

# Bambara Primary School P&C General Meeting – Term 4

Minutes for meeting held **Wednesday, 17<sup>th</sup> October 2018 at 7:00pm**

<b>1.</b>	<b>Welcome</b>													
<b>ATTENDANCE</b>														
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Shelley Webb (President)</td> <td style="width: 33%;">Linda Knox (Principal)</td> <td style="width: 33%;">Helen Hopkins (Secretary)</td> </tr> <tr> <td>Nichole Everett (Vice President)</td> <td>Brendan Everett</td> <td>Kevin Duguid</td> </tr> <tr> <td>Peta Farrell</td> <td>Alicia Harlow</td> <td>Samantha Hattersley</td> </tr> <tr> <td>Dayle Scarlett</td> <td></td> <td></td> </tr> </table>			Shelley Webb (President)	Linda Knox (Principal)	Helen Hopkins (Secretary)	Nichole Everett (Vice President)	Brendan Everett	Kevin Duguid	Peta Farrell	Alicia Harlow	Samantha Hattersley	Dayle Scarlett		
Shelley Webb (President)	Linda Knox (Principal)	Helen Hopkins (Secretary)												
Nichole Everett (Vice President)	Brendan Everett	Kevin Duguid												
Peta Farrell	Alicia Harlow	Samantha Hattersley												
Dayle Scarlett														
<b>APOLOGIES</b>														
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Wyn Hopkins</td> <td style="width: 33%;">Jodie Moss</td> <td style="width: 33%;">Shelley Smith (Deputy Principal)</td> </tr> <tr> <td>Kristen Craker</td> <td>Morena Howe</td> <td>Alison Hayward</td> </tr> <tr> <td>Racquel Sutton</td> <td>Kelvin Webb</td> <td></td> </tr> </table>			Wyn Hopkins	Jodie Moss	Shelley Smith (Deputy Principal)	Kristen Craker	Morena Howe	Alison Hayward	Racquel Sutton	Kelvin Webb				
Wyn Hopkins	Jodie Moss	Shelley Smith (Deputy Principal)												
Kristen Craker	Morena Howe	Alison Hayward												
Racquel Sutton	Kelvin Webb													
<b>1.1</b>	The meeting opened at 7:12pm. Quorum present.													
<b>2.</b>	<b>Confirmation of Minutes of previous meeting</b>													
	<b>RESOLUTION:</b> That the minutes of the meeting of Bambara Primary School P&C General Meeting held on 29 <sup>th</sup> August 2018 at 7:00pm be taken as read and confirmed as a true and accurate record.	<b>Carried</b>												
<b>3.</b>	<b>Business Arising from previous Minutes</b>													
	The list of outstanding actions from the last meeting were reviewed. Please refer to <b>Appendix A</b> .													
<b>4.</b>	<b>Correspondence</b>													
<b>4.1</b>	<b>Correspondence In</b>													
	<b>Fundraising:</b> Australian Fundraising Specialist. <b>Financials:</b> ANZ Statements – No. 233 and 234. For payments see Treasurer’s Report. <b>General:</b> Stall enquiries and quotes regarding render and anti-graffiti. P&C Voice issue.													
	<b>RESOLUTION:</b> That the correspondence in be received as per the above list.	<b>Carried</b>												
<b>4.2</b>	<b>Correspondence Out</b>													
	Receipts issued to further Fete stall holders who have paid their \$50 application fee and other invoices.													
	<b>RESOLUTION:</b> That the correspondence out be received as per the above list.	<b>Carried</b>												
<b>5.</b>	<b>Reports</b>													
<b>5.1</b>	<b>Principal’s Report</b>													
	Presented by Linda Knox. Attached as <b>Appendix B</b> .													
	<b>RESOLUTION:</b> That the Principal’s Report be adopted.	<b>Carried</b>												
<b>5.2</b>	<b>Treasurer’s Report</b>													
	Attached as <b>Appendix C</b> .													
	<b>RESOLUTION:</b> That the Treasurer’s Report be adopted.	<b>Carried</b>												

