

Bambara Primary School P&C General Meeting – Term 2

Minutes for meeting held **Weds, 9th May 2018 at 6:30pm**

1.	Welcome																
ATTENDANCE																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Shelley Webb (President)</td> <td style="width: 33%;">Helen Hopkins (Secretary)</td> <td style="width: 33%;">Shelley Smith (Deputy Principal)</td> </tr> <tr> <td>Nichole Everett (Vice President)</td> <td>Linda Knox (Principal)</td> <td>Kandese Butler</td> </tr> <tr> <td>Brendan Everett</td> <td>Hayley Duguid</td> <td>Alison Hayward</td> </tr> <tr> <td>Dayle Scarlett</td> <td>Peta Farrell</td> <td>Racquel Sutton</td> </tr> <tr> <td>Kevin Duguid</td> <td>Danielle Bardsley</td> <td>Penny Lee</td> </tr> </table>			Shelley Webb (President)	Helen Hopkins (Secretary)	Shelley Smith (Deputy Principal)	Nichole Everett (Vice President)	Linda Knox (Principal)	Kandese Butler	Brendan Everett	Hayley Duguid	Alison Hayward	Dayle Scarlett	Peta Farrell	Racquel Sutton	Kevin Duguid	Danielle Bardsley	Penny Lee
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APOLOGIES																	
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1.1	The meeting opened at 6:37pm.																
2.	Confirmation of Minutes of previous meeting																
	RESOLUTION: That the minutes of the meeting of Bambara Primary School P&C General Meeting held on 14 th March 2018 at 6:30pm be taken as read and confirmed as a true and accurate record.	Carried															
3.	Business Arising from previous Minutes																
	The list of outstanding actions from the last meeting were reviewed. Please refer to Appendix A.																
4.	Correspondence																
4.1	Correspondence In																
	Fundraising brochures: None Financials: ANZ Statement No. 228 General mail: None																
	RESOLUTION: That the correspondence in be received as per the above list.	Carried															
4.2	Correspondence Out																
	Receipts issued to all Fete stall holders who have paid their \$50 application fee.																
	RESOLUTION: That the correspondence out be received as per the above list.	Carried															
5.	Reports																
5.1	Principal's Report																
	Presented by Linda Knox. Attached as Appendix B.																
	RESOLUTION: That the Principal's Report be adopted.	Carried															
5.2	Treasurer's Report																
	Attached as Appendix C.																
	RESOLUTION: That the Treasurer's Report be adopted.	Carried															

5.3	<u>Kitchen Garden Committee Report (minutes of last meeting)</u>	
	Attached as Appendix D . Shelley Smith has received positive feedback from students – they enjoy their time in the garden and see it as a means to ‘switch off and forget about things’. They also enjoy selling produce and for those without gardens at home, they have an opportunity to plant. \$138.90 raised from selling produce. We have received a grant of \$1500 for the sensory garden pathway paving from the City of Joondalup. A brick paver pathway is being installed for \$2000 and the school will fund the difference in cost. Danielle’s husband will be making the potting bench using recycled timbers.	
	RESOLUTION: That the Kitchen Garden Committee Report be adopted.	Carried
5.4	<u>Fete/Fundraising Committee Report (minutes of last meeting)</u>	
	Attached as Appendix E . We’d like to extending our thanks to the following individuals for taking on various fundraisers: Hayley and Dayle – Cadbury Fundraiser. Danielle, Shelley, Morena and Brendan – Mother’s Day Stall. Dayle for her efforts in applying for the grants for the mural. Kevin – Bunnings Sausage sizzle. Brendan – Entertainment Books.	
	RESOLUTION: That the Fete/Fundraising Committee Report be adopted.	Carried
5.5	<u>Book Club Report</u>	
	Attached as Appendix F .	
	RESOLUTION: That the Book Club Report be adopted.	Carried
6.	<u>General Business</u>	
6.1	<u>Treasurer Role</u>	
	Outgoing: Jodie Moss. For health reasons, Jodie is unable to continue in the role of Treasurer and has formally stepped down. Nominated: Wyn Hopkins (application submitted in writing and shared with those present at the meeting – Attached as Appendix G) Wyn Hopkins is still a signatory on the account and is willing to formally take on the role until the next AGM. Person Accepted as Office Bearer: Wyn Hopkins	
6.2	<u>Accounting Package</u>	
	ACTION: Wyn to continue work on automating and simplify the income and expenditure spreadsheet for ease of use. (Wyn Hopkins)	
6.3	<u>Term 2 2018 –Key Dates</u>	
	Mother’s Day Stall – Tues/Weds/Thurs (Week 2)	
	Stall is selling well. New range of gifts available this year. Look to increase spend to ensure we can purchase quality items and have enough surplus for wrapping, etc.	
	RESOLUTION: That we increase the allocation outlined in the Bylaw from \$650 to \$850 for both Mother’s Day and Father’s Day stalls.	Carried
	RESOLUTION: That a sundry spend of \$200 be allocated for the Christmas Raffle, the Easter Raffle and both the Mother’s and Father’s Day stalls.	Carried

