

Dalmain Primary School P&C Association Inc

Minutes of Meeting
Tuesday 14 March 2017

Item	Description
1.0	<p><i>Welcome and Introduction</i> Coralie Cantwell welcomed everyone to the meeting and thanked them for their attendance.</p>
2.0	<p><i>Attendance and Apologies</i> Present – Coralie Cantwell, Jane McIntyre, Don Boyes, Eileen Buswell, Amanda Wood, Nicola Hunter, Bronwyn Matthews, Danae Taylor, Rebecca Horsey, Maria Bostwick-Stephens, Kristy Paap, Fiona Laden-Wearne, Melanie McBride, Donna Hansen, Andrew Morris Apologies – Kate Bartlett, Leana Kani, Barbie Connick</p>
3.0	<p><i>Minutes</i> Minutes of previous meeting approved by AW & JMc</p>
4.0	<p><i>Principal's Report (presented by Don Boyes)</i> <i>Josh Richards</i> On Thursday 30 March students from Years 4-6 will have the opportunity to listen to Josh Richards, physicist, candidate for Mars One Project, comedian and inspirational speaker.</p> <p><i>Lego Challenge</i> Next term students will have the opportunity to be involved in a program called LEGO Challenge which will be run by a company Young Engineers Thursday afternoon after school has finished. The program centres around problem solving and creative thinking using LEGO. The program will run for 9 weeks and costs \$180. Information will be forwarded home to parents in the next few days.</p> <p><i>Parent/Teacher Interviews</i> These are schedules to be held on Tuesday 4 April. This year we will be using an online booking system for the first time. Similar systems have been in use in high schools for some time. Parents will simply log onto the site, locate their child's teacher and book a time. The system will automatically record interview times already taken. Information about this will be sent home to parents this week.</p> <p><i>School Events</i></p> <ul style="list-style-type: none"> - Paint Storm (Today) - TA5 Assembly (23 March) - Josh Richards (30 March)

	<ul style="list-style-type: none"> - Parent interviews (4 April) - ANZAC Day Service (6 April)
5.0	<p><i>Treasurer's Report (presented by Andrew Morris)</i></p> <p>Andrew confirmed that the current software used is MYOB. Andrew requested that he be able to set up an online copy of MYOB which will cost \$35 per month. This will not be under contract and can be re-assessed later if necessary. <i>Expense was approved.</i></p> <p>Andrew confirmed that he will meet with previous treasurer Kate Bartlett the following weekend to complete a full handover.</p> <p>Balances of accounts were not available at this time.</p>
6.0	<p><i>Canteen Co-Ordinator Report (presented by Donna Hansen)</i></p> <p>Donna advised that she and Barbie Connick had been working on a modified menu for the upcoming Swimming Carnival in Term 2. They have devised a restricted menu to allow for a lot of juggling different lunch & recess times.</p> <p>Discussions were had about there being more information by way of pictures etc in the Canteen so that volunteers could work more independently while helping Barbie out. This will be looked in to further.</p> <p>Discussion was had about the menu prices being raised. This will be investigated further.</p> <p>Discussion was had about the implementation of Class Reps aiding in the task of attracting volunteers to the Canteen, as numbers in this area are still very low.</p> <p>Barbie requested (via Donna) the approval of expenditure of \$349 to purchase a Blender/Food Processor. <i>Expense was approved.</i></p> <p>Barbie has requested to take Annual Leave for the Month of August. Coralie advised that she will follow up on a person who had previously offered to help out in the Canteen and so Coralie will make Contact to assess interest in the relief coverage. It was decided that the position should be advertised in-house first and then publicly if no suitable response was received. Rebecca Horsey advised that she may know someone who could fill the position and will make contact and keep Coralie up to date.</p>
7.0	<p><i>Parent Representative Co-Ordinator (presented by Rebecca Horsey)</i></p> <p>Rebecca advised that there were no volunteers as yet for TA4, TA5, TA6, TA8, TA9 or TA10. It was decided that a Tiqbiz notice would go out the following day to request volunteers from those classes. Contact would be made with those classes who don't offer a volunteer.</p>
8.0	<p><i>Uniform Co-Ordinator (presented by Mel McBride)</i></p> <p>Mel requested approval to spend \$24 to buy a blackboard to use as a sign for the Uniform shop. <i>Expense was approved.</i></p>

	<p>Mel advised they have placed \$4,318 in orders and have banked \$3,322. They currently hold approximately \$11,600 in stock. There is an excess of Kindy hats due to low numbers so this item will not need to be ordered for next year. Mel will look at ordering dresses later in the year as she has to order a minimum of 20 dresses at a time.</p> <p>Mel has organised a meeting with School Zone to chat about direct supply, she will advise of the outcome.</p> <p>Mel is currently looking at pricing with new suppliers to try and mainstream the ordering and reduce the number of suppliers.</p> <p>Mel has received a number of requests to look into the possibility of a School Hoody rather than the current zip up jacket. This was rejected.</p> <p>Beanies, Scarves and gloves will be available to purchase in the uniform shop to be worn to and from school only.</p>
<p>9.0</p>	<p><i>Lap-a-thon Report (presented by Bronwyn Matthews)</i> It was decided that the Lap-a-thon would be held in Term 3 on 30 August.</p>
<p>10.0</p>	<p><i>DUG / Nature Play Co-Ordinator (presented by Amanda Wood)</i> Amanda advised the Committee met to discuss plans for the future.</p> <p>A Busy-bee is to be organised in Term 2 to oil the logs in the Nature Play area.</p> <p>Most Classrooms have adopted a garden bed and have commenced planting.</p> <p>Amanda request funds of \$140 for 40 clipboards for the DUG. <i>Expenditure was approved.</i></p> <p>7 volunteers attended the DUG Morning Tea and everyone showed loads of enthusiasm going forward.</p> <p>Amanda had received a letter from Andrea Mitchell advising intension to upgrade Playgrounds in the district.</p>
<p>11.0</p>	<p><i>Fundraising Report (presented by Nicola Hunter)</i> Nicola advised that she had lots of ideas in the pipeline for fundraising, some of which include:</p> <ul style="list-style-type: none"> - Easter Raffle (already underway) - Bogan Bingo (approx. costs of \$1,750 for 8.15pm-10.30pm, DJ \$260, tickets will be around \$20 each, looking at September) - Entertainment Books (Leah Shaw has volunteered to run this) - Sausage Sizzle (possibility to look at Balcatta Bunnings) - Cadbury Chocolates Boxes - Ladies Movie Night - Greeting Cards (Make Cents Fundraising) - 5c collection jars - Dad's Golf Day

	Nicola requested permission to set up a Facebook page for fundraising. Permission was granted with the name to be Dalmain P&C Fundraising (or similar) Nicola is to moderate the page closely.
12.0	<p>General Business</p> <p>Year 6 Graduation</p> <ul style="list-style-type: none"> - Donna Hansen advised that the graduation committee had booked the Woodvale Reception Centre for the graduation dinner. She requested that the P&C commit to approving \$1000 towards the night as per previous years. Donna advised that a deposit of \$200 was required for the reception centre. <i>Approval was given for \$200 expenditure.</i> Further funds would be approved at subsequent meetings.
13.0	<p>Future Meetings</p> <p>Next Meeting will be Tuesday 2 May 2017 at 7pm.</p>
14.0	<p>Close of meeting</p> <p>8.35pm</p>

Coralie Cantwell
President

Jane McIntyre
Vice President