

Bambara Primary School P&C General Meeting – Term 2

Minutes for meeting held **Mon, 18th June 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>Brendan Everett</td> <td>Racquel Sutton</td> </tr> <tr> <td>Kevin Duguid</td> <td>Tiffany Conroy</td> <td>Alicia Harlow</td> </tr> <tr> <td>Danielle Bardsley</td> <td>Rhonda Duffy</td> <td>Kelwin Webb</td> </tr> <tr> <td>Sam Hattersley</td> <td></td> <td></td> </tr> </table>			Shelley Webb (President)	Helen Hopkins (Secretary)	Shelley Smith (Deputy Principal)	Nichole Everett (Vice President)	Brendan Everett	Racquel Sutton	Kevin Duguid	Tiffany Conroy	Alicia Harlow	Danielle Bardsley	Rhonda Duffy	Kelwin Webb	Sam Hattersley		
Shelley Webb (President)	Helen Hopkins (Secretary)	Shelley Smith (Deputy Principal)															
Nichole Everett (Vice President)	Brendan Everett	Racquel Sutton															
Kevin Duguid	Tiffany Conroy	Alicia Harlow															
Danielle Bardsley	Rhonda Duffy	Kelwin Webb															
Sam Hattersley																	
APOLOGIES																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Linda Knox (Principal)</td> <td style="width: 33%;">Wyn Hopkins</td> <td style="width: 33%;">Dayle Scarlett</td> </tr> <tr> <td>Kandese Butler</td> <td>Jodie Moss</td> <td>Morena Howe</td> </tr> <tr> <td>Karen Kroeger</td> <td>Desiree De Graaf</td> <td>Alison Hayward</td> </tr> </table>			Linda Knox (Principal)	Wyn Hopkins	Dayle Scarlett	Kandese Butler	Jodie Moss	Morena Howe	Karen Kroeger	Desiree De Graaf	Alison Hayward						
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Kandese Butler	Jodie Moss	Morena Howe															
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1.1	The meeting opened at 6:36pm.																
1.2	Thanks to all new volunteers who have taken on some of our fundraisers over this last term. Morena has kindly offered to produce the P&C newsletter.																
2.	Confirmation of Minutes of previous meeting																
	RESOLUTION: That the minutes of the meeting of Bambara Primary School P&C General Meeting held on 9 th May 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																
	<p>Fundraising: Felix DJ Services, Cadbury brochure, Moon & Back Father’s Day Gifts & School Gifts catalogues, The West Australian Classroom Cash flyer, Scholastic Book Fair letter, Telethon Get Loud Day flyer.</p> <p>Financials: ANZ Statements – No. 229 & 230. For payments see Treasurer’s Report.</p> <p>General mail: WACSSO P&C Voice – Vol 24, Issues 1 & 2, WACSSO State Councilor Election, WA Education Awards Letter, The West Australia, Globe Insurance Services.</p>																
	RESOLUTION: That the correspondence in be received as per the above list.	Carried															
4.1.1	Email from parent Kevin Duguid (26th May 2018)																
	<p>An email was addressed to P&C Financial members which highlighted some issues around communication. In response to this, we have developed a Concerns & Complaints Procedure. This document was tabled at meeting and will be circulated separately with the minutes.</p> <p>As a general privacy measure going forward, all email recipients will be blind-copied into any electronic correspondence.</p>																
4.2	Correspondence Out																
	Receipts issued to further 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	<u>Principal's Report</u>	
	Presented by Shelley Smith in Linda Knox's absence. Attached as Appendix B.	
	RESOLUTION: That the Principal's Report be adopted.	Carried
5.2	<u>Treasurer's Report</u>	
	Presented by Helen Hopkins in Wyn Hopkins' absence. Attached as Appendix C.	
	RESOLUTION: That the Treasurer's Report be adopted.	Carried
5.3	<u>Fete/Fundraising Committee Report (minutes of last meeting)</u>	
	Presented by Nichole Everett. Attached as Appendix D.	
	RESOLUTION: That the Fete/Fundraising Committee Report be adopted.	Carried
6.	General Business	
6.1	<u>Term 2 2018 -Key Remaining Dates</u>	
	Entertainment Book	
	Presented by Brendan Everett. Response has been a little disappointing this year. Only 20/24 memberships have been sold to date – 8 digital and 12 books. Letters due to go out this week and books due back by the end of the week. Hoping to also engage some staff members to purchase some books.	
	Cadbury Chocolate Fundraiser – (Week 3 through to Week 9)	
	Presented by Helen Hopkins in Hayley Duguid and Dayle Scarlett's absence. We have received \$2042.15 so far via EFT & cash. We have some money ready in the safe to count on Friday & bank. Still \$2007.85 outstanding, to be collected by the end of Week 8. A half box has been returned, with the other half unpaid. (No profit will be made on this box). 1 box was short \$8.85. 1 was over by \$5.00. An SMS reminder was sent out from the office today, requesting any monies be returned by Friday, 22 nd June. Overall the Cadbury fundraiser is progressing successfully.	
	Freddo Frog Day – Thursday, 21st June (Week 8)	
	We have enough Freddo Frogs from the Cadbury Fundraiser to sell on Freddo Frog Day.	
	Junior/Senior Disco – Friday, 15th June (Week 7)	
	Presented by Nichole Everett. Extremely successful night. Good to see several new sets of parent/carer volunteers stepping up to assist on the evening which allowed the main organisers to have the evening off. Option to purchase refreshments was very well received and supplies quickly ran out. Feedback from senior disco was that students were taking too much money to spend. Suggestion we flag this in any future marketing material on Facebook.	
	Running Club Breakfast – Monday, 25th June (Week 9)	
	Donations being received by local suppliers. Everything in hand for the breakfast.	
	Tombola Free Dress Day (last day of Term Friday, 29th June)	
	Lots of jars already being dropped off. Many examples on display in the library. Students to bring in with them on the Friday and drop to their classrooms.	