	Entertainment Book	
	<p>Last year \$658 was raised through sales of 30 books and 15 digital orders. Every family will receive a book which will come home with the eldest child. Brendan working with Janet to obtain class lists. Those who do not wish to purchase simply return the book to the office.</p> <p>The Entertainment Book draft emails and FB posts for us to distribute. Communication around this initiative will be increased to ensure we capture as wide an audience as possible. School makes no payment upfront.</p>	
	Cadbury Chocolate Fundraiser – (Week 3 through to Week 9)	
	<p>Hayley and Dayle met with Nichole and Shelley to discuss this year’s approach. In past years, we have used the Fun Box of Freddos and will do the same again this year. An order of 50 boxes comes with a bonus box of chocolates which we would like to hold back and raffle off at the fete. We would like to order 70 with the view that we can match sales from last year. Any boxes not sold quickly can be sold at some point this year at other events.</p>	
	RESOLUTION: That \$2100 funds be allocated towards the purchase of 70 boxes of Cadbury Freddo Frogs.	Carried
	RESOLUTION: That funds raised from the Cadbury Chocolate Fundraiser be put directly towards the Kindy Shade Sail.	Carried
	<p>ACTION: Helen to create a small flyer outlining our fundraising goal to be distributed with the boxes. (Helen Hopkins)</p>	
	Bunnings Sausage Sizzle – Monday, 4th June (Week 6)	
	<p>Only 3 people so far have confirmed they can volunteer. Sadly, we are likely to have to cancel if we don’t get enough people come forward to help. Promote on FB page for assistance.</p>	
	RESOLUTION: That our Bylaw allocation of \$700 be transferred to Kevin Duguid’s bank account to allow for the purchase of supplies for the Bunnings Sausage Sizzle.	Carried
	<p>ACTION: Kevin to purchase supplies and provide receipts to the Treasurer. Any funds not spend must be transferred back directly to the P&C account ASAP. (Kevin Duguid)</p>	
	<p>ACTION: Promote and communicate this event to source volunteers. (All P&C Members/Class Reps)</p>	
	Junior/Senior Disco – Friday, 15th June (Week 7)	
	<p>Once again, we are struggling to find volunteers and the event is at risk of being cancelled.</p> <p>Cheryl Brown has offered to run the Senior Disco if no one else comes forward, but will still need helpers on the night.</p> <p>Crucial we promote this event and outline expectations of volunteers.</p>	
	<p>ACTION: Promote and communicate this event to source volunteers. Allow 2 week window to achieve this. (All P&C Members/Class Reps)</p>	
	Running Club Breakfast – Monday, 25th June (Week 9)	
	<p>Date discussed for Monday of Week 9 so as not to clash with other events.</p> <p>Some suppliers have been contacted to see if they would be willing to donate any food items. This is now managed by Foodbank and so we would not be eligible.</p> <p>Coachie will see if we can approach Woolworths to donate our ‘shopping list’</p> <p>Possible look to use Brownes for donations of yoghurts. Danielle may be able to get Boost juice vouchers.</p>	

