

# Craigie Heights Primary School P&C Association

## Minutes of General Meeting

Monday 23 October 2023 6.30pm – 8.30pm

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

**Meeting Opened:** 6:37pm

### ATTENDANCE

Karen Smith (KS), Natalie Eastman (NE), Jacki Catania (JC), Shelley Giles (SG), Danielle Francis (DF), Bek Vause (RV) - Zoom, Gemma Ridgers (GR) – Zoom, Kerrie Davis (KD) - Zoom, Karen Mitchell (KM) – Zoom, Stephen Catania (SC) - Zoom

### APOLOGIES

Glen Bewick (GB), Sarah Warren (SW), Stephanie Bateman (SB)

### Acknowledgement of Country

### ITEMS

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

<b>1.1. Resolution:</b> That the minutes of the previous meetings, being the General Meeting on Monday 28 August 2023; the Executive Meeting on Friday 15 September 2023 and the Executive Meeting on Monday 16 October 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> - This item has been removed as it is no longer being pursued. There is a possibility of pursuing all-ability play equipment with an alternative supplier so it may be re-tabled once another opportunity presents.	<b>NE SG</b>
<b>2.2. Tree of Thanks</b> – CC is on annual leave. JMB is pursuing this item and in his absence, it has been put on hold until the next meeting.	<b>JMB</b>
<b>2.3. The Athlete's Foot fundraising</b> – Still on hold.	<b>KM</b>
<b>2.4. Scholastic Bookclub change of account</b> – RV will liaise with the school librarian to find out if she can access the P&C Bookclub account, in addition to the school account. RV will also liaise with DF about changing contact names on P&C account.	<b>RV DF</b>
<b>2.5. Beltana crossing upgrade and petition</b> – The petition with over 200 signatures has been submitted to and accepted by Joondalup Council and accepted. Rebecca Pizzey has been elected to Council and is supporting it, as is Cr Christopher May. Whilst the petition has been raised by Craigie residents, the P&C is able to support it. Up to 15 people can attend the meeting to ask questions and make a five minute statement about the dangers of the intersection and need for upgrade.	<b>JC</b>
<b>2.6. Ace Tutoring Year 7 Prep session offer</b> – JC emailed the company with no response as yet. As costs are likely to be \$35 per parent per session with minimum numbers required, the opportunity will not be pursued if the company does not reply.	<b>JC</b>

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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> JC offered a big thankyou to everyone who is attending meetings and reading the minutes. Please contact JC with any P&C questions or comments.	<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 – Treasurers Report Oct23; Appendix 2 – Balance Sheet 23.10.23; and Appendix 3 - PL 23.10.23)

<b>Additional Notes</b>	
<b>5.1</b> Available funds – General account \$11,321.67 - Canteen account \$4982.39	
<b>5.2</b> \$1160 was made at the sausage sizzle held on referendum day and the Lapathon money is slowly coming in (\$520 has been spent so far).	
<b>5.3</b> \$10,170 has been made from all the fundraising events held so far this year, with \$6700 already given back to the school. The canteen has made \$1820 profit so far this year.	<b>RV KD</b>
<b>Resolution:</b> That the Treasurer's Report be adopted.	<b>Carried</b>

### 6. Principal's Report

<b>6.1.</b> <b>Year 6s</b> - have just returned from camp, which was very successful. Heartfelt thanks to Ms Ryan, Ms Brown-Harmer, Mrs Moore and Ms Bonzas for organizing and supervising the students. The Year 6 Graduation events are also starting soon.	
<b>6.2.</b> <b>Sports</b> – A baseball competition was held last week and the girls have an AFL interschool carnival this week. A Bike Month Breakfast was held last Friday, organized by Ms Bonzas.	
<b>6.3.</b> <b>Maths</b> – A Maths information night was held last week and was attended by about 12 parents. The attendees were shown the various component of Mathletics and also shown how to play play Numero and other card games to increase maths knowledge and skills. Similar sessions will be run again next year, in both numeracy and literacy.	
<b>6.4.</b> <b>World Teachers Day</b> – will be held this Friday. Parents and caregivers might like to encourage their children to make a card or write a note of thanks to acknowledge their teacher.	
<b>6.5.</b> <b>Student behaviour</b> – There has been an unfortunate increase in inappropriate behaviours from a minority of students. It is never acceptable for racist comments to be made, nor verbal or physical abuse to be directed towards anyone. This has been highlighted in the newsletter and parents are encouraged to speak with their children about it. The school's Good Standing Policy will be reviewed and shared with the School Board for feedback.	<b>KS</b>
<b>Additional Notes</b>	
None	
<b>Resolution:</b> That the above Principal's Report be adopted.	<b>Carried</b>

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## 7. Canteen Committee's Report

<p><b>7.1 Closing of the canteen account and transfer of funds to main P&amp;C account – RV</b>  suggested all money be moved from the canteen account to the P&amp;C account. \$1000 can then be allocated to a canteen committee that falls under the P&amp;C and the rest of the canteen money will be held in the main P&amp;C account so it can be used to purchase items for the school.  <b>Motion:</b> (JC) To close canteen account and move all money back to P&amp;C account. So \$1000 will be allocated to canteen. A separate sub-committee will then be formulated.</p>	<p><b>JC</b></p>
<p><b>7.2 Canteen operations in 2024</b> - with lunchtime moving to 11.25am in 2024 and beyond, students will have ten minutes to play and then ten minutes to eat. There will be a 20 minute break in the afternoon from 1.30pm. If the P&amp;C offer lunch orders and icecreams for sale, two volunteers would be needed as the lunches would be distributed at the first break and icecreams offered at the second due to the limited time. Caitlin is no longer available to manage the canteen at the earlier lunch time starting next year, so a new volunteer will be required. Belridge SC have stated that they should be able to accommodate the earlier lunch time. JC asked KM if she would mind liaising with Belridge SC to confirm, which she is happy to do. Another option could be the school organising lunch order distributions and the P&amp;C coming in to sell icecreams at second break. KM will liaise with KS to sort this.</p>	<p><b>Carried</b></p>
<p><b>Additional Notes</b></p>	<p><b>JC KM</b></p>
<p>\$1820 has been raised in icecream sales so far this year.</p>	
<p><b>Resolution:</b> That the Canteen Committee's report be adopted.</p>	<p><b>Carried</b></p>