6.2	<u>Interschool Athletics Carnival</u>	
	This year, Bambara will host the Interschool Athletics Carnival being held at Statewide Services (former Padbury Senior High School campus).	
	RESOLUTION: That \$700 of funds be allocated towards purchasing supplies for the Interschool Athletics Carnival sausage sizzle.	Carried
6.3	<u>2018 Fundraisers</u>	
6.3.1	Kindy Shade Sail	
	No further updates to report.	
	ACTION: Dayle to provide update when available. Add to agenda for discussion at next meeting. (Dayle Scarlett/Helen Hopkins)	
6.3.2	Playground Upgrade	
	Kidsafe WA were due to hold a presentation on school playgrounds on Weds, 20 th June from 7pm – 8pm (Week 8), however this has been postponed due to the presenter being unwell. The Grounds Committee met on Thursday, 14 th June and shared ideas on the next steps. General agreement was to pin down a few smaller immediate initiatives we can work towards.	
	ACTION: Add to agenda for discussion again at next meeting. (Helen Hopkins)	
6.3.3	Undercover Area Refresh	
	Shelley Webb has received a quote for the floor totaling \$9000. This consists of \$3000 for the non-slip paint and \$6000 to grind down the bitumen in preparation for the paint. A separate quote of approx. \$2000 was received for the wall painting. More research is required before we proceed. Look to reach out to school community for skilled trades who may be able to help.	
	ACTION: Add to agenda for discussion again at next meeting. (Helen Hopkins)	
6.4	<u>Bambara 40th Birthday Celebrations/Fete – Sunday, 4th November</u>	
	A printed sample of the letter we intend to send out to potential businesses, aimed promoting the fete and requesting support/donations was shared around the table. It was noted that some of the classes need assistance with funding for the stalls they intend to run. We would like to offer some financial support to help them get set up. We would like to put some money towards some signage to assist with promoting the fete.	
	RESOLUTION: That the final draft of the fete letter and flyer be adopted.	Carried
	RESOLUTION: That \$100 of funds (up to a maximum spend of \$600) be allocated per class, to assist with the purchasing supplies for their fete stalls/activities.	Carried
	RESOLUTION: That \$400 be allocated towards banner signage for the fete.	Carried
	ACTION: Letters to be issued to potential sponsors. (Shelley Webb/Nichole Everett)	

