosa Run Club – Misty McLaren & Steve Preece Sausage Sizzle – Pizza Day – Ying Peng Scholastic Book Orders – Sally Clark (MS offered to help if required) Jogathon – Megan Salom Footy Tipping – Blake Jaenke Entertainment book – Blake Jaenke School Banking – Nat Poustie Buddy Rep – Kathryn High Fathering Project – Steve Brooks Mothers & Fathers Day stalls – Michelle Stephens & Karen Tassell Lunch orders are being delivered to classrooms by students who have been trained by previous coordinator Kelly Alcock	
9.7.	<b>Fundraising Processes</b> When an event is held the expenditure of funds must be pre-approved so that coordinators/volunteers are not spending their own funds. Notice of a financial motion must be given 48 hours before an executive meeting and 7 days before a general meeting.	



9.8. <b>Expenditure of P&amp;C funds</b> A 'wish list' of items needed for the school was provided in the Principal's report. To be discussed at next General Meeting 3 May.	SJ (02/21)
9.9. <b>Potential alternative canteen providers</b> The P&C committee has been approached by two potential alternative canteen suppliers. One of these has also contacted the school board. CG will investigate options further.	CG (03/21)
9.10. <b>Increased P plate parking Osmaston Rd</b> Issues with parking congestion due to parking changes at high school. Information received that a new student carpark will be built, timeline unknown.	
9.11. <b>P&amp;C Voluntary payment</b> Suggested that this could be included on booklist in same fashion as the School voluntary contribution. RA stated that the booklist agreement for 2022 has been finalised and school has chosen not to include this on the booklists.	
9.12. <b>WACSSO P&amp;C Training Sessions</b> Suggested to participate in WACSSO education. Committee agreed this would be beneficial. SJ to book a date – several available	SJ (04/21)
9.13. <b>Communications coordinator</b> Needed to coordinate P&C communications and promotion. CG will approach a potential candidate.	CG (05/21)
<b>10. Other Business</b> 10.1 Long term playground project – discuss at next meeting	SJ (06/21)
<b>11. Next Meeting</b> The next <b>General Meeting</b> will be held: 3 May 2021 – 7.30pm – CPS Staff room Doors open 7pm for meet and greet	
<b>Meeting Closed: 9 pm</b>	

  
18/10/21.