<b>5.3</b>	<b><u>Kitchen Garden Committee Report</u></b>	
	In Shelley Smith's absence, Shelley Webb gave a brief update: Sensory pathway is now in. Just one last section to be completed after the fete. We have a lot more ideas on how to develop this further but funding is limited for the moment. Kitchen Garden going well. Potted up over 100 plants for the fete.	
<b>5.4</b>	<b><u>Playground Upgrade Committee Report</u></b>	
	No update for this meeting.	
<b>6.</b>	<b><u>General Business</u></b>	
<b>6.1</b>	<b><u>Term 2 2018 –Key Remaining Dates</u></b>	
<b>6.1.1</b>	<b><u>Cadbury Fundraiser Update</u></b>	
	We only have one outstanding unpaid box (Kindy). A further payment for one box (\$48) is due to hit the account today. This is a very successful fundraiser which generates a good amount of income for very little effort. We are aiming to sell 100 boxes next year as Easter falls in between Term 1 and Term 2 holidays. Look to run in Term 2. We need to allocate \$3000 at the beginning of the year to cover this.	
	<b>ACTION:</b> Add to agenda for discussion at the next meeting. <b>(Helen Hopkins)</b>	
<b>6.1.2</b>	<b><u>Entertainment Book Update</u></b>	
	24 books are still outstanding.	
	<b>ACTION:</b> Brendan to follow up the figures again with our contact at Entertainment Book. <b>(Brendan Everett)</b>	
<b>6.1.3</b>	<b><u>Father's Day Stall Update – (Term 3)</u></b>	
	Excellent sales this year and a good allocation of stock. Students are spending more than normal. Most gifts were of a better quality than in previous years.	
<b>6.1.4</b>	<b><u>Interschool Athletics Carnival Update (Term 3)</u></b>	
	Whilst we generated some income from this event, it is recommended that we engage food trucks when we are next rostered to organise. Poor weather made for a disappointing turn out. We didn't sell as many sausages as we purchased and have some stocked in the freezer for a future event. We donated extra rolls to the Joondalup Men's Shed. Cake stall was huge hit and we received commission from Mr Whippy and Jester's Pies.	
<b>6.1.5</b>	<b><u>Icy Pole day – Thursday, 22<sup>nd</sup> November (Week 7, Term 4)</u></b>	
	Suggestion to have a free icy pole day as we have some left over.	
	<b>RESOLUTION:</b> That we run a free icy pole day.	<b>Carried</b>
	<b>ACTION:</b> Shelley to organise. <b>(Shelley Webb)</b>	
<b>6.1.6</b>	<b><u>Ninja Warrior Day – Friday, 30<sup>th</sup> November (Week 8)</u></b>	
	Volunteers will be required to help Coachie run this event.	
	<b>ACTION:</b> Add to agenda for discussion at the next meeting. <b>(Helen Hopkins)</b>	

<b>6.1.7</b>	<b>Senior Disco – Friday, 30<sup>th</sup> November (Week 8)</b>	
	Kirsten Barton has volunteered to run the disco. \$500 photo booth – carried. \$300 for drinks/lollies -bylaws	
	<b>RESOLUTION:</b> That \$800 of funds in total be transferred to Kirsten Barton to pay for the hire of the photo booth (\$500) and the drinks/lollies (\$300).	<b>Carried</b>
	<b>ACTION.</b> Add to agenda for the next meeting. <b>(Helen Hopkins)</b>	
<b>6.1.8</b>	<b>Running Club Breakfast – Thursday, 6<sup>th</sup> December (Week 9)</b>	
	Volunteers will be required to help Coachie run this event.	
	<b>ACTION:</b> Add to agenda for discussion at the next meeting. <b>(Helen Hopkins)</b>	
<b>6.1.9</b>	<b>Family Disco Night – Friday, 7<sup>th</sup> December (Week 9)</b>	
	Ice cream van and coffee van booked. Brendan happy to DJ again this year. Suggestion to get a couple of food trucks to cater – Jesters Pies and also a new van selling jacket potatoes that originally enquired about the fete.	
	<b>ACTION:</b> Shelley to follow up with The Spunky Spud and Jester’s Pies. Add to agenda for discussion at the next meeting. <b>(Shelley Webb/Helen Hopkins)</b>	
<b>6.2</b>	<b>2018 Fundraisers</b>	
<b>6.2.1</b>	<b>Kindy Shade Sail</b>	
	Dayle to reconfirm that the original quote of \$7000 will still be honoured as it may have expired. Will also confirm how long the shade sails take to install. Would be good to install before the end of the year if possible so the current Kindy class will benefit from it during the warmer weather.	
	<b>ACTION:</b> Dayle to provide an update at the next meeting. <b>(Dayle Scarlett)</b>	
<b>6.2.2</b>	<b>Playground Upgrade</b>	
	The Joondalup Men’s Shed will be coming to erect some teepees. School have ordered 5 and will pay for them.	
	<b>ACTION:</b> Add to agenda for further update and discussion at next meeting. <b>(Helen Hopkins)</b>	
<b>6.2.3</b>	<b>Undercover Area Refresh</b>	
	Undercover area still requires pressure cleaning. Following the successful installation of the mural, we have been collecting quotes for anti-graffiti paint. The artist Mel had offered for her brother’s company to coat the mural but this came at a cost of \$1600. After further investigation we have found the coating needs to be applied in good weather on a thoroughly dry wall. We also cannot have any students on site as this substance is highly toxic. It can only be access via a special order from Morley. Shelley has a friend who can do the work for between \$600 and \$700. Brendan sourced some other quotes. Full Blast (Troy) - \$750 Kleenit (Robert) - \$630 (sacrificial sealant coat first given the mural water based paint). Linda advised the school will pay invoice as they are not required to pay the GST. P&C will pay amount minus the GST when in a financial position to do so.	
	<b>RESOLUTION:</b> That no more than \$630 of funds be allocated towards the anti-graffiti paint to be completed by Kleenit (we will reimburse the school minus the GST).	<b>Carried</b>