6.5	Other School P&C Coordinator Positions – not filled at AGM	
	<p>Bunnings Sausage Sizzle (Sun, 23rd Sept*): Kevin Duguid Kitchen Garden Sausage Sizzle: TBC Faction Carnival: TBC Senior Disco – Term 4 (Fri, 30th Nov): TBC Family Disco Night – Term 4 (Fri, 7th Dec): TBC Scholastic Book Fair 2018: See Item under Other Business *Possibly enquire about a change of date, if available.</p>	
	ACTION : Add to agenda for next meeting. Class reps to promote these positions. (Helen Hopkins/Class Reps)	
7.	Other Business	
7.1	Scholastic Book Fair 2018 – Volunteer required	
	<p>Tiffany Conroy is unable to organise this year's Book Fair. Books are due arrive on Monday, 6th August. The fair itself will be held on Tuesday, 7th, Wednesday, 8th and Thursday, 9th August. Shelley Smith offered to coordinate provided we can gather a team of volunteers to assist with the setting up on the Monday and the selling of items on the Tuesday (PM), Weds (AM and PM), and Thursday (AM and PM). Shelley to coordinate. Volunteers required.</p>	
	ACTION : Shelley Smith to coordinate and request volunteers. (Shelley Smith)	
7.2	Boomerang Bags	
	<p>The Bambara Boomerang Bags group have sewn about 600 bags since their inception in May 2017. Last year, two classes decorated pillowcases with markers. This year the Year 4/5 class printed using house paint sample pots and Styrofoam. In Pre-Primary, students had fun with finger painting printing. The sewing group made all these items into bags and returned them to the children. The group would like to continue to offer ideas and would like to ask for funding from the P&C. They expect this to be spent on fabric ink and printing materials. If teachers wish to buy materials, it would be great to offer them reimbursement from the P&C.</p>	
	RESOLUTION : That \$300 of funds be allocated towards the purchase of supplies for the Boomerang Bags initiative.	Carried
	ACTION : Helen to inform Nicole Mattingley. (Helen Hopkins)	
8.	Date of Next General Meeting	
	The date of the next General Meeting will be in Week 2, Term 3 on Wednesday, 25 th July at 6:30pm.	
9.	Closure	
	The meeting closed at 8:06pm	

Appendix A

List of Actions from the General Meeting held on 9th May 2018 – Term 2

Item	Action	Owner	Status
6.2 – Accounting Package	Wyn to continue work on automating and simplify the income and expenditure spreadsheet for ease of use.	Wyn Hopkins	Ongoing
6.3 – Cadbury Chocolate Fundraiser	Helen to create a small flyer outlining our fundraising goal to be distributed with the boxes.	Helen Hopkins	Not required
6.3 – Bunnings Sausage Sizzle	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	Completed
	Promote and communicate this event to source volunteers.	All P&C Members / Class Reps	Completed
6.3 – Junior/Senior Disco	Promote and communicate this event to source volunteers. Allow 2 week window to achieve this.	All P&C Members / Class Reps	Completed
6.3 – Milkshake Day	Reinstate fortnightly icy pole days. Introduce a 'Freddo Frog' day once the boxes arrive and tee up with volunteers.	Shelley Webb	Completed
6.4.1 – Kindy Shade Sail	Dayle to provide update when available.	Dayle Scarlett	On today's agenda
6.4.2 – Playground Update	Add to agenda for discussion again at next meeting.	Helen Hopkins	On today's agenda
6.4.3 – Undercover Area Refresh	Add to agenda for discussion again at next meeting.	Helen Hopkins	On today's agenda
6.5 – Bambara 40th Birthday Celebrations/Fete	Shelley and Nichole to organise the sponsorship form and FB page.	Shelley Webb / Nichole Everett	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.

Appendix B



Principal's Report

18th June 2018

1. 172 enrollments to date, having lost a couple of families recently.
2. 15 new families registered during the Open Day. We saw a lot of interest in early years.
3. Kindy enrolments currently at 13. Reminder sent out for students who will be starting Pre-Primary.
4. Successful tree planting day.
5. Thanks to Brendan who ran the reducing stress workshop – about 10 attendees. Hope to have some more next term.
6. Successful cross-country event on Friday with great weather.
7. Playsafe WA info night planned for Weds this week postponed due to presenter being unwell.
8. Reports due out Friday this week in prep for parent teacher interviews next Wednesday.
9. Science lab conversion will be finalised in the next couple of weeks.
10. Edu-dance concert performance is Monday next week.

