

Craigie Heights Primary School P&C Association

Minutes of General Meeting

Monday 13 February 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), Natalie Eastman (NE), Danielle Francis (DF) - Zoom, Karen Mitchell (KM), Stephen Catania (SC), Rebecca Vause (RV) - Zoom, Jodie Ross (JR), Carissa Carroll (CC), Kerrie Davis (KD), Claudine Barnes (CB) – Zoom, Aizhan Ariano (AA) - Zoom

APOLOGIES

Acknowledgement of Country

ITEMS

1. Confirmation of Minutes of Previous Meeting

1.1. Resolution: That the minutes of the previous General Meeting on Monday 21 November 2022 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

2.1. All abilities equipment funding - A new student with disability will be starting at the school soon, so this item has been placed on hold so a decision on all abilities equipment can take the needs of this student in to consideration.	NE
2.2 Purchase of new barbecue – Caitlin Collins MLA has funded the whole purchase cost of a new barbecue for the P&C. JC will deliver the barbecue to school this week, which will be stored in the P&C cupboard. SG will organise the disposal of the old barbecue.	JC SG
2.3 School wishlist for funding 2023 – The school's finance committee will be meeting this Friday, where a wishlist will be discussed. This information will be presented at the next meeting.	CC
2.4 Welcome Picnic 2023 – Two power outlets will be required for the snow cone and popcorn machines. Music will be organized by Jessine Bonzas and JC. SG will organis, set up and pack down.	SG JC
2.5 Tree of Thanks – Names to be added: Anna Bradbury, Jen Richards (community members) Jacki Catania, (P&C President) Natalie Eastman (P&C member) Jodie Ross (change to P&C President) Chloe Hodge, Melanie Scaife, Jan Fudge (staff members) Glen Bewick (school principal)	CC

Craigie Heights Primary School P&C Association

CC will check with Belridge SC if there is now a cost involved to produce the leaves. CC is also looking for someone to take over the responsibility of liaising with Belridge to organize the engraving.	
2.6 P&C Voluntary contribution Motion: To raise the voluntary contribution amount for school families from 2024 from \$20 to \$25. Motioned: Rebecca Vause Seconded: Jacki Catania	Carried

3. Correspondence

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

4.1. JR and the Chair of the School Board, Alison O'Neill, met with the Minister for Early Childhood, Sabine Winton, and our local member, Caitlin Collins, on the first day of school.	JR
4.2. JR is looking forward to the Welcome Picnic on Friday. It is hoped the event will foster positive relationships between the P&C and the school community and that some new volunteers might step forward.	JR
Additional Notes	
None	
Resolution: That the President's Report be adopted.	Carried

5. Treasurer's Report (see Appendix 1 – Treasurer Summary 13.02.23; Appendix 2 – Balance Sheet 13.02.23; and Appendix 3 - Profit and Loss PC 13.02.23)

Additional Notes 5.1 The canteen is yet to open for the year, so no revenue to report at this point. 5.2 No fundraisers have been held to date. 5.3 No money has been donated to the school as yet.	RV
Resolution: That the Treasurer's Report be adopted.	Carried

6. Principal's Report (see Appendix 4 – Principal Report 13.02.23)

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

Craigie Heights Primary School P&C Association

7. Canteen Committee's Report

7.1. Review of canteen operations - Caitlin Acharya has volunteered to fill the canteen co-ordinator's role, with lunch orders through Belridge SC's canteen resuming from Wednesday 15 February. A roster for the term has been organised and JR has re-stocked the freezer with icecreams for after lunch sales.	JR
Additional Notes	
7.2. Canteen fridge – JR noticed that the canteen fridge had been moved to the back of the canteen, which is not an optimal location for selling icecreams from. She has spoken to the OSHC staff to explain the other fridge in the room is for their use. KM and GB offered to meet JR to move the fridge back to its original position.	JR KM GB
7.3. Change in online ordering platform – JR explained that the Belridge SC canteen (run by Canteen Kings) is looking to change their online ordering platform from Quickcliq to Flexischools. If this eventuates, school families will need to be informed so they have time to use the credit in their Quickcliq accounts.	JR
Resolution: That the Canteen Committee's Report be adopted.	Carried