<b>6.3</b>	<b><u>Bambara 40<sup>th</sup> Birthday Celebrations (Fete) – Sunday, 4<sup>th</sup> November</u></b>	
	<p>2 meetings have occurred since our last P&amp;C meeting. Please refer to <b>Appendix D</b>. Our fete application has been submitted to City of Joondalup. No issues and no fee was required for assistance with application. We have made a few tweaks to the map. Thanks to Kevin for supplying the bins.</p> <p>Difficult to accept any more food vans due to insurances and food certifications. We are not setting out the schedule for the day.</p> <p>Class stalls are now locked in.</p> <p>We are short on tombola jars (around 100 short).</p> <p>Also short on chocolate bars.</p> <p>A 'to do list' is being drawn up for each class to include a timetable of shifts for the stall. We've sent out 10,000 flyers (Duncraig, Padbury and Craigie).</p> <p>Planning a walkthrough a few days before – looking at where cars will access, etc and the general layout. Volunteers welcome to attend.</p> <p>Stalls will be on the oval. Food trucks will be on the basketball courts.</p> <p>Please can everyone be active on the FB page.</p>	
	<b>RESOLUTION:</b> That \$700 of funds be transferred to one of the Board members for the purchase of supplies for the fete sausage sizzle.	<b>Carried</b>
	<b>ACTION:</b> Shelley and Nichole to proceed with arrangements. <b>(Shelley Webb/Nichole Everett)</b>	
<b>7.</b>	<b><u>Other Business</u></b>	
<b>7.1</b>	<b><u>Mathletics &amp; Reading Eggs Subscriptions</u></b>	
	<p>We are due to renew subscriptions for Mathletics and Reading Eggs next year but costs has increased significantly. In addition, stats show these programs are not being used as much as they were initially.</p> <p>\$4322 –Mathletics (up for renewal in Term 1)</p> <p>\$3705 – Reading Eggs (expires in April)</p> <p>Linda look to getting lease for laptops instead as the P&amp;C are not in a financially viable position to cover the costs of these subscriptions next year.</p>	
	<b>ACTION:</b> Linda to look at costs for lease laptops. <b>(Linda Knox)</b>	
<b>8.</b>	<b><u>Date of Next General Meeting</u></b>	
	The date of the next General Meeting will be in Week 7, Term 4 on Wednesday, 21 <sup>st</sup> November at 7:00pm.	
<b>9.</b>	<b><u>Closure</u></b>	
	The meeting closed at 8:45pm.	

## Appendix A

### List of Actions from the General Meeting held on 29<sup>th</sup> August 2018 – Term 3

<b>Item</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
<b>6.1.1 – Cadbury Fundraiser Update</b>	Dayle chasing one outstanding order.	Dayle Scarlett	On today's agenda
<b>6.1.2 – Entertainment Book</b>	Brendan to follow up on the figures.	Brendan Everett	On today's agenda
<b>6.1.5 – Father's Day Stall</b>	Danielle to provide update at the next meeting.	Danielle Bardsley	On today's agenda
<b>6.1.7 – Interschool Athletics Carnival</b>	Shelley to put a note on FB asking for volunteers for the day and donations for the raffle.	Shelley Webb	Completed
<b>6.1.8 – Bunnings Sausage Sizzle 23<sup>rd</sup> Sept</b>	Helen to contact Pieta at Bunnings Whitfords to cancel this date.	Helen Hopkins	Completed
<b>6.2.1 – Kindy Shade Sail</b>	Add to agenda for discussion at the next meeting.	Helen Hopkins	On today's agenda
<b>6.2.2 – Playground Upgrade</b>	Add to agenda for further update and discussion at next meeting.	Helen Hopkins	On today's agenda
<b>6.2.3 – Undercover Area Refresh</b>	Add to agenda for further update and discussion at next meeting.	Helen Hopkins	On today's agenda
<b>6.3 – Bambara 40<sup>th</sup> Birthday Celebrations (Fete)</b>	Shelley and Nicole to proceed with purchases as noted in above resolutions.	Shelley Webb / Nichole Everett	Ongoing
<b>6.4 – Other P&amp;C Coordinator Positions Note Filled at AGM</b>	Add to the agenda for the next meeting. Class reps to promote these positions	Helen Hopkins / Class Reps	Ongoing
<b>7.1 – Bunnings Sausage Sizzle Dates 2019</b>	Helen to contact Pieta at Bunnings Whitfords to confirm these dates.	Helen Hopkins	Completed