Appendix C

Net cash flow since last meeting

(1,879.36)

Closing Balance

11,541.77

Treasurer's Report

Wednesday 13 June 2018

Statement of Account

Balance from last meeting		13,421.13
Deposits		5,569.86
Withdrawals		(7,449.22)
Closing Balance	8/06/2018	11,541.77
Not Yet hit Bank		-
Per Bank		11,541.77

Category	Event	Date	Deposits	Withdrawals
Book Club	Book Club	07/06/2018 (Thu)	-	125.00
Book Club	Book Club	08/06/2018 (Fri)	125.00	-
Cadbury Fundraiser	DAYLE SCARLETT - Chocolate Boxes	11/05/2018 (Fri)	100.00	-
Cadbury Fundraiser	HELEN HOPKINS - Chocolate Boxes	14/05/2018 (Mon)	50.00	-
Cadbury Fundraiser	BROWN KEVIN BERN KANEBROWN CADBURY	16/05/2018 (Wed)	50.00	-
Cadbury Fundraiser	SUTTON CADBURY	16/05/2018 (Wed)	50.00	-
Cadbury Fundraiser	KEVIN DUGUID CADBURY	17/05/2018 (Thu)	200.00	-
Cadbury Fundraiser	KELLY DZIENIS CADBURY	17/05/2018 (Thu)	50.00	-
Cadbury Fundraiser	Kelvin Webb Cadbury Choc Box	21/05/2018 (Mon)	50.00	-
Cadbury Fundraiser	Chocolate Boxes MONDELEZ AUSTRALIA PT	23/05/2018 (Wed)	-	2,396.16
Cadbury Fundraiser	CADBURY KANDESE BUTLER	23/05/2018 (Wed)	50.00	-
Cadbury Fundraiser	DARREN CATLING CADBURY	23/05/2018 (Wed)	50.00	-
Cadbury Fundraiser	JACK L CADBURY NIK LAVRAKAS	24/05/2018 (Thu)	100.00	-
Cadbury Fundraiser	Cadbury Boxes - Funds Raised	28/05/2018 (Mon)	495.00	-
Cadbury Fundraiser	KELEMETE CADBURY	28/05/2018 (Mon)	50.00	-
Cadbury Fundraiser	RUSSELL HARLOW CADBURY	30/05/2018 (Wed)	100.00	-
Cadbury Fundraiser	Cadbury fundraiser deposits	08/06/2018 (Fri)	554.50	-
Community Kitchen Garden	kitchen garden stall	08/06/2018 (Fri)	57.60	-
Community Kitchen Garden	Kitchen Gardend seeds and flowers (for mothers day stall)	14/05/2018 (Mon)	-	76.00
Community Kitchen Garden	Terracota Pots and Potting Mix for Kitchen Garden	23/05/2018 (Wed)	-	49.95
Community Kitchen Garden	Herbs and Vegetables	07/06/2018 (Thu)	-	50.00
Fete Income	TRANSFER FROM MICHAEL O'DONNELL CABANA BAY LIVING-	08/05/2018 (Tue)	50.00	-
Fete Income	TRANSFER FROM CBA OLDMACFARM STALL	09/05/2018 (Wed)	50.00	-
Fete Income	TRANSFER FROM SUSAN SIALLAGAN SUE SIALLAGAN	23/05/2018 (Wed)	50.00	-
Fete Income	TRANSFER FROM ROBYN CATLING KICKY THREADS	25/05/2018 (Fri)	50.00	-
Fete Income	TRANSFER FROM NADINE EL KASSIR HALAL BROS	29/05/2018 (Tue)	50.00	-
Fete Income	Jesters Pie Stall	08/06/2018 (Fri)	50.00	-
Fete Income	THE PARATHA BOX MR NORMAN RICHARD ED	05/06/2018 (Tue)	50.00	-
Fete Income	MAHMOUD MAROU (Cancellation Refund)	05/06/2018 (Tue)	-	50.00
Icy Poles	Icy Poles	23/05/2018 (Wed)	-	84.00
Icy Poles	Icy Pole day (24th May)	08/06/2018 (Fri)	98.00	-
Icy Poles	Icy Pole day (7th June)	08/06/2018 (Fri)	77.00	-
Mathletics / Reading Eggs & Learning In	Mathletics Program	07/06/2018 (Thu)	-	2,990.34
Mathletics / Reading Eggs & Learning In	Donation towards sitckers and incentives - 7 classes 5 areas \$30 each	07/06/2018 (Thu)	-	360.00
Mothers Day	Mothers Day Stall Income	15/05/2018 (Tue)	1,429.20	-
Sausage Sizzle	Sausage Sizzle income	08/06/2018 (Fri)	1,252.30	-
Sausage Sizzle	Bunnings Sausage Sizzle Funds	28/05/2018 (Mon)	-	700.00
Sausage Sizzle	Unspent funds from Sausage Sizzle	05/06/2018 (Tue)	226.26	-
Sundry	P&C stationery : 3 Tier Organiser	23/05/2018 (Wed)	-	37.98
Sundry	Uniform item	08/06/2018 (Fri)	5.00	-
WACSSO Fees	WACSSO 2018-19 Affiliation Fees	07/06/2018 (Thu)	-	529.79
Grand Total			5,569.86	7,449.22



