

South Halls Head Primary School P & C Association Inc

Annual General Meeting 18/03/19

Meeting Opened : 6.30pm

Present: Melanie Buller, Gina Johnston, Nadine Radin, Louise Rhodes, Jennifer Russell, Cath Doyle, Veronika Sajova, Rochelle Watson, Todd Butcher, Dianne Vallve , Nikki Irwin.

Item#	Agenda Item
1	Minutes of the Previous Meeting 18/02/2019 Accepted. Moved-All Seconded-All Matters Arising
1.1	<i>Veronika- Anti Virus software</i> "Defender" is the best anti- virus, which is included with Windows 10 If there are problems downloading the latest version of the anti-virus software, replacement of laptop (purchased 2014) may need to be considered . <i>Nadine- Internet Data Dongle</i>
1.2	This has been purchased.
1.3	<i>Nadine-Canteen Volunteers for 2 Hour Shift</i> Nadine is to write an excerpt for the Week 8 newsletter. Louise Rhodes or Toni Warren will speak at this week's assembly regarding this.
1.4	<i>\$100 Sticker /Stamp Per Classroom</i> Gina will forward \$2700 to the MCS.
1.5	<i>Info Graphic</i> Mel spoke with MCS, who has been absent from school. Now she has returned, she and Mel will liaise re this.
1.6	<i>Broken Matting</i> This has been reported and awaiting repair from the Dept.
1.7	<i>Library Visit</i> This was discussed with staff and the response was "thank you, but no thank you" as staff already have plans for book week.
1.8	<i>Before School Running Club</i> This has been in place since Week 4. The children are really enjoying and there is plenty of interest. Thank you to Tim Watson and Todd Butcher for volunteering their time.
1.9	<i>Colour Explosion</i> -Aim is to set up the school oval with volunteers from midday. -Children will have an early lunch, be wet within the school grounds and then on the oval by 1.40pm. -Two hoses will go out onto the oval to wet the children during the run, either with sprinklers or sprayers. -There will be 3 circuits/ laps with the younger pupils within the inner two. -All the children will be staggered around their circuits and there will be colour stations and obstacles to slow them down. -Asthmatics and Anaphylaxis pupils will wear a fluoro yellow wristband to identify them. "Powder Throwers" will know that they must ask these children to cover their face and nose and/or throw powder towards their legs. -Police Dog Handler & dog will be coming down too. -Di Vallve requested that P & C reimburse the school for the cost of the wristbands (\$33.40) Moved-All Seconded-All -Veronika suggested that we remind parents in the newsletter regarding the taking of photos.

	-Louise is making contact with the "Mandurah Mail" re submitting an article for the local paper. Veronika agreed to provide photos and Louse will write up article and submit for possible publication.
2	Correspondence -Nil
3	Reports
3.1	<i>President's Report</i> – Nil
3.2	<i>Financial Report</i> Current balances: -General Account- \$19 744.06 -Canteen Account \$26 386.09
3.3	<i>Canteen Report</i> Everything is quiet and going well. A decision needs to be made regarding a possible change to the supplier of sausage rolls and pies. A canteen meeting needs to be held to decide if we want to stay with the current supplier or go with a new one.
3.4	<i>Fundraising Report-nil</i>
3.5	<i>School Board Liaison</i> -Finance Board couldn't approve financial documents as they didn't have a quorum. M.C.S.- discussed the need for succession planning, particularly when Jenny is unwell. -Portable Seating for Parents Veronika discussed this at the board meeting (as she did at P& C mtg 18/02). We may be able to borrow seating from HHC or change the venue for big events such as graduation. -A Code of Conduct for board members was introduced and discussed. -Minister of Education's 10 Point Action Plan- "Let's Take a Stand Together" was discussed. -School Facebook page is a work in progress. -Business Plan 2019-2021 is still a work in progress. -Board secretary vacancy. The current secretary intends to resign at the next meeting. <i>Principal's Report (attached)</i> <i>Matters Arising from Principal's Report</i> -Installation of gate is to stop illegal activities going on. -Beach Carnival. Todd Butcher said it was a really well run event and there was plenty of positive parent feedback with regard to the communication and activities. P & C members agreed. Di said she would feed this back to Tom Dowding.
4	Elections
4.1	<i>Office Bearers</i> President: Todd Butcher Vice President: Louise Rhodes Secretaries (shared position) : Jennifer Russell, Cath Doyle Treasurer: Gina Johnston
4.2	<i>Executive Committee Members</i> 1. Deb Maybury 2. Nadine Radin 3. Rochelle Watson
4.3	<i>Committees</i> Canteen Convener: Nadine Radin Fundraising Conveners: Rochelle Watson & Meegan Errington Donation/Grant Convener: Louise Rhodes School Board Liaison: Veronika Sajova
5	Appointments
5.1	<i>Honorary Auditor:</i> -Ward Ilsley & Partners
5.2	<i>Delegates to WACSSO Conference:</i> No one was interested

5.3	<i>Additional Signatories:</i> There is no need to change or add signatories. Currently the signatories are Todd, Louise and Gina.
6	General Business
6.1	<i>Chickens-</i> P & C are happy to pay \$260 for our annual chicken visit Moved-All Seconded-All
6.2	<i>Youtube Accessibility-</i> Mel confirmed that children do not have access.
6.3	<i>Canteen Shirts.</i> Todd went to “Hot Klobba”. Shirts can be ordered on an individual basis (\$36) and these will then be tax deductible for those purchasing. It was suggested that volunteer shirts could be purchased by canteen, but no decision.
6.4	<i>Office Bearers:</i> Veronika is able to organise gmail accounts.
6.5	<i>Colour Explosion Fundraising Progress</i> As at 12/03/2019 approximately \$6000 gross.
6.6	<i>“Flip Out” Fundraising Opportunity:</i> Rochelle outlined that “Flip Out” were offering schools a 2 hour window, Monday- Thursday during term time as a fundraising opportunity. The school doesn’t have to do anything except advertise the date of the event. Entry per child is \$25 and the school gets half of that money. Rochelle was to investigate possible dates. 30 May was a suggested date.
6.7	<i>Documentation:</i> Todd has contacted all previous office bearers and executive members to ensure they didn’t have any important P & C documentation, that the current bearers and members required. No action required.
6.8	<i>Newsletter Item:</i> It was agreed that a secretary would compile a newsletter item informing the school community who the new office bearers and committee members are and to also thank previous P & C members for their contributions.

Meeting Closed: 8pm

Next Meeting: 13 May at 6.30 pm.