CRAIGIE HEIGHTS PRIMARY SCHOOL  
PARENTS & CITIZENS ASSOCIATION INC.  
SPINAWAY STREET, CRAIGIE 6025  
PHONE: 9401 7711    FAX: 9401 7944  

MINUTES OF the GENERAL MEETING  
6.30pm – 13th June 2016

Attendance: Narelle Pugh, Melissa Aspinall, Vicki Ellis, Rozalind Loyn, Kerstin Brannigan, Tegan Melville, Kellie Larson, Jen Graffin, Michelle Finlayson, Angelina Riegner, Amanda Robinson, Anna Bradbury

Guests: Jaymee Urquhart, Regional Co-ordinator of Camp Australia  
Maddie, Co-ordinator of Camp Australia

Apologies: Andrew Kilgallon, Paul Champ, Melissa Gordon

1. Chair opened the Meeting at 6.32pm

2. Welcome and Apologies – The Chair welcomed and thanked everyone for attending.

3. Guest Speaker - Jaymee Urquhart, Regional Coordinator of Camp Australia

3.1. Camp Australia has employed a new co-ordinator (Maddie) & two new staff members for Craigie Heights

- Jen acknowledged the increased engagement of the child and co-ordinators

3.2. The numbers have dropped over the school holidays.

- Camp Australia’s marketing team are working on raising numbers to prevent closure during holidays. Need roughly 10 children per day as an average.
- Other schools will join with Craigie Heights PS Camp Australia for the holidays to increase the numbers.
- They can take emergency care on the day during the school holidays. Costs are slightly increased for emergency care.
- Narelle offered to add marketing to the P&C Facebook page. Jaymee to pass the information on through Jen.

4. Confirmation of Previous Minutes:

Resolution: That the Minutes of the Executive Meeting held 9th May 2016 be taken as a true and accurate record

Moved: Kerstin Brannigan    Seconded: Michelle Finlayson    Carried

5. Business Arising from previous meeting

5.1 P&C Treasurer positions – Kerstin Brannigan

5.1.1 Kellie is now the main contact for P&C Treasurer. Kellie has now taken over all the journal tasks and Kerstin is reviewing the journal regularly.

5.1.2 Signatories need to be updated with ANZ. Kellie & Melissa to be added.

5.2 Canteen Review – Rozalind Lyon / Michelle Finlayson

5.2.1 A canteen sub-committee meeting was held consisting of four Mums.

- The decision was made to not increase prices as the profit margins are high on many items already.
- Instead the decision was made for the number of items offered to be reduced and/or deleted off the menu to reduce the costs of stack and seasonal specials added to be added to boost sales.
- Hot Dogs are currently being reviewed for healthier options through the canteen association.

Resolution: That the following changes be made to the canteen menu prior to the next P&C meeting:
Wholemeal bread will be standard and white bread and gluten free will be optional.

Reduce milk flavour options from 4 – 2. Chocolate & Strawberry to be retained.

Cheesy bread & banana picklets to be removed from the menu.

Big Pie & Small Nacho to be omitted when stock is run out.

Change from premade pizza to pizzas made from focaccia bread with various topping options to be trialled.

Seasonal muffins to be trailed.

Moved: Michelle Finlayson  Seconded: Rozalyn Lyon  Carried

5.2.2 Sub-committee members will need attend a P&C meeting to become a financial member.

• Any further changes need to be presented to P&C for approval.

5.3 Tree of thanks – Melissa Aspinall

• Melissa presented the attached proposal highlighting both a cheaper painted option and a more elaborate sculptured option.

• It was noted that some members felt while the sculptured option is nice it was their preference that the money is not spent on this option as it would be better to see it spent on something that directly benefits the children.

• It was also noted that although to no direct benefit to the children it was a positive way of recognising and supporting our community and those that have worked hard for our school.

• Melissa will cost up the painted option and look for alternative ways to reduce the cost of the sculptured options.

• Michelle suggested this may be a project that the year 6’s would like to fundraise for as their present to the school.

• Jen mentioned that the school may be able to contribute funding from the minor works budget.

• Michelle will add a sign to the board for the Grandparents Assembly seeking assistance from any grandparents with wood working skills that may be able to assist with the tree.

• Jen will follow up on the possibility of utilising Belridge High for engraving metal leaves.