	RESOLUTION: That a Bylaw be created giving a \$200 allowance to purchase supplies for 2 Running Club Breakfasts per year (1 per semester).	Carried
	Tombola Free Dress Day (last day of Term Friday, 29th June)	
	Instead of gold coin donation, pupils to bring in a jar filled with various items to be sold at the Tombola Stall at the Fete which is being run by the Kindy class.	
	Milkshake Day	
	Suggestion of a milkshake day where we sell flavoured “Sipahh Straws”. Issue with potential wastage of milk not sold, plus we don’t have any donations from milk suppliers as yet. Look to reinstate fortnightly icy pole days from Week 4. Suggestion to hold a ‘Freddo Frog’ day, once the boxes arrive, which will assist in the selling of the stock.	
	ACTION: Reinstate fortnightly icy pole days. Introduce a ‘Freddo Frog’ day once the boxes arrive and tee up with volunteers. (Shelley Webb)	
	School banking Pat the Dog visit – Weds, 6th June (Week 6)	
	Penny advised that the Commonwealth Bank School Banking Mascot “Pat” the dog will be visiting on Weds, 6 th June. Penny is issuing info packs to all families with children who haven’t yet signed up in an effort to generate more interest.	
6.4	2018 Fundraisers	
6.4.1	Kindy Shade Sail	
	Dayle has applied for a City of Joondalup Arts & Culture Fund grant. Applications were due Friday, 13 th April. The application itself can take about 3 months to process and if successful, will generate \$3000 of funds towards the proposed mural.	
	ACTION: Dayle to provide update when available. (Dayle Scarlett)	
6.4.2	Playground Upgrade (previously referred to as “Nature Play”)	
	The first meeting of the Grounds Committee took place last Thursday and involved the group surveying the school grounds, reviewing the area for potential sites. Main focus will be on the senior students. One of main ideas is to use some of the existing structures around the school and the group are obtaining costs to provide some bases for climbing structures. The next meeting will take place on Thursday, 31 st May. Kidsafe WA are holding a presentation on school playgrounds on Weds, 20 th June from 7pm – 8pm (Week 8).	
	ACTION: Add to agenda for discussion again at next meeting. (Helen Hopkins)	
6.4.3	Undercover Area Refresh	
	We are still waiting on some quotes to repaint the floor of the undercover area. Due to the surface being bitumen and not concrete, simple repainting may cause a slip hazard. Further investigation required.	
	ACTION: Add to agenda for discussion again at next meeting. (Helen Hopkins)	

6.5	<u>Bambara 40th Birthday Celebrations (Fete) – Sunday, 4th November</u>	
	As mentioned, the Committee met on 6 th April. Please refer to full minutes attached. Various amusement have been confirmed – zorb balls, animal farm, etc. We are looking to include a fairy floss machine and are currently getting prices. Lots of stall interest so far. 21 stalls registered. 7 have confirmed and paid their \$50 stall fee. Hoping to generate between \$12,000 / \$15,000 based on figures from the last fete. Ideally we will secure some big sponsors again such as Peard, Realmark, etc and their sponsorship can be put directly towards costs for some of the amusements. The sponsorship form was circulated for approval. Suggestion of adding a ‘Friends’ section where individuals can nominate their own amount to sponsor. A few minor wording changes required to ensure the Platinum Sponsorship gives the most benefits.	
	RESOLUTION: That the fete sponsorship form be adopted pending the minor changes discussed.	Carried
	RESOLUTION: That a separate Fete Facebook page be created to ensure information can be easily shared with the general public/stallholders.	Carried
	ACTION: Shelley and Nichole to organise the sponsorship form and FB page. (Shelley Webb/Nichole Everett)	
6.6	<u>Other School P&C Coordinator Positions – not filled at AGM</u>	
	Bunnings Sausage Sizzles –P&C (Mon, 4th Jun & Sun, 23rd Sept): Kevin Duguid Bunnings Sausage Sizzles – Kitchen Garden: TBC Cadbury Chocolate Fundraiser (2 people): Hayley Duguid & Dayle Scarlett Faction Carnival: TBC Fun Run: TBC Junior Disco – Term 2 (Fri, 15th Jun): TBC Senior Disco – Term 2 (Fri, 15th Jun): TBC Senior Disco – Term 4 (Fri, 30th Nov): TBC Family Disco Night – Term 4 (Fri, 7th Dec): TBC Year 5/6 P&C Class Rep: TBC	
	ACTION: Add to agenda for next meeting. Class reps to promote these positions. (Helen Hopkins/Class Reps)	
7.	<u>Other Business</u>	
7.1	<u>Stationery Supplies</u>	
	In an effort to make the area outside the P&C room tidier and the reimbursement/cash summary forms more accessible, Shelley purchased a document display stand for \$36.	
	RESOLUTION: That the P&C reimburse Shelley Webb \$36 for the purchase of stationery supplies.	Carried
7.2	<u>Padbury Primary P&C</u> Brendan has been in discussions with Padbury Primary P&C. Idea of building a partnership between the two schools, with a potential shared activity in Term 4, particularly for the Year 6 students, many of who will end up together at Duncraig SHS.	
8.	<u>Date of Next General Meeting</u>	
	The date of the next General Meeting will be in Week 7, Term 2 on Wednesday, 13 th June at 6:30pm.	
9.	<u>Closure</u>	
	The meeting closed at 8:22pm.	