Cheque Account

Account: Cheque Account - 016494 340868914

Date: 01/05/2018 - 09/06/2018

Processed	Description	Debit	Credit	Balance
08/06/2018	DEPOSIT		\$1,252.30	\$11,541.77
08/06/2018	DEPOSIT		\$402.15	\$10,289.47
08/06/2018	DEPOSIT		\$152.35	\$9,887.32
08/06/2018	DEPOSIT		\$125.00	\$9,734.97
08/06/2018	DEPOSIT		\$98.00	\$9,609.97
08/06/2018	DEPOSIT		\$77.00	\$9,511.97
08/06/2018	DEPOSIT		\$57.60	\$9,434.97
08/06/2018	DEPOSIT		\$50.00	\$9,377.37
08/06/2018	DEPOSIT		\$5.00	\$9,327.37
07/06/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 485034 TO BAMBARA PRIMARY SCHO	\$2,990.34		\$9,322.37
07/06/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 484090 TO WACSSO I	\$529.79		\$12,312.71
07/06/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 571678 TO BAMBARA PRIMARY SCHO	\$360.00		\$12,842.50
07/06/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 481233 TO SCHOLASTIC AUSTRALIA	\$125.00		\$13,202.50
07/06/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 485556 TO SHELLEY HARRINGTON FI	\$50.00		\$13,327.50
05/06/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 297221 TO MAHMOUD MAROU	\$50.00		\$13,377.50
05/06/2018	TRANSFER FROM KEVIN DUGUID K.DUGUID S/SIZZLE		\$226.26	\$13,427.50
05/06/2018	ANZ M-BANKING PAYMENT THE PARATHA B OX MR NORMAN RICHARD ED		\$50.00	\$13,201.24
30/05/2018	TRANSFER FROM RUSSELL HARLOW HARLO W CADBURY		\$100.00	\$13,151.24
29/05/2018	TRANSFER FROM NADINE EL KASSIR HALAL BROS		\$50.00	\$13,051.24
28/05/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 291476 TO KEVIN DUGU	\$700.00		\$13,001.24
28/05/2018	DEPOSIT		\$495.00	\$13,701.24
28/05/2018	TRANSFER FROM POTOAE KELEMETE KELEM ETE CADBURY		\$50.00	\$13,206.24
25/05/2018	TRANSFER FROM ROBYN CATLING KICKY TH READS		\$50.00	\$13,156.24
24/05/2018	ANZ INTERNET BANKING FUNDS TFER JACK L CADBURY NIK LAVRAKAS		\$100.00	\$13,106.24
23/05/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 691699 TO MONDELEZ AUSTRALIA PT	\$1,799.82		\$13,006.24
23/05/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 691291 TO MONDELEZ AUSTRALIA PT	\$596.34		\$14,806.06
23/05/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 688934 TO MICHELLE WE	\$84.00		\$15,402.40
23/05/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 690202 TO MICHELLE WE	\$49.95		\$15,486.40
23/05/2018	ANZ INTERNET BANKING FUNDS TFER TRAN SFER 689651 TO MICHELLE WE	\$37.98		\$15,536.35
23/05/2018	ANZ INTERNET BANKING FUNDS TFER BUTL ER CADBURY KANDESE BUTLER		\$50.00	\$15,574.33
23/05/2018	TRANSFER FROM SUSAN SIALLAGAN SUE SI ALLAGAN		\$50.00	\$15,524.33
23/05/2018	TRANSFER FROM DARREN CATLING CATLIN		\$50.00	\$15,474.33