8. Fundraising Committee's Report

8.1. 2023 annual fundraising events to vote in AGM – Events to be included in the 2023 fundraising calendar will be discussed at the next meeting (AGM). Each event will need a co-ordinator allocated to organise volunteers and event logistics.	RV
8.2 Honey fundraiser – This has been put on hold until the next meeting.	JC
8.3 WA Cellars wine fundraising (2023) – SG is interested in organising this fundraiser, however there is still some confusion around the legalities of selling alcohol as a fundraiser for government school P&Cs. GB and SG will do some more research in to this.	GB SG
8.4 Child/infant first aid course fundraiser – RV has looked into the running of a child-focused first aid course on school site for school families. The costs associated with St. John's running the event are prohibitive so an alternative trainer is being sought. SG has offered to approach the qualified trainers at her work place to see if they may be able to assist. This event has been tentatively rescheduled to a Saturday in Term 3.	RV SG
8.5 Entertainment Book – Whilst no memberships have been purchased this calendar year, 8 memberships were purchased during the November promotion (buy one, get one free). The current promotion is buy 12 months, get 4 months free and this will be advertised through the school newsletter.	SG
Additional Notes	
8.6 Easter fundraisers – a co-ordinator is needed to organise the hot cross bun drive and Easter raffle. A notice will be out on the P&C Volunteers Facebook page.	RV
8.7 Mothers Day stall – Items need to be ordered soon to take advantage of Early Bird prices A co-ordinator is also needed for this event, with the stall looking to run during school time and after school one day, depending on how much stock is left.	RV
Resolution: That the Fundraising Committee's Report be adopted.	Carried

Craigie Heights Primary School P&C Association

9. Fathering Project Committee's Report

9.1. New group name – SC has asked Jessine Bonzas for her input in order to incorporate an indigenous aspect to the new name.	SC
9.2. Movie Night (24 March) – Flyers will go home soon to advertise the event which will be held on the school oval, with attendees coming at 6pm for a 6.45pm start. The movie is DC League of Super Pets. Attendees will pay a fee (\$5 adults, \$3 for children under 12) and can also order pizza to be delivered from Dominoes. It was decided that floodlights would not need to be purchased, as the group has sourced some to borrow for use as people leave the event.	SC
9.3. Potential events – The Craigie group have been approached by the Currambine Dads Group to join a billycart building and racing event. A number of other schools are participating, with the handmade carts being raced at St. Mark's ACS on 26 March. Other events the group is considering include a cricket event at Otago Park and a beach event at Mullaloo SLSC.	SC
Additional Notes	
None	
Resolution: That the Fathering Project Committee's Report be adopted.	Carried

10. Gardening Project Committee's Report

Additional Notes	
10.1 Review of Gardening Club operations 2023 – The Co-ordinating role is still vacant. The committee voted at the last meeting to close the Gardening Club if no one volunteers for the position at the AGM. Denise Moore's class and the Student Reconciliation Team are taking care of the area in the interim.	JR
Resolution: That the Gardening Project Committee's Report be adopted	Carried

11. Money Allocation

11.1 School Wish List – no items presented	
11.2 Fundraising Events 11.2.1 Mothers Day stall items - \$1500	APPROVED
11.3 Other Allocations 11.3.1 Xero subscription renewal for 2023 - \$360 11.3.2 Zoom subscription renewal for 2023 - \$210	APPROVED APPROVED
Additional Notes	
None	
Resolution: That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$2070).	Carried

Craigie Heights Primary School P&C Association

12. General Business

12.1 WACCSO State Council elections – WACCSO are currently looking for people interested in nominating to represent their local area in the State Council elections. Nomination information is available on the WACCSO website. Any one interested in nominating must announce their nomination at a P&C meeting, with nominations closing on 7 April.	SG
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13. Other Business

13.1 Positions vacant at AGM – RV reminded the committee that all office bearer positions become vacant at the AGM, being held on 13 March. Job descriptions need to be sent to families.	RV
13.2 Athletes Foot fundraising – KM informed the committee that Athletes Foot shoe store will donate \$5 to a school of the customer's choice for every pair of shoes purchased. KM will find out what the terms and conditions of the arrangement are and report back at the next meeting.	KM

14. Next Meeting

14.1 The next meeting of the Craigie Heights P&C will be the Annual General Meeting on Monday 13 th March 2023 at 6:30pm. The meeting will be held in the school staff room and also online via Zoom.	
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Chair closed meeting: 7:41pm