Appendix A

List of Actions from the General Meeting held on 14th March 2018 – Term 1

Item	Action	Owner	Status
5.4 – Fundraising Committee Report	Shelley to start drafting Standard Operating Procedures with relevant coordinators.	Shelley Webb	In progress.
6.1 – Accounting Package	Wyn to update and simplify the spreadsheet for ease of use. Kevin to consult Wyn with any suggestions for the design.	Wyn Hopkins / Kevin Duguid	In progress.
6.3.1 – Kindy Shade Sail	Nichole and Shelley to meet with Dayle to discuss mural options.	Nichole Everett / Shelley Webb / Dayle Scarlett	Completed
6.3.2 – Playground Upgrade	Linda to seek expressions of interest in joining the committee from the wider parents/carers community and promote the Kidsafe WA info session.	Linda Knox	Completed
6.3.3 – Undercover Area Refresh	Linda to obtain a quote for the repainting of the floor area.	Linda Knox	Completed
6.4 – Bambara 40th Birthday Celebrations (Fete)	Shelley to organise amusement hire.	Shelley Webb	Completed
	Nichole / Shelley to meet with Linda to discuss the mural costs.	Nichole Everett / Shelley Webb / Linda Knox	Completed
6.5 – After School Clubs	Nathan to meet with Linda to discuss further	Nathan Martin / Linda Knox	Completed
6.6 – Other P&C Coordinator Positions Note Filled at AGM	Add to the agenda for the next meeting. Class reps to promote these positions	Helen Hopkins / Class Reps	On today's agenda.
7.1 – Running Club Singlets	Racquel to purchase and invoice the P&C	Racquel Sutton	Completed

Appendix B



Principal's Report

9th May 2018

1. 174 enrollments. Unfortunately, we are due to lose 2 more students who are moving suburbs.
2. Grounds Committee met last week to discuss the Playground Upgrade.
3. We have been gifted 7 medium sized tuart trees. Discussion underway as to location of planting.
4. Science lab will begin construction in the coming weeks.
5. Our Robotics and Coding program has been well received by students in Years 4 and 6. At the next School Development Day, our teachers will meet with other teaching staff in the local network, to share information and ideas.
6. We will be asking parents to distribute flyers for our Open Day (Thursday, 24th May, 8:45am – 12pm). Looking to ask Tim Green if he can add details of the Open Day to the Padbury Resident's Association FB page. Event and flyer details to be added to school FB page.

Appendix C

Net cash flow since last meeting

2,741.87

Closing Balance

13,421.13

Treasurer's Report

Wednesday 09 May 2018

Statement of Account

Balance from last meeting		10,679.26
Deposits		4,206.93
Withdrawals		(1,465.06)
Closing Balance	2/05/2017	13,421.13
Not Yet hit Bank		-
Per Bank		13,421.13

