

# Craigie Heights Primary School P&C Association

## Minutes of General Meeting Monday 12 June 2023 6.30pm – 8.30pm

**Held:** Craigie Heights PS staff room and online via Zoom

**Meeting Opened:** 6:33pm

### ATTENDANCE

Jacki Catania (JC), Shelley Giles (SG), Karen Smith (KS), Stephen Catania (SC), Natalie Eastman (NE), Rebecca Vause (RV) – Zoom, Carissa Carroll (CC) – Zoom, Danielle Francis (DF) – Zoom, Jonathan Morland-Barrett (JMB) – Zoom (left 7:30pm), Stephanie Bateman (SB) – Zoom, Lorraine Ablett (LA) - Zoom

### APOLOGIES

Glen Bewick (GB), Karen Mitchell (KM), Kerrie Davis (KD), Gemma Ridgers (GR)

### Acknowledgement of Country

### ITEMS

#### 1. Confirmation of Minutes of Previous Meeting

<b>1.1. Resolution:</b> That the minutes of the previous meeting, being the Annual General Meeting on Monday 8 May 2023 of Craigie Heights Primary School P&C Association, be taken as read and confirmed as a true and accurate record.	<b>Carried</b>
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#### 2. Business Arising from Previous Minutes

<b>2.1. All abilities equipment funding</b> - NE will organise to meet with KS to progress this item.	<b>NE KS</b>
<b>2.2. Tree of Thanks</b> – JMB is planning to meet with CC to discuss handover of responsibilities. CC believes we are out of leaves, so JMB will need to speak with Belridge SC to see if they can supply more. JC asked JMB to enquire about getting the silver names re-inked as they are difficult to read.	<b>JMB CC</b>
<b>2.3. The Athlete's Foot fundraising</b> – This item is on hold until the next meeting.	<b>KM</b>
<b>2.4. Scholastic Bookclub change of account</b> – RV will consult with the new Manager Corporate Services, Jenny Clothier, as Bernie is on leave for the next 12 months.	<b>RV</b>
<b>2.5. 'Just One Thing' promotion</b> – JC is trying to link the school's Instagram page with the P&C page to increase our overall reach. It is hoped this will also increase awareness of P&C events and our need for donations of items and time.	<b>JC</b>
<b>2.6. P&amp;C promotional video</b> – This will be looked at once the issues with Facebook are sorted – KM is looking into this.	<b>KM</b>
<b>2.7. Crosswalk speed monitoring</b> – Joondalup Police Academy can not send any new recruits to monitor the speed of passing motorists. JC has spoken with Caitlin Collins who will support the school to petition the City of Joondalup to upgrade the safety of the crossing on Beltana Road. We will need local parents who have had near misses at this section of road to email the details to the P&C email. DF will assist JC to organise an online petition to upgrade the section	<b>JC DF</b>

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of road to potentially include a zebra crossing or school crossing road signs (better sign posted and better marked).	
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### 3. Correspondence

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

<b>4.1.</b> Thankyou to everyone who have helped at our events so far this year. Please continue to like and share all of our events and posts on social media so that they reach as many people as possible.	<b>JC</b>
<b>Additional Notes</b>	
None	
<b>Resolution:</b> That the President's Report be adopted.	<b>Carried</b>

### 5. Treasurer's Report (see Appendix 1 – Treasurer Summary 12.06.23; Appendix 2 – Balance Sheet 12.06.23; and Appendix 3 - Profit Loss PC 12.06.23)

<b>Additional Notes</b>	
<b>5.1</b> Available funds – General account \$4773 (after money allocation) - Canteen account \$3419 Canteen profit - \$514	<b>RV KD</b>
<b>Resolution:</b> That the Treasurer's Report be adopted.	<b>Carried</b>

### 6. Principal's Report (see Appendix 4 – Principal Report 12.06.23)

<b>Additional Notes</b>	
Glen Bewick is currently on leave; Karen Smith presented as Acting Principal.	<b>KS</b>
<b>Resolution:</b> That the attached Principal's Report be adopted.	<b>Carried</b>

### 7. Canteen Committee's Report

<b>7.1</b> New ordering app – The changeover to the new canteen app seems to be going well. CA will speak to Sharlene at Canteen Kings regarding the inability to alter some orders (ie. no carrot).	
<b>7.2</b> Ice cream sales – these are going well in Term 2, as follows: Wk 1 - \$38 Wk 2 - \$80.50 Wk 3 - \$49 Wk 4 - \$100 Wk 5 - \$105.50 Wk 6 - \$85	<b>CA</b>

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<b>Additional Notes</b>	
Berri icypoles have been on special at Spud Shed - \$1.99 for a 24 pack (8 cents each). JC bought a number of packs to donate to the school and encourages others to do the same.	<b>JC</b>
<b>Resolution:</b> That the Canteen Committee's report be adopted.	

