

Bambara Primary School P&C General Meeting – Term 1

Minutes for meeting held **Wednesday, 12th February 2020 at 7:15pm**

1.	Welcome	
ATTENDANCE		
Penny Lee (President)	Sebastian Dzienis (Secretary)	Linda Knox (Principal)
Kelly Davies (Vice President)	Karen Kroeger (Treasurer)	Shelley Smith (Deputy Principal)
Kevin Duguid	Morena Howe	Helen Hopkins
Dayle Scarlett	Sherrilee Bartlett	Sake Van Weeghel
Nicole Lavrakas	Jason Dohrmann	Alicia Harlow
Kristen Craker	Aleisha Mundy	Danielle Bardsley
Deanna Foster		
APOLOGIES		
Wyn Hopkins	Kandese Butler	Racquel Sutton
Christine Reger	Kelvin Webb	Samantha Hattersley
Desiree Wolter		
1.1	The meeting opened at 7:38pm. Quorum present.	
2.	Confirmation of Minutes of AGM (12th Feb 2020)	
	ACTION: Add item to agenda for the next General Meeting to allow minutes of AGM to be finalised and circulated. (Secretary)	
3.	General Business	
3.1	Term 1 2020: Key Items/Dates	
3.1.1	Get To Know You Picnic (Friday, 21st February – Week 3)	
	As we have a whole new Executive Committee, we will refrain from appointing an organiser for this event and promote as a free event where everyone can just BYO picnic/drinks. Morena has offered to create a poster. The event will run from 5pm – 7pm. Seb is happy to open up and close up the school. The teachers will be there from 5pm – 6:30pm to interact with parents/carers and students. Seb will look to secure an ice cream van for the night.	
	ACTION: Morena to design and circulate posters. Seb to contact ice cream van and arrange access to the undercover area on the night. (Morena Howe/Sebastian Dzienis)	
3.1.2	Icy Pole Days (Thursdays, fortnightly from Week 4)	
	The school have agreed that the Year 6 leadership group will be responsible for selling the icy poles. These will now start in Week 4 to allow for icy poles to be purchased and fully frozen. Penny Lee has a large freezer to donate to school to allow them to be stored in one place. Karen Kroeger will purchase and freeze icy poles. Morena Howe offered to count the money with Karen.	
	ACTION: Karen Kroeger to purchase icy poles and submit expense – spend falls within current By Law of up to \$250 per term. (Karen Kroeger)	

3.1.3	Bunnings Sausage Sizzle (Sat, 28 March – Week 8)	
	<p>OWNER: Kevin Duguid Kevin will pull together a roster of parent volunteers. About 25 volunteers required. Please ask around to see if anyone can be a back-up for Kevin as organiser of the event. Many hands make light work. Please ask around your classes and community to see if anyone can donate items like sausages, buns, etc.</p>	
	<p>RESOLUTION: That the approved By Law spend of \$1000 of funds be transferred to Kevin Duguid's account so that he may purchase refreshments and items for the Bunnings Sausage Sizzle.</p>	Carried
	<p>ACTION: Kevin to pull together a roster of volunteers and purchase supplies. (Kevin Duguid)</p>	
3.1.4	Easter Raffle (Thursday, 2nd April – Week 9)	
	<p>OWNER: Morena Howe (with assistance) Draw will be done in Week 9 due to Year 6 being at camp during Week 10. Morena is happy to buy raffle tickets, create notes and posters but will need volunteers on the Mon/Tue/Wed of that week to wrap the baskets and donations up. Parents/carers are encouraged to donate their time if they cannot donate items. Promotion for the Easter Raffle will start around Week 5.</p>	
	<p>ACTION: Morena to organise raffle tickets, create notes and posters. Class Reps to source volunteers. (Morena Howe/Class Reps)</p>	
3.2	2020 Fundraisers	
	<p>General consensus that there were too many fundraisers last year. Look to focus on fundraisers which give a return of around \$2k. For example, the Cadbury fundraiser, which is already confirmed for Term 3. A Fundraising meeting will be set up by the new Fundraising Committee. This will be promoted via the school and Facebook pages. Meeting will be open to all P&C members, with people being able to pay their \$1 and join at the time of the Fundraising meeting if not already members. Suggestion that the new committee look at current list of fundraisers and any suggestions that come forward and come back to the next General Meeting with a shortlist of ideas. Container deposit scheme is starting soon in WA. Would be good for the school to take this on. Linda noted the STEM staff are looking into it.</p>	
	<p>ACTION: Fundraising Committee to present shortlist of ideas at the next General Meeting. (Fundraising Committee)</p>	
3.3	Review of P&C By Laws	
	<p>To be reviewed by the Fundraising Committee and presented for review at the next meeting. Any changes to be tabled individually on the agenda as constitute as Financial Motions.</p>	
	<p>ACTION: The Fundraising Committee to review current By Laws. (Fundraising Committee)</p>	
3.4	Microsoft Office Licences for Students	
	<p>The school are moving away from this and towards the SEQTA portal. Formally closing this item on the agenda.</p>	

3.5	Fathering Project	
	https://thefatheringproject.org/about-us/ For this initiative to gain momentum it requires a committed group of fathers/uncles/male carers to act as role models and head up a committee. Linda will contact regional organiser to see if they can come and talk about this at the school. Penny will mention at assembly.	
	ACTION: Linda to make enquires to hold info session at school. Penny to mention at assembly. (Penny Lee/Linda Knox)	
4.	Other Business	
4.1	Timing of Financial Year/AGM & running of meetings	
	There was a suggestion of changing our Financial Year to end on 30 June, rather than 31 December. This would allow us to bring our AGM forward and hold it in October. This might mean more parents would be willing to take on roles if they have had more time at the school to become familiar with how the P&C operates, rather than attending an AGM in Week 2 of Term 1. Also request to clarify if there is any allowance for dial-in or vc into meetings. Going forward, emphasis must be placed on keeping time in meetings. Code of Conduct for P&C meetings to be circulated.	
	ACTION: Helen to contact WACSSO to enquire as to how to apply to change Financial Year and AGM and whether dial-in or vc to meetings is allowed. Circulate Code of Conduct. (Helen Hopkins)	
4.2	Class Reps	
	Most class reps have been organised. More may be filled at the Parent Info Sessions. An updated list will be provided once all filled.	
	ACTION: Full class rep list to be circulated once finalised. (Secretary)	
4.3	Info & Communications	
	Morena is happy to continue to design posters and communicate P&C related info to the office for the school newsletter.	
	ACTION: To ensure timely submission of all P&C info and notices, please ensure these details are emailed to Morena Howe on the Friday BEFORE the newsletter is issued (fortnightly). morena.howe@yahoo.com.au (All attendees)	
5.	Date of Next General Meeting	
	The next General Meeting will be decided by the Executive Committee and the principal and communicated once confirmed.	
	ACTION: Executive Committee and Principal to confirm date of next meeting. (Executive Committee)	
6.	Closure	
	The meeting closed at 8:45pm.	