## Appendix B



## **Principal's Report**

**17<sup>th</sup> October 2018**

1. Enrolments currently 166.
2. 30 Kindy enrolments so far for 2019. Still looking to run 2 classes.
3. Kindy Info Session – Week 6. Hoping for a P&C rep to come in and give a short intro on the P&C.
4. The painting and installation of the mural was fantastic. The students had a wonderful experience and it has enlivened this part of the school.
5. Great start to Education Week. 79% of parents attended the Open Classroom Evening with their children. Lots of interest in the science room.
6. 10 parents assisted with the Science Fest.
7. Tomorrow is Japanese Cultural Day. Students will dress in traditional colours and rotate around the classroom. Japanese drummers will be in attendance again.
8. Ron Bradfield Jnr, an international Indigenous artist will be coming in to discuss the 3 distinct Aboriginal groups – those who live in the bush, those who live near fresh water and those who live near salt water. Classes will spend 40 minutes with him. Spending the day at the school for \$500. Thanks to Brendan and Nichole Everett for arranging this. Will also purchase some bushtucker plants.
9. Reminders sent for contributions and charges.

## Appendix C

Net cash flow since last meeting

**223.47**

Closing Balance

**15,149.35**

### Treasurer's Report

Wednesday 17 October 2018

Statement of Account

Balance from last meeting		<b>14,925.88</b>
Deposits		<b>3,012.63</b>
Withdrawals		<b>(2,789.16)</b>
Closing Balance	<b>15/10/2018</b>	<b>15,149.35</b>
Not Yet hit Bank		<b>(845.94)</b>
Per Bank		<b>15,995.29</b>

Category	Event	Date	Deposits	Withdrawals
Bank Interest	Bank Interest	28/09/2018 (Fri)	2.38	
Cadbury Fundraiser	Cadbury Chocolates : Penelope Lee	30/08/2018 (Thu)	50.00	
Cadbury Fundraiser	Cadbury fundraiser Freddo Frog day	17/09/2018 (Mon)	100.80	
Cadbury Fundraiser	Freddo Frog Day takings pre primary	09/10/2018 (Tue)	49.00	
Community Kitchen Garden	Plants and soil manure	13/09/2018 (Thu)		127.41
Community Kitchen Garden	Sensory Garden pathway mulch stones	09/10/2018 (Tue)		58.02
Community Kitchen Garden	Plants for Fete	09/10/2018 (Tue)		54.05
Community Kitchen Garden	Sensory pathway paint and brushes and rocks	09/10/2018 (Tue)		40.49
Faction Carnival	Donations	09/10/2018 (Tue)	20.00	
Fathers Day	Fathers Day Stall supplies	13/09/2018 (Thu)		49.73
Fathers Day	Fathers day stalls	09/10/2018 (Tue)	1,155.00	
Fete	Stall Fee: WAIMA	30/08/2018 (Thu)	50.00	
Fete	Stall fee reimbursement	06/09/2018 (Thu)		50.00
Fete	Stall Fee: Just Jan	13/09/2018 (Thu)	50.00	
Fete	Stall Fee	14/09/2018 (Fri)	50.00	
Fete	Stall Fee	18/09/2018 (Tue)	50.00	
Fete	Stall Fee	20/09/2018 (Thu)	100.00	
Fete	Stall Fee	24/09/2018 (Mon)	50.00	
Fete	Stall Fee	26/09/2018 (Wed)	50.00	
Fete	Stall Fee	09/10/2018 (Tue)	50.00	
Fete	Stall Fee	11/10/2018 (Thu)	50.00	
Fete	Flyers for School Fete (Cragie / Padbury)	03/10/2018 (Wed)		356.25
Fete	Flyers for School Fete (Duncraig)	03/10/2018 (Wed)		322.50
Fete	Vista Print Banners and flyers	03/10/2018 (Wed)		249.92
Fete	Vista Print flyers 2nd batch	09/10/2018 (Tue)		179.97
Interschool Faction Carnival	Inter school athletics carnival cake stall and sausage sizzle	17/09/2018 (Mon)	778.15	
Interschool Faction Carnival	Inter school athletics coffee van and Mr Whippy	17/09/2018 (Mon)	80.00	
Interschool Faction Carnival	Inter school athletics carnival sausage sizzle supplies	18/09/2018 (Tue)		454.88
Interschool Faction Carnival	Interschool Athletics carnival Jesters Pie Commission	09/10/2018 (Tue)	89.00	
Interschool Faction Carnival	Interschool Athletics carnival Raffle	09/10/2018 (Tue)	33.30	
Mural	Render for Mural	11/10/2018 (Thu)		845.94
School Banking	School Banking Commission	02/10/2018 (Tue)	155.00	
<b>Grand Total</b>			<b>3,012.63</b>	<b>2,789.16</b>





## Cheque Account

Account Name	Account Number	Current Balance	Available Funds
Cheque Account	016494 340868914	\$15,995.29	\$15,995.29