5.4 School Wish List & fundraising goals – Jen Graffin

• Jen presented a list of existing and ongoing commitments from the P&C and a wish list of new projects in order.

  o Existing and ongoing commitments:
    ▪ Mathletics - $3200
    ▪ Bus subsidy - $1000
    ▪ Library/Lexiles - $2000
    ▪ Playable landscape - $1500
    ▪ Chaplin programme - $ TBC

  o New Projects in priority with estimated costs:
    ▪ $10,000 - Upgrade Visual equipment in the undercover area.
    ▪ $4,000 - Curriculum Project resources (Lego, Robotics, 3D printers)
    ▪ $10,000 - Cooling and heating for the undercover area
    ▪ TBC - Various playground upgrades

• No additional funds have been allocated from the P&C funds for the projects at this stage but the list will be utilised to develop fundraising goals for the new year.

5.5 Review benefits of current P&C funding requirements to the school – Jen Graffin

5.5.1 Excursions transport vs swimming lesson transport.

• Jen talked to Bernie regarding the current allocation/expenditure of funds for school excursions and swimming lessons and determine if this would be a viable option for the remainder of year.

• Currently around $700 is allocated for excursions but approximately $1000 would be required to cover the cost of swimming.
• Bernie would prefer that the funds are used for swimming rather than excursions as this would be easier for accounting purposes.

Resolutions: The funds allocated to subsidise excursion costs will now be used to paying for transport to swimming lessons instead. For the remainder of this year only funds that have not yet been allocated will be used for swimming. The overall allocation will remain as $2 per child.

Fund allocation for the choir transport will remain as funds for choir – This allocation is $2 additional per child in choir for one excursion.

Moved: Kerstin Brannigan Seconded: Michelle Finlayson Carried

5.5.2 Blue earth & Mathletics
• Jen presented the teachers comments on the level of training and use of the Blue Earth and Mathletics programmes.
• Majority of teachers are blue earth trained and are incorporating it into either ciriculum.
• Some teachers are not trained in blue earth but it is the intention to use the trainers within the school to train the trainer.
• Mathletics is being used in various ways from year 1 with the access from home and school being useful. Students get more use from year two and upwards.
• Michelle raised the question as to whether money could be saved if the school did not pay for the year one students if they are not going to be effectively using the programme. To be reviewed for next year commitments.

5.6 Windows 10 software upgrade for Treasure laptop – Narelle Pugh
5.6.1 It was suggested that if the Treasurer laptop was less than 2 years old and didn’t have a lot of software on it, then the free upgrade to Windows 10 would be recommended.
5.6.2 If the laptop is over two years old, we run the risk of installing the new software and it not being compatible with what is currently on the laptop. This is also a concern with the use of Quickbooks for our accounts. Recommendation is to not do the free upgrade to Windows 10
5.6.3 The treasures laptop and software is becoming out dated. May need to consider upgrading the laptop and programs in the near future.

6 Correspondence: As presented.

Resolution: That the correspondence as presented to this meeting be received and accepted
Moved: Vicki Ellis Seconded: Michelle Finlayson Carried

7 Treasurer’s Report: As presented.

Resolution: That the Treasurer’s report as presented to this meeting with the above amendment be received and accepted
Moved: Narelle Pugh Seconded: Vicki Ellis Carried

7.1 Kerstin highlighted that there is currently no money allocation for fundraising.
• Going forward fundraising needs to plan in advance and present to P&C with estimates for stock & supplies required.
• Money allocations can then be approved by the P&C in advance.

7.2 Bernie has requested that anything bought for the school should be paid for directly by the school and then reimbursed by the P&C. This is due to warranties on equipment and the school being able to claim GST, which the P&C does not need to pay/reimburse.
8 Other Reports

8.1 Principals Report – As presented
8.2 Fundraising Report – As Presented

Resolution: Amanda to seek assistance from the teachers this week to seek their time to run the discos. If they are unable to commit their time Vicki will book a DJ to handle all the music and games for the event.

Moved: Vicki Ellis Seconded: Melissa Aspinall Carried

9 General Business - No new business

9.1 Money Allocations

9.1.1 Election day barbeque supplies - $1200 (including the $700 already spent)
9.1.2 Father’s day stall stock - $1000
9.1.3 DJ booking - $550

Moved: Kerstin Brannigan Seconded: Michelle Finlayson Carried

10 Date and time of next meetings – 6:30pm Monday, 1st August 2016

11 Meeting closed – 8:15 pm.