### 8. Fundraising Committee's Report

<b>8.1. Term 2</b> 8.1.1 Mothers Day stall report - \$770 profit 8.1.2 P&C Day donuts report - \$435 profit. 8.1.3 Bunnings sausage sizzle – Craigie Kongks may consider this for Term 3.	<b>SG</b> <b>JC</b> <b>SC</b>
<b>8.2 Term 3</b> 8.2.1 Cookie dough fundraiser – The campaign will run from 14 August – 1 September, with orders being delivered on 18 September. SG will contact The Cookie Barrel to see if we can get some tubs so we can bake and sell the goods at the sports carnival as a 'try before you buy'. 8.2.2 Sports Carnival lunch and cake stall (Friday 25 August) – SB will organise this with DF assisting. RV will look at the information from last year and liaise with SB regarding how many sausages were purchased, etc. Students can pre-order sausage sizzle and drinks which will be distributed to classes on the day. A cake stall and drinks stand will also run on the day. 8.2.3 Fathers Day stall (Thursday 31 August and Friday 1 September) – DF has offered to run this, SG will help. 8.2.4 Quiz Night (Saturday 9 September) – Craigie Tavern will provide the venue for no cost and the local community and businesses will be asked for donations for prizes. There will be prizes for first, second and third placed teams, plus raffles and spot prizes. Tickets will be priced at \$15 each. 8.2.5 Child/Infant first aid course fundraiser – on hold until next meeting.	<b>SG</b>  <b>DF</b> <b>SB</b>  <b>DF</b> <b>SG</b>  <b>JC</b>  <b>SG</b>
<b>8.3 Term 4</b> 8.3.1 Lapathon (Tuesday 31 October – Halloween theme?) – JC will organise this event and set the sponsorship up through Square the same as last year. A pizza party will be given to the class that raises the most funds. 8.3.2 Special lunch order day – will discuss at next meeting. 8.3.3 Christmas raffle – donations will be needed. 8.3.4 Wanneroo Show – an organiser and volunteers to man the stand will be needed for this event, if it is run. SG will speak with Melissa Aspinall to see if we can get a stand for the Friday evening and Saturday. 8.3.5 School disco – The committee is keen to organise and run a school disco this year. Zig Zags has a fairy floss machine we could possibly borrow and the P&C could sell sausage sizzles and drinks. KM will look at possible dates for Term 4, which will need to be shared with Zig Zags.	<b>JC</b>  <b>JC</b> <b>JC</b>  <b>SG</b>  <b>KM</b>
<b>8.4 Other fundraisers</b> 8.4.1 School fete 2024 – KM has organised a committee to discuss the option of putting on a fete in the future. Each year group would be asked to run a stall and local	

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businesses would also be approached to see if they'd like to run a stall. Ride options will also be looked at.	<b>KM</b>
8.4.2 Entertainment Book (ongoing) – another one or two memberships were purchased in the last month.	<b>SG</b>
<b>Additional Notes</b>	
None	
<b>Resolution:</b> That the Fundraising Committee's Report be adopted.	<b>Carried</b>

### 9. Craigie Kongks Committee's Report

<b>9.1. Bowling</b> – An event will be held next week in Joondalup for fathers and father figures. Tickets are selling fast with a maximum of 15-20 available.	<b>SC</b>
<b>9.2. Yarning Circle</b> – This event is likely to be held towards the end of Term 3 now, as more time is needed to organise something suitable.	<b>SC</b>
<b>9.3.</b> SC spoke with the Currambine Dads group after the billycart event. They will collectively put out expressions of interest to other Fathering Project groups across Perth to run a derby day – north vs south, potentially in Fremantle at the beginning next year.	<b>SC</b>
<b>Additional Notes</b>	
None	
<b>Resolution:</b> That the Craigie Kongk's Report be adopted.	<b>Carried</b>

### 10. Money Allocation

<b>10.1 School Wish List</b>  10.1.1 Early Childhood equipment: a) 2 x picnic tables - \$158 b) mud kitchen - \$1385 ex GST c) Waterfall water play equipment - \$690 ex GST d) Playground car - \$2975 ex GST e) Line markings - \$6400 ex GST	<b>ON HOLD</b>  <b>ON HOLD</b>  <b>ON HOLD</b>  <b>ON HOLD</b>  <b>ON HOLD</b>
<b>10.2 Fundraising Events</b>  10.2.1 Sports Carnival lunch and cake stall - \$1200 10.2.2 Fathers Day stall items - \$1500 10.2.3 Quiz Night - \$1500	<b>CARRIED</b>  <b>CARRIED</b>  <b>CARRIED</b>
<b>10.3 Other Allocations</b> <b>10.3.1</b> Carpet cleaner machine - \$10,000	<b>ON HOLD</b>
<b>Additional Notes</b>  LA has offered for Zig Zags to purchase a new mud kitchen for the Room 16 play area. SB mentioned that as a parent, this play area is looking tired and could really use some	

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new equipment and a facelift. KS will speak with Miryam Gamali-Prince regarding a wishlist of items for Room 16 and the ELC, to present at the next meeting.	LA KS
<b>Resolution:</b> That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$4200).	<b>CARRIED</b>

### 11. General Business

<b>11.1 Northshore Country Club competition</b> – The Northshore Country Club is running a competition with the prize being free venue hire and bar staff for an event on either 12 <sup>th</sup> August or 21 <sup>st</sup> October. Email replies to enter the draw must be received by 16 June. JC will speak with the organiser to see if we can use these dates for something else.	SG JC
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### 12. Other Business

<b>12.1 Zig Zags</b> - LA reminded the committee that Zig Zags are always happy to be involved in school community events through the provision of prizes for raffles, or services such as face painting. The committee is very thankful for this generous offer.	LA
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### 13. Next Meeting

<b>13.1</b> The next meeting of the Craigie Heights P&C will be a <b>General Meeting</b> on Monday 31 <sup>st</sup> July 2023 at 6:30pm, held in the school staff room and online via Zoom.	JC
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**Chair closed meeting:** 7:44pm