

Craigie Heights Primary School P&C Association

Minutes of General Meeting

Monday 20 November 2023 6.30pm – 8.30pm

Held: Staff room, Craigie Heights Primary School and online via Zoom

Meeting Opened: 6:34pm

ATTENDANCE

Stephanie Bateman (SB), Karen Smith (KS), Jacki Catania (JC), Shelley Giles (SG), Natalie Eastman (NE), Karen Mitchell (KM), Stephen Catania (SC), Rae Whittemore (RW), Gemma Ridgers (GR) – Zoom, Bek Vause (RV) – Zoom, Danielle Francis (DF) – Zoom

APOLOGIES

Glen Bewick (GB), Sarah Warren (SW), Kerrie Davis (KD)

Acknowledgement of Country

ITEMS

1. Confirmation of Minutes of Previous Meeting

1.1. Resolution: That the minutes of the previous meeting, being the General Meeting on Monday 23 October 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

2.1. Tree of Thanks – Jonathon Morland-Barrett is pursuing this item and in his absence, it has been put on hold until the next meeting.	JC
2.2. The Athlete's Foot fundraising – This item is also still on hold. KM will contact Athlete's Foot for information regarding the promotion of this fundraiser to school families in 2024.	KM
2.3. Scholastic Bookclub change of account – RV has changed the contact details for the Scholastic account name from the P&C to Betty Somers, the school librarian. This will allow the P&C to still receive emails regarding points and reminders, whilst also allowing Betty Somers to spend the points on books for the school library.	RV
2.4. Beltana crossing upgrade and petition – This petition has been submitted to the Joondalup Council. KS is looking to organise a crossing count of cars travelling through this area so the school can submit an application for a crossing attendant. One or two volunteers are needed to count cars from 7:40am – 8:40am in the morning and from 3pm – 4pm in the afternoon. JC offered to complete the count in the morning and KM and DF offered to count in the afternoon of 30 November.	KS JC KM DF
2.5. Ace Tutoring Year 7 Prep session offer – No response has been received from Ace Tutoring, so the P&C will not be pursuing the tuition offer.	JC

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3. Correspondence

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

4.1. There have been so many events happening at the school recently. JC gave thanks to everyone who has helped out in some way this year, either with events, fundraising or donations.	JC
4.2. There will be a number of P&C committee positions available next year including Secretary, Treasurer and possibly President. Information on these positions will come out via newsletter and social media.	JC
Additional Notes	
None	
Resolution: That the President's Report be adopted.	Carried

5. Treasurer's Report (see Appendix 1 – Treasurers Report Nov23; Appendix 2 – Balance Sheet 20.11.23; and Appendix 3 - PNL 20.11.23)

Additional Notes	
5.1 Available funds – General account \$17,308.77 - Canteen account \$4977.94	
5.2 Fundraising total profit - \$14,327	
5.3 So far this year, the P&C has donated a total of \$13,046 to the school. There is still approximately \$17,000 available to give back to the school. RV proposed that an Executive Meeting be held prior to the end of the year so a vote could be held to determine which items on the school's wishlist could be financed. This would allow the school time over the summer holidays to organise for the voted items to be ordered ready for early Term 1 next year.	
	RV
Resolution: That the Treasurer's Report be adopted.	Carried

6. Principal's Report

6.1. KS gave thanks to JC for the amazing work she has put in as President. Thanks was also given to SC for the smooth running of the recent campout, and to Caitlin Acharya for co-ordinating the lunch orders and icecream sales.	KS
6.2. The artwork is just being finalised for the sports gazebos so they will be ready to use for next year.	KS
Additional Notes	
None	
Resolution: That the above Principal's Report be adopted.	Carried

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7. Canteen Committee's Report

7.1 Canteen operations in 2024 – With the change in school break times from the start of next year, students will be eating their lunch at 11.25am after a play, with another break in the afternoon at 1.30pm. This means that if icecreams are to be sold, volunteers will need to be sourced to either come in for the 1.30pm break (not ideal, given it is only a short time) or have lunch orders on one day and icecream sales on another. KM will speak to Caitlin to ask her if she can liaise with Belridge regarding which is the best day to provide lunch orders to the school. Once this is known, the committee can then vote on which day to run icecream sales, depending on availability of volunteers. KM will ring Charlene at Belridge SC to organise.	KM
Additional Notes	
\$2150 has been raised in icecream sales so far this year.	
Resolution: That the Canteen Committee's report be adopted.	Carried