Category	Event	Date	Deposits	Withdrawals
Bank Interest	Bank Interest	29/03/2018 (Thu)	1.88	
Book Club	Book Club	13/04/2018 (Fri)	109.00	
Book Club	Book Club	17/04/2018 (Tue)		109.00
Community Kitchen Garden	Kitchen Garden Tin	13/04/2018 (Fri)	138.90	
Community Kitchen Garden	3 bags of Mulch	05/04/2018 (Thu)		46.05
Easter Raffle	Raffle Money Easter	13/04/2018 (Fri)	740.00	
Fete Expenses	Deposit for Amusement Hire at School Fete	05/04/2018 (Thu)		50.00
Fete Income	PAYMENT FROM LIGOVICH N	26/04/2018 (Thu)	50.00	
Fete Income	TRANSFER FROM GREGSON,FRANCES ENJOSTALL FGREGSON	24/04/2018 (Tue)	50.00	
Fete Income	PAYMENT FROM VAN HEMERT R	20/04/2018 (Fri)	50.00	
Fete Income	TRANSFER FROM JOSEPHINE PATERN SILK OIL OF MOROCC	19/04/2018 (Thu)	50.00	
Fete Income	ANZ M-BANKING PAYMENT LEEHANCOCK MS LEONORA HANCOCK	18/04/2018 (Wed)	50.00	
Fete Income	TRANSFER FROM STEPHANIE BATHO S BATHO A ZEST	18/04/2018 (Wed)	50.00	
Fete Income	TRANSFER FROM ATMOSPHERE BATH ATMOSPHERE/FETE	17/04/2018 (Tue)	50.00	
Icy Poles	Icy Pole Day	09/04/2018 (Mon)	92.60	
Icy Poles	Icy Pole Day	13/04/2018 (Fri)	100.55	
Icy Poles	Icy Ple Day	17/03/2018 (Sat)		54.53
Mothers Day	40 pots for Mothers Day Stall	05/04/2018 (Thu)		59.60
Mothers Day	Items for stalls	10/04/2018 (Tue)		674.73
Movie Night	Movie Night Supplies - burgers, ice cream etc	17/03/2018 (Sat)		257.15
Movie Night	DVD Lovies	17/03/2018 (Sat)		24.00
P & C Membership & Donation Fundrais	Voluntary P & C contributions BAMBARA PRIMARY	10/04/2018 (Tue)	2,480.00	
P & C Membership & Donation Fundrais	P & C memberships	09/04/2018 (Mon)	4.00	
School Banking	Commission from School Banking	04/04/2018 (Wed)	190.00	
Year 6 Graduation Shirts	Donations towards Year 6 graduation shirt	17/04/2018 (Tue)		190.00
Grand Total			4,206.93	1,465.06



Cheque Account

Account Name	Account Number	Current Balance	Available Funds
Cheque Account	016494 340868914	\$13,421.13	\$13,421.13

