

Craigie Heights Primary School P&C Association

Minutes of General Meeting

Monday 8 May 2023 6.30pm – 8.30pm

Held: Craigie Heights PS staff room and online via Zoom

Meeting Opened: 6:33pm

ATTENDANCE

Shelley Giles (SG), Glen Bewick (GB), Jacki Catania (JC), Lorraine Ablett (LA), Stephen Catania (SC), Natalie Eastman (NE) - Zoom, Danielle Francis (DF) - Zoom, Karen Mitchell (KM) - Zoom, Rebecca Vause (RV) – Zoom, Jonathan Morland-Barrett (JMB) – Zoom, Gemma Ridgers (GR) - Zoom

APOLOGIES

Carissa Carroll (CC), Kerrie Davis (KD)

Meeting opened at 6:35pm

Acknowledgement of Country

ITEMS

1. Confirmation of Minutes of Previous Meeting

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| 1.1. Resolution: That the minutes of the previous meeting, being the Annual General Meeting on Monday 13 March 2023 of Craigie Heights Primary School P&C Association, be taken as read and confirmed as a true and accurate record. | Carried |
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2. Business Arising from Previous Minutes

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| 2.1. All abilities equipment funding - This item is on hold until the next meeting. | NE |
| 2.2 Tree of Thanks responsibility – JMB offered to manage the Tree of Thanks on behalf of the P&C to ensure the timely installation of eligible names and to liaise with Belridge SC regarding production of the leaves. JC would like to promote the Tree of Thanks in the newsletter so the school community is aware of its history and purpose. | JMB JC |
| 2.3 The Athlete's Foot fundraising – This item is on hold until the next meeting. | KM |
| 2.4 Scholastic Bookclub change of account – RV will contact Bernie regarding the account. | RV |

3. Correspondence

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| Resolution: That Correspondence In/Out be received as per attached list. | Carried |
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4. President's Report

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| <p>4.1. Thanks to all of the committee for a great start to the year.</p> <p>4.2. Approximately \$245 was raised on the Star Wars Day of which \$92 was profit. Thanks to KM for obtaining the icypoles on sale as this resulted in a larger profit. Photos from the day were shared on the WA Department of Education webpage.</p> | JC |
| Additional Notes | |
| None | |
| Resolution: That the President's Report be adopted. | Carried |

5. Treasurer's Report (see Appendix 1 – Treasurer Summary 08.05.23; Appendix 2 – Balance Sheet 08.05.23; and Appendix 3 - Profit and Loss PC 08.05.23)

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| <p>Additional Notes</p> <p>5.1 Available funds – General account \$5590</p> <p style="padding-left: 40px;">- Canteen account – \$3300</p> <p>Canteen profit - \$410 in Term 1</p> | RV KD |
| <p>Resolution: That the Treasurer's Report be adopted.</p> | Carried |

6. Principal's Report (see Appendix 4 – Principal Report 08.05.23)

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| Additional Notes | |
| None | GB |
| Resolution: That the attached Principal's Report be adopted. | Carried |

7. Canteen Committee's Report

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| 7.1. No report provided. | |
| Additional Notes | |
| None | |
| Resolution: N/A | |

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8. Fundraising Committee's Report