8. Fundraising Committee's Report

8.1 Term 4 <div style="margin-left: 20px;"> 8.1.1 Halloween Lapathon (Tuesday 31 October) – This event made \$5958 profit. Thanks to everyone who assisted in the lead up to and on the day. 8.1.2 Christmas raffle – This will be drawn on Wednesday 13th December (second last day of term) with the prizes to be collected on Thursday (last day of school). All raffle tickets sold should be dropped to the locked dropbox in the office, along with the money. Prize donations for the Christmas raffle are very welcome and can be dropped to office. 8.1.3 Welcome to Birak event (Friday 1 December, 4.30pm – 6.30pm). A flyer will go out to families next week to promote the event. a) Icecream stall – Volunteers are needed to sell Zooper Doopers and Paddle Pops at the event. b) Barbecue and drinks – The Craigie Kongks will run a barbecue (bacon rolls) and a drinks stall. A new gas bottle will need to be purchased for the event. Families are otherwise encouraged to bring their own picnic dinner. c) Band and entertainment – JC has booked a band from Mater Dei to play some sets. d) A stall will also be set up to sell old uniforms and Christmas raffle tickets. </div>	JC NE SG JC
8.2 Other fundraisers <div style="margin-left: 20px;"> 8.2.1 School fete 2024 – KM would like to see how the Welcome to Birak event goes to gauge how many attend and the popularity of entertainment/food options available. 8.2.2 Entertainment Book (ongoing) – the current promotion is Buy One Membership, Get One Free, plus a bonus three months for each membership. </div>	KM SG DF
Additional Notes	
None	
Resolution: That the Fundraising Committee's Report be adopted.	Carried

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9. Craigie Kongks Committee's Report

<p>9.1. Sleep out – (Friday 17 November). The event was attended by 17 family groups, including approximately 25-30 children mostly from the younger year groups. Jessine Bonzas organized for the attendees to get involved with some tree planting on site, as well as a soccer game and then a treasure hunt. Many families left quite early on the Saturday morning due to sport commitments.</p> <p>The event covered its costs, which is a good outcome. Dominos Beldon were very helpful, giving a good discount and providing great pizzas in an organised fashion. As a result, it is likely the Craigie Kongks will use them to provide dinner for the movie night next year as well.</p>	SC
<p>9.2. Bunnings sausage sizzle – SC has been speaking to Bunnings Joondalup regarding potential sausage sizzle dates for 2024 and is hoping to secure a slot in Term 1 or early Term 2.</p>	SC
Additional Notes	
A movie night is being planned for early next year.	
Resolution: That the Craigie Kongk's Report be adopted.	Carried

10. Money Allocation

10.1 School Wish List - none	
10.2 Fundraising Events - none	
10.3 Other Allocations - none	
Additional Notes	None
Resolution: There are no funding requests to be approved at this meeting.	CARRIED

11. General Business

<p>11.1 Vacant committee positions 2024 – At this stage, the positions of Secretary, Treasurer and possibly President will be vacant in 2024. Position description information will be available via the school newsletter.</p>	JC
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12. Other Business

<p>12.1 CHPS – Thankyou morning tea – A reminder to all committee members who would like to attend that RSVPs are required as soon as possible.</p>	SG
<p>12.2 Social Media accounts – There is some confusion in the school community as to who runs the Craigie Heights accounts on Facebook and Instagram. To clarify, the Instagram account with the handle 'craigieheightsprimary' is run by the school. The Facebook page 'Craigie Heights PS Community' is run by the school's P&C committee members. Content is shared</p>	

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<p>between the two accounts. It has been suggested that the Facebook page be re-named to make it clearer who runs it.</p>	<p>RW KS</p>
<p>12.3 Transparency for funded items not utilised – In the P&C meeting held on 23 October this year, KS requested to remove the Early Childhood play items requested for Room 16 from the School Wishlist of fundraising requests, as the school had a plan in place to upgrade this area. The items (2 x picnic tables; a mud kitchen; waterfall play equipment; playground car and line markings, totalling \$11,608 ex GST) were subsequently removed from the P&C funding agenda.</p> <p>However, the P&C had advertised that fundraising from the recent Halloween lapathon would go towards new equipment for this kindy area. This advertising was circulated prior to the P&C becoming aware of the school's change of plans for the use of the kindy Room 16 area from 2024 onwards. Understandably, this has created some confusion within the school community as to how the money raised from the Lapathon will now be spent, given the ELC items were removed from the P&C fundraising agenda.</p> <p>At this meeting, KS announced that as of next year, Room 16 will no longer be used as a kindy room. Instead, it will be used as a regular classroom for one of the other grades so all the kindy and pre-primary classes will be co-located in the ELC block, and hence will have access to the play facilities in this space.</p> <p>KS suggested that the fundraising focus for next year could be items for the Year 1 and 2s to play with, such as manipulative play resources. Students who prefer quiet activities are already catered for with the quiet space near Room 14 that has mats and books available.</p> <p>The P&C committee will put a notice in the school newsletter to make the community aware that the funds that were going to be raised for the Room 16 play equipment will now be allocated elsewhere, due to the school deciding to repurpose this room in 2024.</p>	<p>RW JC KM KS</p>

13. Next Meeting

<p>13.1 Dates for P&C meetings in 2024 will be advertised on the school website. The first meeting for next year will be held on Monday 12th February 2024 (Week 3, Term 1).</p>	<p>SG</p>
<p>13.2 A general meeting will be held on Monday 4th December (Week 9) at 6.30pm via Zoom in order for the P&C to vote on items from the school's wishlist to fund prior to the end of 2023. KS to email the wishlist by Monday 27 November.</p>	<p>KS JC</p>

Chair closed meeting: 7:47pm