### Processed

Processed	Description	Debit	Credit	Balance
11/10/2018	TRANSFER FROM CBA PAPER BEACH FETE		\$50.00	\$15,995.29
09/10/2018	ANZ INTERNET BANKING PAYMENT 180365 TO Morena Dobrowolski Paid to: Morena Dobrowolski Message: Feteflyers	\$179.97		\$15,945.29
09/10/2018	ANZ INTERNET BANKING PAYMENT 180113 TO Michelle Webb Paid to: Michelle Webb End-to-End ID: SensoryPathway	\$58.02		\$16,125.26
09/10/2018	ANZ INTERNET BANKING PAYMENT 179903 TO Michelle Webb Paid to: Michelle Webb End-to-End ID: KGardenfeteplants	\$54.05		\$16,183.28
09/10/2018	ANZ INTERNET BANKING PAYMENT 179778 TO Michelle Webb Paid to: Michelle Webb End-to-End ID: Sensory Pathway Message: Sensory Pathway	\$40.49		\$16,237.33
09/10/2018	DEPOSIT		\$1,155.00	\$16,277.82
09/10/2018	DEPOSIT		\$89.00	\$15,122.82
09/10/2018	DEPOSIT		\$50.00	\$15,033.82
09/10/2018	DEPOSIT		\$33.30	\$14,983.82
09/10/2018	DEPOSIT		\$25.00	\$14,950.52
09/10/2018	DEPOSIT		\$24.00	\$14,925.52
09/10/2018	DEPOSIT		\$20.00	\$14,901.52
03/10/2018	ANZ INTERNET BANKING PAYMENT 826502 TO Mueller Marricks Pty Ltd Paid to: Mueller Marricks Pty Ltd Message: INV24149	\$356.25		\$14,881.52
03/10/2018	ANZ INTERNET BANKING PAYMENT 826237 TO Mueller Marricks Pty Ltd Paid to: Mueller Marricks Pty Ltd Message: INV24148	\$322.50		\$15,237.77
03/10/2018	ANZ INTERNET BANKING PAYMENT 827108 TO Morena Dobrowolski Paid to: Morena Dobrowolski Message: FETEbanners	\$249.92		\$15,560.27
02/10/2018	TRANSFER FROM SCHOOL BANKING SCH CONTRISC H61535		\$155.00	\$15,810.19
28/09/2018	CREDIT INTEREST PAID		\$2.38	\$15,655.19
26/09/2018	ANZ M-BANKING PAYMENT NIC GARRY SCENTSY MRS NICOLA GARRY		\$50.00	\$15,652.81
24/09/2018	TRANSFER FROM ROPER FACE PAINTING		\$50.00	\$15,602.81
20/09/2018	TRANSFER FROM ALICIA BREEN VIOLET VISIONS		\$50.00	\$15,552.81
20/09/2018	TRANSFER FROM BENDIGO BANK MARKETSTALL		\$50.00	\$15,502.81
18/09/2018	ANZ INTERNET BANKING PAYMENT 905809 TO Brendan and Nichole Everett Paid to: Brendan and Nichole Everett Message: Interschoolbbqraff	\$454.88		\$15,452.81



18/09/2018	TRANSFER FROM LUKE FISHER JUSTCHILLIN VAN		\$50.00	\$15,907.69
17/09/2018	DEPOSIT		\$778.15	\$15,857.69
17/09/2018	DEPOSIT		\$100.80	\$15,079.54
17/09/2018	DEPOSIT		\$80.00	\$14,978.74
	PAYMENT FROM Melissa Roschelle Verna			
14/09/2018	Paid by: Melissa Roschelle Verna Message: Lerna enterprises fete ANZ INTERNET BANKING PAYMENT 372714 TO Michelle Webb		\$50.00	\$14,898.74
13/09/2018	Paid to: Michelle Webb Message: Kitchen garden plants ANZ INTERNET BANKING PAYMENT 372237 TO Danielle Bardsley	\$127.41		\$14,848.74
13/09/2018	Paid to: Danielle Bardsley Message: FathersDayStall	\$49.73		\$14,976.15
13/09/2018	TRANSFER FROM PANAIA, JANET MAY JUST JAN ANZ INTERNET BANKING PAYMENT 414066 TO R Caporn		\$50.00	\$15,025.88
06/09/2018	Paid to: R Caporn Message: Refund Fete stall	\$50.00		\$14,975.88
30/08/2018	PAYMENT FROM WAIMA Paid by: WAIMA		\$50.00	\$15,025.88
30/08/2018	TRANSFER FROM LEE, PENELOPE ANN PLEE CHOCOLATE ANZ INTERNET BANKING PAYMENT 949128 TO Brendan and Nichole Everett		\$50.00	\$14,975.88
27/08/2018	Paid to: Brendan and Nichole Everett Message: FactionCarnpizzas ANZ INTERNET BANKING PAYMENT 949473 TO Michelle Webb	\$205.00		\$14,925.88
27/08/2018	Paid to: Michelle Webb Message: FactionCarnDrinks ANZ INTERNET BANKING PAYMENT 949936 TO Michelle Webb	\$114.84		\$15,130.88
27/08/2018	Paid to: Michelle Webb Message: Fetebunting ANZ INTERNET BANKING PAYMENT 948410 TO Scholastic Australia Pty Ltd	\$101.50		\$15,245.72
27/08/2018	Paid to: Scholastic Australia Pty Ltd Message: 24609601 ANZ INTERNET BANKING PAYMENT 948749 TO Michelle Webb	\$79.50		\$15,347.22
27/08/2018	Paid to: Michelle Webb Message: KGardenplants	\$79.00		\$15,426.72
27/08/2018	DEPOSIT		\$1,103.85	\$15,505.72
27/08/2018	DEPOSIT		\$332.00	\$14,401.87
27/08/2018	DEPOSIT		\$79.50	\$14,069.87
27/08/2018	DEPOSIT		\$50.00	\$13,990.37
	ANZ INTERNET BANKING PAYMENT 156582 TO Ann Grace			
23/08/2018	Paid to: Ann Grace Message: #1823	\$50.00		\$13,940.37
23/08/2018	TRANSFER FROM BAMBARA PRIMARY BAM002P&C VOLS		\$180.00	\$13,990.37
02/08/2018	TRANSFER FROM LEE, PENELOPE ANN PLEE TUP FUN DRAISE		\$315.00	\$13,810.37
01/08/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 365031 TO SMART GIFT IDE	\$528.40		\$13,495.37
01/08/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 364090 TO GREENSBOROUGH GIFTS P	\$470.62		\$14,023.77
01/08/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 364559 TO MONDELEZ AUSTRALIA PT	\$345.58		\$14,494.39
31/07/2018	DEPOSIT		\$125.00	\$14,839.97