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| <p>8.1. Term 2</p> <p>8.1.1 May the 4th Star Wars fundraiser report – this event was a success with the majority of students dressing up. Icypoles were handed out to each class (one receiving theirs the next day) and a profit of \$92 was made.</p> <p>8.1.2 Mothers Day stall (Thursday 11 May – all classes, Friday 12 May - Kindy class). Volunteers are still needed to help sell items to students on Thursday. Notices will be posted on the various class/year Facebook pages.</p> <p>8.1.3 P&C Day (Friday 19 May) – KD will speak with her sister to source Krispy Kreme donuts to sell on the day.</p> <p>8.1.4 Bunnings sausage sizzle – no date in Term 2 has been confirmed so this may be held in Term 3 instead, subject to the availability of dates with Bunnings. SC would like to be added to the P&C Volunteers Facebook group so the P&C can collaborate with the Craigie Kongks regarding events and volunteer assistance.</p> <p>8.1.5 Bogan Bingo/Quiz night (Week 8 or 9) – The volunteer committee would like to organize either a Bogan Bingo or Quiz Night as an adults only fundraiser. Potential venues include the Craigie Tavern or Varsity Bar. The venue would sell drinks and food and the committee would sell tickets to cover costs (including hiring of an MC) and would also organise prizes. LA offered to contribute a prize from ZigZags.</p> <p>8.1.6 Child/Infant first aid course fundraiser – Possible date for this event could be Thursday 22nd June, or an alternative night that week (Week 9 of term). \$10 per family (adults only) would be charged to cover costs of facilitators and grazing boards, with tickets being sold through Square.</p> | <p>JC</p> <p>SG</p> <p>JC KD</p> <p>JC SC</p> <p>JC LA</p> <p>SG RV</p> |
| <p>8.2 Term 3</p> <p>8.2.1 Fathers Day stall (Thursday 31 August) – money to be allocated at the next meeting so items can be ordered.</p> <p>8.2.2 Sports Carnival lunch and cake stall (Friday 25 August) – JC will speak to the Volunteer Committee to see if they will run the cake stall roster.</p> <p>8.2.3 Special lunch order day – a date for this will be discussed at the next meeting. Possible lunch options include sushi or pizza.</p> | <p>SG</p> <p>JC</p> <p>JC</p> |
| <p>8.3 Term 4</p> <p>8.3.1 Lapathon (Tuesday 31 October – possible Halloween theme)</p> <p>8.3.2 Christmas raffle</p> <p>8.3.3 Wanneroo Show?</p> <p>8.3.4 Special lunch order day</p> | |
| <p>8.4 Other fundraisers</p> <p>8.4.1 Honey fundraiser – This will not be going ahead due to low stock levels.</p> <p>8.4.2 The Cookie Barrel cookie dough – SG will look at securing a suitable date in Term 3 to run this fundraiser.</p> <p>8.4.3 School fete 2024 – KM raised the possibility of holding a school fete as a community event. Whilst the profits tend to be relatively high, the organisational time cost and outlay to secure goods and services (such as rides and attractions) are significant factors to consider. GB explained that it would be hard to secure staff support for such an event due to the significant workload they already have. If a fete was to be organised, it was felt that 2025 might be a more appropriate time frame to work towards. RV suggested it may be feasible if a committee of ten people was formed (who are not current P&C members) who were each able to commit to a specific organisational role. RV and SG offered to liaise with the</p> | <p>JC</p> <p>SG</p> |

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| organisers of the last fete held by the school to obtain more information. This will be discussed further at the next meeting. | KM |
| 8.4.4 Entertainment Book (ongoing) – the current Mothers Day promotion includes a bonus \$20 gift card per 12 month membership purchased. | SG |
| Additional Notes | |
| <p>8.5 School disco – The P&C enquired as to whether it would be possible for the committee to organize and run a school disco in Term 4 this year. The P&C traditionally did organize the school disco until a few years ago, when Covid restrictions and the misbehaviour of some students at the event made it too challenging to continue. The most recent school disco was organised during school hours and supervised by school staff. The event was separated into a junior disco (PP-3) and senior disco (4-6).</p> <p>JC asked if the school would consider the following options:</p> <ol style="list-style-type: none"> 1. Allow the P&C to organise the school disco as a fundraiser, to be held during school hours and supervised by school staff. Funds would be raised from ticket sales and party packs (containing glow sticks, juice box, chips, etc). 2. Allow the P&C to organise and run the event as a fundraiser, but after school hours where parents would be asked to stay on to supervise their children. Consideration would need to be given to Zig Zags regarding this option as they would be running OSHC in the undercover area. | JC |
| Resolution: That the Fundraising Committee's Report be adopted. | Carried |