## 8. Fundraising Committee's Report

<p><b>8.1. Term 3</b></p> <p>8.1.1 Father's Day stall (Thursday 31 August and Friday 1 September – made \$1054 profit.</p> <p>8.1.2 Quiz Night (Saturday 9 September) – made \$1212 profit.</p>	<p><b>SG</b></p> <p><b>JC</b></p>
<p><b>8.2 Term 4</b></p> <p>8.2.1 Halloween Lapathon (Tuesday 31 October) – JC has put together another flyer to go out this Wednesday to encourage last minute donations. JC needs volunteers from 12pm on the day to count cash donations and set up. The class with the most donations will get a prize pack and a pizza lunch at a later date. Another \$100 in funding will be required to pay for pizza lunch. KM and SG can help set up.</p> <p>8.2.2 Special lunch order day – As there are already a number of fundraising events happening this term, it was decided not to run a special lunch order day.</p> <p>8.2.3 Child/Infant first aid course fundraiser – With the calendar filling quickly in Term 4, the decision was made to move this event to early Term 1 2024.</p> <p>8.2.4 Christmas raffle – This will be drawn on Wednesday 13<sup>th</sup> December (second last day of term) with the prizes to be collected on Thursday (last day of school). NE and SG offered to organise the prize donations and sort the flyer. RV to email template for raffle flyer to NE. Tickets can be sold at the Welcome to Birak event. Prizes can be anything fun – wine, chocolates, hand creams, unwanted gifts, etc.</p> <p>8.2.5 Welcome to Birak event (Friday 1 December, 4.30pm – 6.30pm) – Jessine Bonzas has obtained a quote from Milliyaan Aboriginal Services to run some events – A Welcome to Country, a Sand Table, a Sensory Table, Aboriginal Fishing Game and Ochre face painting. JC has booked a Mater Dei band (bass guitarist, drummer and guitar) who will play for free to gain performance experience.</p>	<p><b>SG</b> <b>KM</b> <b>JC</b></p> <p><b>JC</b></p> <p><b>JC</b></p> <p><b>NE</b> <b>SG</b> <b>RV</b></p>

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JC has emailed Zig Zags to see if they can run a fairy floss stand. JC would also like to sell choc tops – 400 cones can be bought for \$30, a busy bee held to make them and then sell for \$2. A sausage sizzle will also be held. JC will take the lead on the event.	JC
<b>8.3 Other fundraisers</b> 8.3.1 School fete 2024 – KM is still waiting to hear from from Madeley PS for more information about the fete they held this year. 8.3.2 Entertainment Book (ongoing) – the current promotion is a free multi-city upgrade. DF is happy to take over the promotion of it, SG to chat to DF.	KM  SG DF
<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. Referendum BBQ</b> – This event went well, thanks to KM for her help.	SC
<b>9.2. Sleep out</b> – This will be organised for Term 4 on Friday 17 November. A flyer has been created and will be distributed this week, with tickets being available from this weekend. This event is for fathers and father figures and their kids with enough space for 25-30 families at a cost of \$15 per family group (tents and swags only). There will be some activities and pizzas on the night. Bacon and egg rolls will be provided for breakfast the following morning and icypoles will possibly be provided on the night.	SC
<b>9.3. Bunnings sausage sizzle</b> – SC has been speaking to Bunnings Joondalup regarding potential sausage sizzle dates for 2024, hopefully in Term 1 or early Term 2.	SC
<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 f) 3 x faction gazebos - \$6840 ex GST (see Appendix 4 – Gazebo quote). <b>The committee took a vote and decided to approve the quote from F&amp;C in Osborne Park for \$5194.53.</b>	<b>Items 10.1.1a – 10.1.1e to be removed on request by school</b>  <b>APPROVED</b>
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<b>10.2 Fundraising Events</b>	
<b>10.3 Other Allocations</b>	
<b>Additional Notes</b> <p>After allocating funds for the new gazebos, there is \$5814 left in available funds.</p> <p>JC has had a few requests from parents to upgrade the Kindy room 16 area. The school has a plan to upgrade the Kindy Room 16 area and will share this information in due course. As a result, KS has suggested that all of the Early Childhood items (10.1.1a – 10.1.1e) be removed prior to the next meeting.</p>	<b>KS</b>
<b>Resolution:</b> That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$5194.53).	<b>CARRIED</b>

### 11. General Business

<b>11.1</b> None	
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### 12. Other Business

<b>12.1 P&amp;C Promotional material</b> – A flyer has been created to explain the role of the P&C at Craigie Heights. This can be used at events and distributed to new families upon enrolment at the school.	<b>JC</b>
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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 20 November 2023 at 6:30pm, held in the school staff room and online via Zoom. This is the last general meeting for the year.	<b>JC</b>
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**Chair closed meeting: 7:44pm**