20/07/2018	TRANSFER FROM SMD HOLDINGS PTY THE LOLLY BUS	\$50.00	\$14,714.97
19/07/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 915638 TO MICHELLE WE	\$120.91	\$14,664.97
19/07/2018	ANZ INTERNET BANKING FUNDS TFER TRANSFER 915330 TO SCHOLASTIC AUSTRALIA	\$107.00	\$14,785.88
19/07/2018	TRANSFER FROM WAX HANDS PERTH BAMBARA FETE	\$50.00	\$14,892.88
18/07/2018	DEPOSIT	\$107.00	\$14,842.88

## Appendix D

### Fete/Fundraising Committee Meeting Minutes Term 3 Friday, 7<sup>th</sup> September 2018 @ 2:00pm

Item	Subject	Time
1	<b>Welcome (Attendance &amp; Apologies)</b>	2:00pm
	<b>Present</b> Shelley Webb – President Nichole Everett – Vice President Hayley Duguid Racquel Sutton Dayle Scarlett Morena Howe Brendan Everett Rhonda Duffy Alicia Harlow  <b>Apologies</b> Shelley Smith	
2	<b>Interschool Athletics Carnival – Friday, 14<sup>th</sup></b>	2:10pm
	<ul style="list-style-type: none"><li>• Nichole and Brendan Everett to run following withdrawal of Adam Duffy.</li><li>• P&amp;C already approved by-law spending to Adam, transfer this to Nichole instead.</li><li>• Will need lots of support as school has to supply all items (tables, BBQ, shade, esky etc)</li><li>• Shelley Webb to organise float.</li><li>• A big ask at this busy time but need to ask for cake donations for the stall</li><li>• No idea as to possibility of raising money due to small time to cook and sell in and limited audience.</li></ul>	
3	<b>Review of stall holders (outside school and class stalls)</b>	2:20pm
	<ul style="list-style-type: none"><li>• Executive Committee to meet and review documentation of external stall holders to ensure all applications are correct prior to sending to COJ.</li><li>• COJ require extensive information. Morena Howe offered to help with the preparation of the map (outlining toilets, fire extinguishers, first aid etc).</li><li>• Some classes still unsure as to their stall confirmation. Coachie to look into getting a \$100 donation for a lucky number board.</li><li>• Jodie Moss purchased a 'pluck a duck' game and donated to class to play as stall item. Parents in class to donate small sum of money towards prizes.</li><li>• Year 3 class no longer face painting due to changes in regulations and limited capacity to manage this activity all day.</li><li>• Still looking into raffle prizes as this was a big money raiser previously.</li><li>• Tombola Jars and chocolate blocks still needed. Estimate that each class will need around 300 of each to last the whole time. Not ideal to close stalls early due to lack of stock etc.</li><li>• Classes who are running P&amp;C hired stalls to be reminded that they are needed to contribute towards other stalls that DO need parent contributions (cake stall, raffle etc).</li><li>• Nichole to speak with Mrs Amba about supporting the raffle.</li></ul>	
4	<b>Flyers and signage</b>	2:30pm
	<ul style="list-style-type: none"><li>• Shelley and Morena to plan to order letterbox flyers in next few weeks to ensure they go out in time.</li><li>• Shelley Webb to liaise with the school about lawn signs and posters to go around neighbourhood.</li></ul>	
5	<b>Bunting</b>	2:40pm
	<ul style="list-style-type: none"><li>• Boomerang Bags have started work on the decorative bunting to go around the event. Used colours on the advertising materials to match in. A big effort of time and energy!</li></ul>	

