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 – 1st August 2016

Attendance: Narelle Pugh, Vicki Ellis, Andrew Kilgallon, Melissa Gordon, Melissa Aspinall, Kerstin Brannigan, Jen Graffin, Michelle Finlayson, Kellie Larson, Angelina Riegner

Guests:

Apologies: Amanda Robinson, Paul Champ, Bec Vause

1. Chair opened the Meeting at 6.41pm

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

4. Confirmation of Previous Minutes:

   Resolution: That the Minutes of the Executive Meeting held 13th June 2016 be taken as a true and accurate record

   Moved: Vicki Ellis  Seconded: Melissa Gordon  Carried

5. Business Arising from previous meeting

   1.1 Signatories need to be updated with ANZ.
   • Kellie has forms ready to be sign and taken to the bank to add herself.
   • Melissa A still to be added at a later date.

   1.2 Canteen review & sub committee – Narelle Pugh
   • Changes approved last meeting have not yet been implemented.
   • Narelle to follow up with Rozalyn
   • P&C Members do not need to come to meeting to pay their fees. They can sign up with a membership form and pay fees through the office. This will give them voting rights and the ability to sit on sub-committees without having to attend P&C meeting. Narelle to create membership form
   • The canteen is continuing to run at a loss. It is against the P&C policy to be supporting the canteen.
   • Narelle to talk to Karen regarding the potential closure of canteen on a Monday.
   • The financial position of the canteen will continue to be monitored and a decision regarding the potential permanent closure of the canteen is to be discussed at the first P&C meeting of term four.

   Resolution: Prices for canteen food be increased. Everything currently under $1 will remain at its current price. Everything over $1 will go up by 50c depending on what the item is. (Narelle and Michelle to review)

   Moved: Narelle Pugh  Seconded: Melissa Aspinall  Carried

   1.3 Tree of thanks – Melissa Aspinall
   • John (school gardener) has volunteered to do design and carve of the base of the tree.
   • Jen to follow up with Principal at Beldon High regarding the making and engraving of leaves.
Correspondence: Not presented – will be forwarded on with meeting minutes

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: Vikki Ellis  Seconded: Michelle Finlayson  Carried

Other Reports

7.1 Principals Report – As presented
7.2 Fundraising Report

7.2.1 Entertainment books
- Completed – All books are now returned or paid for.
- They are still on sale till end of year but the focus on the digital version.
- Vikki recommend not sending them out to all families next year as is been a lot of work chasing up families that have not returned the books.
- Approximately $1100 raised

7.2.2 Lap-a-thon
- Completed – Children enjoyed the event.
- Easiest fundraiser to organise for such a large benefit.
- Approximately $3700 raised

7.2.3 Election Day
- Completed - Great volunteer effort on the day.
- Good way of obtaining funds from people outside the immediate school committee
  Approximately $1100 raised

7.2.4 Father’s day stall
- Planned for Friday 26th August – week earlier than father’s day due to faction carnival being on the following Friday.
- Kindy kids will be catered for on Thursday.
- Volunteers required – Vikki will approach those that have noted an interest on the ‘just-one-thing” form.

7.2.5 Sports carnival
- Considering conducting a “Guess the teacher child/baby photo” competition. Vikki would like to ask a few teachers to supply photographs of themselves as a child/baby.
- Volunteers to run sausage sizzle may be issues as no one wants miss their child’s event
- Discussed the option of utilising the canteen for pre-orders or some other catered option (eg Subway)
- Most likely option is to reduce the stall hours from all day to just lunch and recesses.
- ½ hour volunteer sessions and possibly a children’s area near the stall so the volunteers children can sit their during the lunch session.

7.2.6 School Disco
- Planned for 2nd December
- Teachers have agreed to conduct the DJ service which will save the P&C a significant amount.
- Tea and coffee stall to be set up outside room 16 for the parents.
- Volunteers needed

Money Allocation

8.1 Vikki requested $300 to purchase supplies for the Sports Day stall
8.2 Vikki request $300 to replace the P&C BBQ

Moved: Vikki Ellis  
Seconded: Michelle Finlayson  
Carried

9 General Business

9.1 Verge Parking - Angelina Riegner
- There is concern from parents that people parking on verge are blocking the view of traffic and causing a potential hazard to children and vehicles.
- Jen commented that the school has been in contact with the shire about addition signage but this is not likely to occur. The ranger has been out in the last few days to monitor the parking.
- The school is working on a new pamphlet to be sent out in the near future.

9.2 School Photograph Provider – Michelle Finlayson
- The school currently uses Capture for the school photographs.
- In previous years the business owner has taken the photographs and been very friendly with the children and paid attention to detail.
- The photographer we have had for the last two years as been more abrupt and not paid attention to small details resulting in less impressive photographs.
- The colour saturation of some photographs has resulted in some aspects of the photographs being unrealistically brightly coloured.
- Need to give feedback regarding the photographer, colour saturations and the location of children. – Narelle to send letter
- P&C to book Capture for another year but Michelle will look at alternative companies.

9.3 Parent Open Night – Narelle Pugh
- Narelle raised the question as to whether the P&C should have a presence at the parent open night.
- Decision made to create an unmanned P&C info board rather than a manned table.
- Narelle to put together the board including advertising of upcoming fundraising events, changes to the canteen menu and P&C enrolment form.

9.4 Kindy Presentation – Andrew Kilgaran
- Andrew presented a short video from the Early Childhood Team showing their appreciation for the recent allocation of funds to purchase new equipment.

9.5 WA education award - Narelle Pugh
- Anyone wishing to nominate a teacher for the WA education awards may do so.
- Deadline for the nomination is Friday.
- Narelle to send out the information.

9.6 Temporary assistance with Secretary duties required
- Melissa will be having her baby in the next few weeks so assistance is required with taking minutes are the next meeting.

10 Date and time of next meetings – 6:30pm Monday, 29th August 2016

11 Meeting closed – 8:05 pm.