Processed	Description	Debit	Credit	Balance
26/04/2018	PAYMENT FROM LIGOVICH N		\$50.00	\$13,421.13
24/04/2018	TRANSFER FROM GREGSON,FRANCES ENJOSTALL FGREGSON		\$50.00	\$13,371.13
20/04/2018	PAYMENT FROM VAN HEMERT R		\$50.00	\$13,321.13
19/04/2018	TRANSFER FROM JOSEPHINE PATERN SILK OIL OF MOROCC		\$50.00	\$13,271.13
18/04/2018	ANZ M-BANKING PAYMENT LEEHANCOCK MS LEONORA HANCOCK		\$50.00	\$13,221.13
18/04/2018	TRANSFER FROM STEPHANIE BATHO S BATHO A ZEST		\$50.00	\$13,171.13
17/04/2018	TRANSFER FROM ATMOSPHERE BATH ATMOSPHERE/FETE		\$50.00	\$13,121.13
13/04/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 121549 TO BAMBARA PRIMARY SCHO	\$190.00		\$13,071.13
13/04/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 121726 TO SCHOLASTIC AUSTRALIA	\$109.00		\$13,261.13
13/04/2018	DEPOSIT		\$740.00	\$13,370.13
13/04/2018	DEPOSIT		\$138.90	\$12,630.13
13/04/2018	DEPOSIT		\$109.00	\$12,491.23
13/04/2018	DEPOSIT		\$100.55	\$12,382.23
10/04/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 782694 TO GREENSBOROUGH GIFTS P	\$340.73		\$12,281.68
10/04/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 782142 TO SMART GIFT IDE	\$334.00		\$12,622.41
10/04/2018	TRANSFER FROM BAMBARA PRIMARY BAM002VOL CONTRIB		\$2,480.00	\$12,956.41
09/04/2018	DEPOSIT		\$92.60	\$10,476.41
09/04/2018	DEPOSIT		\$4.00	\$10,383.81
05/04/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 369853 TO DANIELLE BARDSL	\$59.60		\$10,379.81
05/04/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 370631 TO OZZIE RID	\$50.00		\$10,439.41
05/04/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 370232 TO MICHELLE WE	\$46.05		\$10,489.41
04/04/2018	TRANSFER FROM SCHOOL BANKING SCH CONTRISCH61535		\$190.00	\$10,535.46
29/03/2018	CREDIT INTEREST PAID		\$1.88	\$10,345.46
19/03/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 638501 TO MICHELLE WE	\$257.15		\$10,343.58
19/03/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 638346 TO MICHELLE WE	\$54.53		\$10,600.73
19/03/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 638669 TO MICHELLE WE	\$24.00		\$10,655.26
12/03/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 345999 TO SCHOLASTIC AUSTRALIA	\$164.00		\$10,679.26
12/03/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 345650 TO CRYSTAL A CONNE	\$49.00		\$10,843.26
12/03/2018	DEPOSIT		\$702.90	\$10,892.26
12/03/2018	DEPOSIT		\$164.00	\$10,189.36
12/03/2018	DEPOSIT		\$122.80	\$10,025.36
27/02/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 613464 TO CRYSTAL A CONNE	\$38.50		\$9,902.56
27/02/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 613056 TO MICHELLE WE	\$28.17		\$9,941.06
27/02/2018	DEPOSIT		\$129.55	\$9,969.23
21/02/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 288577 TO BAMBARA PRIMARY SCHO	\$5,000.00		\$9,839.68
21/02/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 288373 TO BAMBARA PRIMARY SCHO	\$1,500.00		\$14,839.68
20/02/2018	DEPOSIT		\$1,500.00	\$16,339.68
13/02/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 420039 TO SHAKESHAFT WA PTY L	\$605.00		\$14,839.68
13/02/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 419917 TO MICHELLE WE	\$89.50		\$15,444.68
13/02/2018	DEPOSIT		\$113.00	\$15,534.18
13/02/2018	DEPOSIT		\$62.30	\$15,421.18
13/02/2018	DEPOSIT		\$35.00	\$15,358.88
13/02/2018	DEPOSIT		\$20.20	\$15,323.88
13/02/2018	DEPOSIT		\$20.00	\$15,303.68
07/02/2018	TRANSFER FROM DANIELLE BARDSL WHITFORDS BBQ 18		\$255.60	\$15,283.68
07/02/2018	DEPOSIT		\$75.00	\$15,028.08

Appendix D



Bambara Community Kitchen Garden Committee Meeting Minutes Term 2 Friday, 4th May 2018 @ 2:00pm

Item	Subject	Time
1	Welcome (Attendance & Apologies)	2:00pm
	<p>Present Shelley Smith – Vice Principal Shelley Webb - Community Kitchen Garden Coordinator Morena Howe Alison Hayward Danielle Bardsley</p> <p>Apologies Jodie Moss Paul Moss</p>	
2	Mother's Day Stall	2:10pm
	After a request from Danielle Bardsley about trying to sell some plants at the Mother's Day Stall, the Committee agreed to buy some chrysanthemums to sell at the stall. If the plants didn't sell we would then plant them in the Kitchen Garden.	
3	Logs	2:20pm
	<p>Linda Knox informed SW and SS that during the holidays all the logs that were split and unusable were recently thrown away. This has meant that there are now not enough logs to use in the sensory pathway. Danielle Bardsley's husband has offered to make us a potting station so that we can pot up plants ready for the fete. DB has asked us to supply designs over the next week. We will use the area to the left of the shed as a potting up area. The remaining logs can be used as seats in the area and also to place produce for sale.</p>	
4	Sensory Path	2:30pm
	<p>At the moment with everyone's busy schedule it would be difficult to arrange a busy bee with parent help before the fete. SS suggested that maybe we should ask a bricklayer to come and put the base and framework for the sensory path. The idea would be to use the grants funds to pay for the bricklayer's time to prepare the pathway. The KGC would try and source recycled brick pavers to use around the edge of the path. The idea would be that each class would get a section of the path and could design their own section as they wished. Designs could be painted and sealed stones, sawn off logs, coloured gravel, mondo grass, scented plants etc.</p> <p>Action: SS to get quote for pathway and the aim to have the pathway in by the end of Term 3.</p>	
5	Buddy Bench	2:40pm
	<p>With the recent incidents in the kindy area where items have been removed from the area. The committee thought it best to have the bench placed in a safer area. SW suggested that the bench could be placed under the library window looking over to the kitchen garden. SS said with the library's classroom refresh money she would like to add an additional two benches in front of the window. SW said that the benches might be able to have a few designs painted on them to compliment the mural.</p> <p>Action: SW to obtain a quote for the benches.</p>	