<b>6</b>	<b>Sponsorship</b>	<b>2:45pm</b>
	<ul style="list-style-type: none"> <li>• Shelley and Nichole to prepare letter for parents to take to interested parties asking for raffle donations</li> <li>• Lowes will donate gift vouchers</li> <li>• Psyfit sponsorship (Brendan Everett)</li> <li>• Brendan Everett speaking with Jarrod O'Neill as possible sponsor</li> </ul>	
<b>7</b>	<b>Cadbury Fundraiser</b>	<b>2:50pm</b>
	<p>Update from Hayley and Dayle regarding <b>Cadbury fundraiser</b>.</p> <ul style="list-style-type: none"> <li>• All 81 boxes are accounted for and payment for 20 is already back.</li> <li>• 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).</li> </ul>	
<b>8</b>	<b>Entertainment book</b>	
	<p>Update from Brendan regarding the <b>Entertainment Books</b></p> <ul style="list-style-type: none"> <li>• Some online orders already taken (and paid for). Books set to go home after the long weekend.</li> </ul>	
<b>9</b>	<b>Disco</b>	
	<ul style="list-style-type: none"> <li>• Reduce tickets to \$5 and allow students to bring money to buy drinks, chips, lollies etc.</li> <li>• This is feedback from parents regarding the inability of adults to purchase a drink and not wanting the younger kids to automatically be given a soft drink / lollies etc.</li> <li>• Senior disco to be a 'phone free zone'.</li> <li>• Look to invite Padbury PS year 6's (12 students) to the senior disco to encourage relationships prior to students graduating to High School.</li> </ul>	
<b>10</b>	<b>Meetings Term 3</b>	
	<p>Week 1- Kitchen Garden- Friday 20th July 2pm- Library</p> <p>Week 5-Fete /Fundraising-Friday 17th August 2pm</p> <p>Week 9-Thursday 11th Sept 6.30pm- Possibly at Harbour Terrace TBC</p> <p>Grounds Committee TBC</p>	
<b>11</b>	<b>Term 3 – 40<sup>th</sup> Birthday Celebrations</b>	
	<p>Covering Letter presented- Action to add in to support locally.</p> <p>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.</p> <p>Funds would need to have pre approval from the P&amp;C Elect Core members.</p> <p>All reimbursements must be made with the form and receipts presented to the P&amp;C.</p> <p>The reimbursements can only be presented via Class rep or teacher of that class.</p> <p>End of Term 2 is deadline for confirmation for stalls from each class.</p> <p>So far confirmed stalls are:</p> <ul style="list-style-type: none"> <li>• Bambara playgroup and Beginnings - Free play, second-hand toys and books (June Shaw is the contact person for this stall)</li> <li>• 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.</li> <li>• 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.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Pre Primary &amp; Year 2 - To join with Year 2 class and both classes do a sideshow alley theme</li> <li>• 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.</li> <li>• In the past lolly bags, biscuits, whole cakes and cupcakes sold very well.</li> <li>• Year 3 - Face painting by Mrs Lu and Aid. Class parents to run giant inflatable</li> <li>• 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</li> <li>• 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.</li> <li>• Raffle - Run by Mrs Bosworth and Sylvia the school chaplain</li> <li>• Plant Stall - Ran by Meegan Payne and Kitchen Garden Committee.</li> <li>• Cream Teas - Run by school office staff</li> </ul> <p>All classes can change their minds if they wish to do something other than the item listed above.</p> <p>Penny Lee mentioned that we should do a tea towel fundraiser in the background next term.</p> <p>Action to discuss this at the P&amp;C meeting and next fundraising meeting.</p>	
<b>12</b>	<b>Term 3 Planner</b>	
	<ul style="list-style-type: none"> <li>• Ask Morena Howe to design new signs for the fete.</li> <li>• 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.</li> <li>• Total of four large signs.</li> <li>• Round-about signs will be ordered through the school discussions with Linda Knox TBC*****</li> <li>• Ask Janet to update planner once P&amp;C have agreed to the above fundraising ideas.</li> </ul>	
<b>13</b>	<b>Date of Next Meeting</b>	<b>3:00pm</b>
	Friday, 12 <sup>th</sup> October at 1:30pm in ECE2	
<b>14</b>	<b>Close</b>	<b>3:00pm</b>
	The meeting closed at 3:00pm.	