	G CADBURY		
	PAYMENT FROM Kelvin March Webb Cadbury		
	Choc Box WEBB O Rm 9		
	Paid by: Land Kwaliti Nominees PTY LTD		
21/05/2018	End-to-End ID: Cadbury Choc Box WEBB O Rm 9	\$50.00	\$15,424.33
	Message: Cadbury Chocolate Box WEBB O Room 9		
17/05/2018	TRANSFER FROM KEVIN DUGUID DUGUID CADBURY	\$200.00	\$15,374.33
17/05/2018	TRANSFER FROM KELLY DZIENIS DZIENIS CADBURY	\$50.00	\$15,174.33
16/05/2018	TRANSFER FROM BROWN KEVIN BERN KAN EBROWN CADBURY	\$50.00	\$15,124.33
16/05/2018	TRANSFER FROM SUTTON SUTTON CADBURY	\$50.00	\$15,074.33
15/05/2018	DEPOSIT	\$1,429.20	\$15,024.33
14/05/2018	ANZ INTERNET BANKING FUNDS TRANSFER 391595 TO MICHELLE WE	\$76.00	\$13,595.13
14/05/2018	TRANSFER FROM HELEN HOPKINS HOPKINS CADBURY	\$50.00	\$13,671.13
11/05/2018	ANZ INTERNET BANKING FUNDS TRANSFER CADBURY CHOCS DAYLE SCARLETT	\$100.00	\$13,621.13
09/05/2018	TRANSFER FROM CBA OLDMACFARM STALL	\$50.00	\$13,521.13
08/05/2018	TRANSFER FROM MICHAEL O'DONNELL CABANA BAY LIVING-	\$50.00	\$13,471.13

Appendix D

Fete/Fundraising Committee Meeting Minutes Term 2 Friday, 25th May 2018 @ 2:00pm

Item	Subject	Time
1	Welcome (Attendance & Apologies)	2:00pm
	Present Shelley Webb – President Nichole Everett – Vice President Shelley Smith – Vice Principal Hayley Duguid Penny Lee Kristen Cracker Dayle Scarlett Georgie Carter Brendan Everett Apologies Morena Howe Karen Kroeger Desiree De Graaf	
2	TERM 3 – Week 2	2:10pm
	Willy Wonka Choc Block Day – Thursday, 26th July <ul style="list-style-type: none">Free dress and bring a large bar of chocolate	
3	TERM 3 – Week 4	2:20pm
	Book Fair – 7th, 8th and 9th August ‘Outer Space’ <ul style="list-style-type: none">Hold the book fair this week and have the parade in week 6 at assembly.Helpers needed to run the book fair, as Tiffany Conroy is unavailable.	
4	TERM 3 – Week 6	2:30pm
	Book Fair Parade & Faction Carnival (24th August) <ul style="list-style-type: none">Week 6 – Thursday at assembly we hold the book fair parade.Idea to dress up as you’re favourite book character and bring in a pre-loved book in great condition to be used at the fete’s second hand book stall.Banana Boxes will be required to store the books.Friday 25th August Faction CarnivalCake stall donations required- VOLUNTEERS REQUIREDSausage sizzle- VOLUNTEERS REQUIRED****POSSIBLE IDEA TO HAVE PIZZA FOR LUNCH INSTEAD OF Sausages.	
5	TERM 3 – Week 7	2:40pm
	Father’s Day Stall – 28th, 29th & 30th August <ul style="list-style-type: none">Run similar to Mother’s Day Stall.Order gifts before the end of term 2Ask for volunteers to help run it.Posters out in Week 4	
6	TERM 3 – Week 8	2:45pm
	<ul style="list-style-type: none">Icy Pole Day on Thursday, 6th September with option to possibly change to Tombola Jar Day, should Kindy class require more jars.New idea not discussed-“Anyone who brings in a tombola jar gets a free icy pole ***	