6	Fete	2:45pm
	<p>SW has asked that at the upcoming fete that the KGC set up a stall with the help of Meegan Payne to sell plants. During bad weather we could use the time to pot up seedlings for sale.</p> <p>Action: To buy or find pots to be planted in Term 3. The committee would ask for pots and plant donations on the FB page.</p>	
7	Japanese Garden	2:50pm
	<p>SS said that the quote for the limestone wall came in at \$2,145. SW said that with the commitments of the P&C at the moment that isn't something that she could see being funded. The option would be to ask in the meeting if the area could be upgraded without the limestone wall. SS said that if we planted in the area without the wall. We then couldn't add the wall in after. The design of the wall included bull nosing so that it could be used as a seat. The committee decided that at the moment we would put the project on hold and concentrate on the sensory pathway and the garden.</p>	
8	Newsletter and Journal	2:55pm
	<p>With last term being so busy SW said it was too hard to get a newsletter out every term. The committee agreed to keep the newsletters to Terms 2 and 4. SS said we are always updating the website and FB pages and also putting items in the newsletters. SW said that Karen Kroger told her about the journals the students were keeping in the Year 3 class. SS said it was mentioned in this week's staff meeting and that all teachers would take it on board. SW said we should do a piece on these journals in the next newsletter. MH said why don't we have an update from each class as to what's going on in the KG and their class beds.</p> <p>Action: Newsletter to be out by 24th May which is the Open Day.</p>	
9	Sign	
	<p>The committee agreed that a freestanding sign 1.2 x 1.2 meters showing the logo be placed in the area. The sign would have two steel posts and be situated to the left of the area near the wire fence. The sign would be similar to the ones at the front of the school and show the KG logo on a white background. We would then get a frosted window decal with all the sponsors placed on the sliding doors. This would enable the sponsors to be changed if required in the area very easily. All we would have to do would be replace the decal with a new one.</p>	
10	Meetings	3:00pm
	In the interest of being able to plan things better it was decided to have the KG meetings every term on the Friday of Week 1.	
11	Date of next meeting	
	Term 3, Week 1 – Friday, 20 th July 2018	
12	Closure	3:15pm
	The meeting closed at 3:15pm	

Appendix E

Fete/Fundraising Committee Meeting Minutes Term 2 Friday, 6th April 2018 @ 2:00pm

