

MUNDARING PRIMARY SCHOOL P&C Meeting Minutes

AGM 13th March 2017
meeting opened at 7.40pm

Attendees: Emma Locke, Yvonne Chow, Joy Hendrie, Peta George, Del Thompson, Neridah Zlatnik, Karen Mummery, Lee McMaster, Trish Green, Nancy-Lee Boulton, Cherie Ward, Zoe Neill, Stephanie Curtis, Melissa Allsop, Amanda Welschbillig, Trevor Ghouse, Amanda Ghouse

Apologies: Sharon D'abbs, Erandi Parish, Katie Pether, Nancy Van Ross, Shelly Hamersley, Lucy Polich, Melissa Crammer

1. **Confirmation of previous minutes:** Emma moved, Neridah 2nd

2. **Business arising from previous minutes -**

Consideration of purchase of laptop by P&C

- If it is confirmed that wifi will work (need to see Paul) with a newer laptop than the old one currently in the canteen, a new laptop could be purchased for use in the canteen (accessing QuickCliq Canteen & label printing) uniform shop and general P&C use.
- A suitable laptop should be able to be purchased for \$450 to \$600 (an Acer, HP or similar brand)
- Specifications for a laptop:
4GB RAM
Windows home 10 (operating system)
Antivirus/firewall software (can be free or cost \$)
SD card reader (used for removable storage instead of an external hard drive)

3. **Correspondence**

out: nil

in:

Advertising from

- Mr Soft Serve - soft serve ice-cream van
- Everything Glows brochure - various glow items
- Classroom Cash - newspaper competition
- Design A Brick - personalised engraved name bricks and pavers
- JP Promotions - branding uniforms and stationary
- cua School Fun Run - fundraising company (in the past DIY lapathon more profitable)
- Special Charm - mother's day product brochure
- School Products Australia catalogue - bags, preschool toys & puzzles, apparel
- 2017 Fundraising Directory - including extra brochures Expressions the tea towel company, Crazy Camel Fundraising, Sipahh straws, Mr Showbag, Signature Engraving, Heather Brae Fundraising, Living Fundraisers.

4. **REPORTS:**

President-

Emma thanked everyone for their help and support over the past two years. Emma has returned to work and increasing hours have made it difficult to maintain the volunteer commitment.

Treasurer-

Reports presented -

1. End of year Report (to 31 December 2016)
 - Financial Position
 - Income Statements - General Account, Uniform Shop Account, Canteen Account
 - Staff Provisions
 - Term Deposits
 - Additional information - Subscriptions, donations to school, operating costs & fundraising
2. Independent Audit Report by H&R Block
3. Treasurer's Report for period 1 January 2017 to 7 March 2017

Reports uploaded to Dropbox

\$15,000 was donated to Mundaring Primary School in 2016

2016 Fundraising total \$16843

Motion for term deposit to be reinvested for 6 months (\$10,130.71 from 18/3/17). Motion carried. Term deposit of \$8000 coming out at end of April 2017

Looking after \$229.25 banked, that was raised for Yr 6 Graduation. A cheque will be signed over to the school for this amount when required.

Uniform Shop loss to be further investigated - contributing factors include an increasing volume of small orders over the past year leading to increasing freight costs and higher screen printing set costs per item.

Canteen profit of \$3604.86 to be transferred from the Canteen Account to the General Account

Canteen-

Canteen Report for year 2016

The MPS Canteen continues to perform well. We have made a few changes to keep in line with the WA School Canteen Traffic Light System. Monday's is now classified as a Green Day where we do not sell any pastries, yummy drummies or hash browns. This has been well received and most parents have been happy with the change.

The winter menu that will be coming out in 2nd term has had a few price increases (mainly on the pastry goods) to ensure that the canteen does not run at a loss and to make it easier on the volunteers learning the prices of things. We are still trying to keep the prices low and affordable. We made a few changes to the menu by removing items that weren't selling that well, plus adding a few more green items to try and encourage the healthy eating program.

The 'online canteen' ordering system has been a huge success with more orders being made due to the easy convenience of not having to come into the school, this time last year we had 62 users and 112 students registered, we currently stand at 238 students registered and 133 users.

The number of volunteers throughout the year was steady, and there have been some new parents added to the roster for 2016. This year has been a bit more difficult, but have managed to have at least 1 person on each day.

Lastly I would like to acknowledge and say a HUGE thank you to Peta George for all the help and support she has given the school canteen over the last year. She has gone above and beyond and without her fantastic effort the canteen would not run as smoothly as it has. Thank you Peta

Uniforms-

Nancy-Lee Boutlbee is our new Uniform Shop Co-ordinator. Kaye Cincotta will assist.

Uniform Shop loss from 2016 to be further investigated by Yvonne, Nancy-Lee and Neridah.

Auxiliary-

Successful 2016 Fundraisers

- Easter raffle
- Mother's Day stall & raffle
- P&C Trade Directory
- Wood Raffle
- Disco
- Quiz night
- Father's Day stall & raffle

Website-

P&C webpages updated for 2017

Principal- report next meeting as Paul is on holidays.

Joy thanked everyone for being on the committee and supporting the school and students.

WACSSO- Nil

5. GENERAL BUSINESS

Room 5 is now being used as a classroom and the P&C archives and equipment need to be relocated. Joy has suggested a cupboard in the library or back storeroom off the library.

Motion that auditor appointed for 2017 be H&R Block, estimated cost \$220. Motion carried.

6. Election of 2017 Committee

All positions declared vacant by outgoing president Emma Locke and nominations called for as follows:

President - Neridah Zlatnik and Trevor Ghouse nominated with Trevor Ghouse winning the ballot

Vice President - no nominations, position vacant

Treasurer - Yvonne Chow nominated and elected unopposed

Secretary - Trish Green nominated and elected unopposed

Executive Committee - declared to be those elected in above positions in addition to
Neridah Zlatnik
Lee McMaster
Kate Pether
Erandi Parish
Amanda Ghouse

Publicity (website & social media) - Amanda Ghouse nominated and elected unopposed

Uniform Shop Co-ordinator - Nancy-Lee Boulton nominated and elected unopposed

Canteen sub-committee convenor - Shelly Hamersley nominated and elected unopposed

Canteen sub-committee - Karen Mummery, Lee McMaster

Auxillary sub-committee co-ordinator - Erandi Parish nominated and elected unopposed

Auxillary sub-committee - Lucy Polich, Katie Pether, Nancy van Ross, Melissa Cramer, Karen Mummery, Cherie Ward

School Council Representative - Del Thompson

WACSSO Representative - Yvonne Chow

A big THANK-YOU to outgoing president and previous auxillary co-ordinator Emma Locke for the many hours she has contributed.

Meeting closed 9.05pm

Next meeting: The next general meeting will be Monday 1st May at 7.30pm in the staff room.