# Fete/Fundraising Committee Meeting Minutes

## Term 4

Friday, 12<sup>th</sup> October 2018 @ 1:30pm

Item	Subject	Time
1	<b>Welcome (Attendance &amp; Apologies)</b>	2:00pm
	<p><b>Present</b>                      Shelley Webb – President                      Nichole Everett – Vice President                      Hayley Duguid                      Dayle Scarlett                      Brendan Everett                      Kristen Craker</p> <p><b>Apologies</b>                      Shelley Smith                      Morena Howe</p>	
2	<b>Review of stall holders (outside school and class stalls)</b>	2:10pm
	<ul style="list-style-type: none"> <li>• Executive Committee met during school holidays and reviewed documentation of external stall holders to ensure all applications were correct (certificate of currency, food handling etc)</li> <li>• This was all collated and sent to Madeline at the COJ. She followed up with a phone call to Shelley Webb with additional clarification and details, but event application has been accepted</li> <li>• Map been approved but still may have question as the whole application is processed fully</li> <li>• Some classes having issues with their stalls (not enough items, parents lack of response in support of donations etc) Still need Tombola Jars, Chocolate Blocks, raffle prizes, books/toys and cake donations (day before)</li> <li>• No update from Coachie regarding a \$100 donation for a lucky number board</li> <li>• Nichole and Shelley to produce a letter for class teachers outlining stall expectations                             <ul style="list-style-type: none"> <li>- Timetable arrangements (name and contact number)</li> <li>- Float, apron, bunting, table cloth etc</li> <li>- Table signage / decoration</li> <li>- Set up, gazebo, tables etc</li> <li>- What is still needed for each class (finalised week before)</li> </ul> </li> </ul>	
3	<b>Flyers and signage</b>	2:20pm
	<ul style="list-style-type: none"> <li>• Shelley and Morena organised flyers and negotiated amount with delivery staff (original amount was not correct)</li> <li>• Flyers already delivered</li> <li>• School to order signs this week. Stickers of approval from COJ arrived to go on the back of signs</li> </ul>	
4	<b>Running Sheet</b>	2:30pm
	<ul style="list-style-type: none"> <li>• Shelley and Nichole to finalise a running sheet for order of the day and times that event will occur (band play, Psyfit demonstration etc)</li> </ul>	
5	<b>Layout of stalls</b>	2:40pm
	<ul style="list-style-type: none"> <li>• Food vans to be located on the basketball courts facing the oval</li> <li>• All other stall holders to be on the oval</li> <li>• Stall holders can keep their cars being their stall</li> <li>• Discussed possible layout of school food stalls (need to meet COJ requirements regarding access to water etc)</li> <li>• This may still change as new stalls apply</li> <li>• <b>**Speak with Alicia Harlow regarding Russ helping with the marking out of stalls as he is a surveyor</b></li> </ul>	

<b>6</b>	<b>Walkthrough</b>	<b>2:45pm</b>
	<ul style="list-style-type: none"> <li>• Closer to the day, Shelley and Nichole to organise a walk through for all interested parents, staff and students</li> <li>• Meet after school at the gardeners shed and walk the oval towards the junior primary block identifying entry points, taps, power access etc</li> <li>• Identify access from road onto oval and safety measures we will take (need traffic wardens to direct on the morning)</li> </ul>	
<b>7</b>	<b>Funds to be released</b>	<b>2:50pm</b>
	<ul style="list-style-type: none"> <li>• At the P&amp;C meeting, we will ask to have the Sausage Sizzle by-law enacted to release the standard amount to a Board Member to order the items for their stall</li> <li>• Brendan Everett to touch base with Board Members to identify who will be responsible for this.</li> </ul>	
<b>8</b>	<b>FB Page</b>	
	<ul style="list-style-type: none"> <li>• Encourage everyone to share the page and get active on the FB page</li> <li>• This traffic is a free way of advertising the event</li> <li>• Try to reach to previous Bambara students</li> </ul>	
<b>9</b>	<b>Bins</b>	
	<ul style="list-style-type: none"> <li>• HUGE thanks to Kevin Duguid for providing the bins for the day</li> <li>• Nichole Everett to arrange delivery and pickup of the bins</li> </ul>	
<b>10</b>	<b>Mural</b>	
	<ul style="list-style-type: none"> <li>• Completed and parent and student feedback is very positive</li> <li>• P&amp;C plan to have anti-graffiti protection applied.</li> <li>• Have 3 quotes: <ul style="list-style-type: none"> <li>- Mel's brother in law's quote is \$1600 (can complete the work this weekend)</li> <li>- Brendan Everett has a \$700 quote from Full Blast (can complete the work Sunday)</li> <li>- Shelley Webb has a \$600-\$700 but they are not available for 2 weeks.</li> </ul> </li> <li>• However this work cannot be done with a wet wall or without adequate drying time. The work cannot be done with students on site. As a result, this work is on hold until the weather forecasts a dry weekend.</li> </ul>	
<b>11</b>	<b>Close</b>	<b>3:00pm</b>
	The meeting closed at 3:00pm.	