Item	Subject	Time
1	Welcome (Attendance & Apologies)	2:00pm
	Present Shelley Webb Hayley Duguid Dayle Scarlett Brendan Everett Shelley Smith	
2	FETE <ul style="list-style-type: none">• Small but committed group of parents attended. Others unable to attend sent in suggestions• Amusement equipment hire has been confirmed• Some stall interest• Classes should start to think of stall ideas (Shelly Smith to support)<ul style="list-style-type: none">○ Kindy – lucky dip / tombola jars○ 5/6 – chocolate lob○ P&C – Sausage sizzle and run raffle (prizes donated from stall holders)○ Suggestions can be provided to classes• Sponsorship will be sought<ul style="list-style-type: none">○ Please ask for the formal letter before approaching businesses• Hope to raise \$12k - \$15K<ul style="list-style-type: none">○ More than usually raised in a year○ Aim to purchase kindy shade sails○ Aim to refresh the undercover area○ Possible support of outdoor play equipment• Estimate P&C spend to be around \$5000 (with sponsorship and stall fee to cover some of that cost) CURRENT: <ul style="list-style-type: none">• 19 stalls are registered (potentially \$900 in stall hire at \$50 per stall. Not all stalls are paid up as yet)<ul style="list-style-type: none">○ Still have several stalls outstanding after expression of interest (3 new stalls interested)○ Shelley has created a spreadsheet to track the stalls○ Helen has receipted the payments to date○ 5 years ago there were 28 stalls and we are set to top that number○ If we reach over 35 stalls, will need to be on the oval<ul style="list-style-type: none">▪ Issues with water and electricity access and compliance with COJ• A FB messenger group has been set up for fete committee members (and class FB contacts) to keep up to date ACTIONS <ul style="list-style-type: none">• Present sponsorship letter for P&C approval• Seek approval for FB page for fete advertising etc• Ask for a further \$400 for fete purchases	2:05pm

3	FUNDRAISING	2:35pm
	<p>Cadbury Fundraiser – Hayley Duguid and Dayle Scarlett – Cadbury fundraiser</p> <p>Mother’s Day Stall – Danielle Bardsley, Morena Howe & Brendan Everett</p> <p>Entertainment Books – Brendan Everett</p> <p>City Of Joondalup community grant (mural) – Dayle Scarlett</p> <p>Bunnings Sausage Sizzle – Kevin Duguid</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Update the Mother’s Day Stall bylaw spend by \$200 (sold out last year and again this year with added amount) • Introduce milkshakes now that icy poles are finished • Need to identify a day to collect tombola jars for the stall • Can we look to add a \$100 miscellaneous / sundry amount to the following events: <ul style="list-style-type: none"> ○ Mother’s Day stall ○ Father’s Day stall ○ Easter raffle ○ Xmas raffle • Over time, consumable items (ribbon, wrapping paper, table cloths, etc) have been accrued that eventually run out. They need to be replenished and this is a cost that the P&C absorb but should not be added to the spend allocated. A sundry amount needs to be added so that even organisers are not worried about this amount. 	
4	Date of next meeting	3:00pm
	TBA	
5	Closure	3:00pm
	The meeting closed at 3:00pm	

Appendix F

SCHOLASTIC BOOK CLUB REPORT

Book Club has been well received again this year. Only 50% of sales in comparison to last year's Issue 1 order but an extra 25% on Issue 2 means orders are still running at an average similar to last year.

- Parents seem to be moving to the LOOP app or going online to place their orders with 90% of purchases made via this option on the last Issue.
- So far this year, Bambara Primary School has been issued with \$236.40 in rewards from Issue 1 and 2. Mrs Helen Pirouet is the allocated rewards holder. Helen uses the accrued rewards to purchase books for the school.
- Issue 3 catalogues have been sent home with students last week and early this week with orders due 11th May 2018.
- Two issues are expected each term. Issue 4 will be received later this term.

Book Club Issue	Total Sales	Rewards/Credits
Term 1		
• Issue 1	\$804.00	\$161.00
• Issue 2	\$784.00	\$157.00
Term 2		
• Issue 3	Orders Due 11 th May	
• Issue 4	Not yet received	
Term 3		
• Issue 5	Not yet received	
• Issue 6	Not yet received	
Term 4		
• Issue 7	Not yet received	
• Issue 8	Not yet received	

Rewards Sub Total	\$318.00
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Book Club Coordinator
Kandese Butler

Appendix G

Nomination for position of Treasurer

Wyn Hopkins
22 Macquarie Avenue
Padbury WA 6025

Date: Weds, 9th May 2018

Attention: Bambara Primary School P&C Financial Members 2018

In order to assist with the smooth continuation of the Treasurer Role, I am happy to be considered for the position until the next AGM (February 2019).

Please accept this letter as my formal application for the role.

Yours faithfully

A handwritten signature in black ink, appearing to be 'W/Hopkins', written over a faint, light-colored rectangular stamp or watermark.

Wyn Hopkins