9. Fathering Project Committee's Report

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| <p>9.1. New group name announcement – The Craigie Dads group is no longer affiliated with the Fathering Project and have been looking for a new name. SC announced the new group name to be the Craigie Kongks (kongk being the Noongar word for uncle) which will be officially announced to the school community in the next newsletter.</p> <p>SC will update the Terms of Reference for the group, using the Currumbine Dad's Group document as a guide.</p> | SC |
| <p>9.2. Movie Night (24 March) summary – This event was declared a success, with attendance up from the previous movie night (327 tickets sold, equating to 46% of the school). Overall profit for the event was \$941.49. Two thirds of the attendees ordered pizzas through Dominoes Woodvale and Beldon, with both stores offering to partner with the group for future events. 80% of ticket sales were made through Square and SC is considering having this as the only option (no cash sales) in future. Costs for this event were higher than previously, with the projector screen hire almost double the cost and movie rights being three times as much this year.</p> | SC |
| <p>9.3. Next event – The group would like to run a smaller event focusing on father/father figure and child relationships and incorporating the Yarning Circle, to possibly be held in Term 3. The group would also like to host another camp out in Term 4.</p> | SC |
| Additional Notes | |
| None | |
| Resolution: That the Craigie Kongk's Report be adopted. | Carried |

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10. Money Allocation

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| <p>10.1 School Wish List</p> <p>10.1.1 Athletics annual subscription - \$4000</p> <p>10.1.2 Literacy resources - \$1500</p> <p>10.1.3 Bus subsidy - \$1200</p> <p>10.1.4 Early Childhood equipment (see Appendix 1):</p> <p style="margin-left: 20px;">a) 2 x picnic tables - \$158</p> <p style="margin-left: 20px;">b) mud kitchen - \$1385 ex GST</p> <p style="margin-left: 20px;">c) Waterfall water play equipment - \$690 ex GST</p> <p style="margin-left: 20px;">d) Playground car - \$2975 ex GST</p> <p style="margin-left: 20px;">e) Line markings - \$6400 ex GST</p> | <p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p> <p>ALL ON HOLD</p> |
| <p>10.2 Fundraising Events</p> | |
| <p>10.3 Other Allocations</p> <p>10.3.1 Carpet cleaner machine - \$10,000</p> | <p>ON HOLD</p> |
| <p>Additional Notes</p> <p>10.4 GB will speak with staff from other year groups (not ELC) to collate a wish list for later this year.</p> <p>10.5 RV suggested the P&C raise the carpet cleaner machine as a 'wish' for the school's Finance Team to consider.</p> | |
| <p>Resolution: That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$6700).</p> | <p>Carried</p> |

11. General Business

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| <p>11.1 'Just One Thing' campaign – JC would like to promote to school families the idea of doing 'Just One Thing' to help the P&C. 'Just one thing' could be donating goods or services for an event if they are unable to volunteer their time. This idea will be promoted in the school newsletter, with everyone contributing to the campaign going into an end of year draw to win a free Entertainment membership.</p> | <p>JC</p> |
| <p>11.2 P&C promotional video – JC would like to promote the P&C by creating a video to share with our school community that includes interviews with current members and images of items the P&C has fundraised to purchase. JC will approach the school to see if students can be involved in the planning and production of the video.</p> | <p>JC</p> |

12. Other Business

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| <p>12.1 Crosswalk – JC has spoken to the WA Police Academy regarding the possibility of having police trainees record average speeds along the street during school zone times. If this information can be obtained, it will be sent through to Caitlin Collins in support of a crosswalk upgrade being installed.</p> | <p>JC</p> |
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| 12.2 Zig Zags - LA reminded the committee that Zigzags are always happy to be involved in school community events through the provision of prizes for raffles, or services such as face painting. | LA |
| 12.3 Donation drive - JC has been speaking with Jessine Bonzas to organise a drive of items (such as formalwear, shoes, footy boots and sports equipment) to be donated to remote WA schools in July. The committee agreed for JC to organise this and promote it to the school community. | JC |
| 12.4 Entertainment membership – Every year, the Entertainment Group gifts a free Entertainment membership to the school. SG suggested we donate this membership as a prize for the Cancer Council raffle to be held after the Grandparents' Assembly later this week. The committee agreed and SG will write a small gift card to be included in the prize hamper. | SG |

13. Next Meeting

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| 13.1 The next meeting of the Craigie Heights P&C will be a General Meeting on Monday 12 th June 2023 at 6:30pm, held in the school staff room and online via Zoom. | |
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Chair closed meeting: 7:53pm