7	TERM 3 – Week 9	2:50pm
	<p>Interscholar Athletic Carnival – Friday, 14th September</p> <ul style="list-style-type: none"> • Adam Duffy to run the IS Sausage Sizzle • Jesters Pies- TBC • Coffee Van confirmed • Cake Stall – Donations from parents for cakes! • *** SW feels it's a big ask to get parents to donate cakes for this event when parents have already baked in Week 6 and also will be asked next term for the Fete*** 	
8	Cadbury Fundraiser & Entertainment Book – Updates	
	<p>Cadbury Fundraiser (update from Hayley and Dayle)</p> <ul style="list-style-type: none"> • All 81 boxes are accounted for and payment for 20 is already back. • Providing bank details has helped towards the collection of money as families are depositing the full amount directly into the account (rather than envelopes of coins). <p>Entertainment Books (update from Brendan)</p> <ul style="list-style-type: none"> • Some online orders already taken (and paid for). • Books set to go home after the long weekend. 	
9	Meetings – Term 3	
	<p>Week 1: Kitchen Garden – Friday, 20th July at 2:00pm in the Library</p> <p>Week 5: Fete / Fundraising – Friday, 17th August at 2:00pm</p> <p>Week 9: Fete / Fundraising – Thursday, 11th Sept at 6:30pm, possibly at Harbour Terrace TBC</p> <p>Grounds Committee – TBC</p>	
10	Term 3 – 40th Birthday Celebrations	
	<ul style="list-style-type: none"> • Covering Letter presented- Action to add in to support locally. • SW suggested that it would help to make each class fairer to have a donation of \$100 per class for those classes who don't have the whole school donating to them. • Funds would need to have pre approval from the P&C Elect Core members. • All reimbursements must be made with the form and receipts presented to the P&C. • The reimbursements can only be presented via Class rep or teacher of that class. • End of Term 2 is deadline for confirmation for stalls from each class. • So far confirmed stalls are: <ul style="list-style-type: none"> - Bambara Playgroup and Bambara Beginnings - Free play, second-hand toys and books (June Shaw is the contact person for this stall) - School Board - Sausage sizzle and burgers. Georgie Carter has offered to order and collect sausages from Coles at Caversham as she gets 20% discount from that stall. - Kindy - Tombola Jars. Donations from whole school but teacher and parents from this class to set up man and clear away stall for the day. - Donations of cakes to Year 1 class - Parents to organise 200 jars for the day. SW will place a display in the library and chat with the parents who are unsure of how to run this stall. - Pre Primary & Year 2 - To join with Year 2 class and both classes do a sideshow alley theme - Year 1- Cake stall and Candy Floss. Training will be given for the candyfloss machine. Donations from whole school but parents from this class to set up man and clear away stall for the day. Donations of cakes to stall. - In the past lolly bags, biscuits, whole cakes and cupcakes sold very well. - Year 3 - Face painting by Mrs Lu and Aid. Class parents to run giant inflatable - Year 4/5 - Class parents to run Dunk tank. Some students interested in running a cordial drinks stall. Donations of cakes to Year 1 class - Year 5/6- Class parents to set up and run Chocolate Throw/lob. Parents to provide chocolate bars in addition to the bars provided from the free dress day. Some students interested in running a cordial drinks stall. Donations of cakes to Year 1 class. Danielle Bardsley contact parent for this activity. - Raffle - Run by Mrs Bosworth and Sylvia the school chaplain - Plant Stall - Ran by Meegan Payne and Kitchen Garden Committee. 	

	<p>- Cream Teas - Run by school office staff</p> <ul style="list-style-type: none"> • All classes can change their minds if they wish to do something other than the item listed above. • Penny Lee mentioned that we should do a tea towel fundraiser in the background next term. • Action to discuss this at the P&C meeting and next fundraising meeting. 	
10	Term 3 - Planner	
	<ul style="list-style-type: none"> • Ask Morena Howe to design new signs for the fete. • These signs need to be ordered by the end of Term 2 so they can be placed around the school at the beginning of Term 3. • Total of four large signs. • Roundabout signs will be ordered through the school discussions with Linda Knox TBC***** • Ask Janet to update planner once P&C have agreed to the above fundraising ideas. 	
11	Date of Next Meeting	3:00pm
	Friday, 17 th August 2pm ECE2 Classroom	
12	Close	3:00pm
	The meeting closed at 3:00pm.	