

# Craigie Heights Primary School P&C Association

## Minutes of General Meeting Monday 28 August 2023 6.30pm – 8.30pm

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

**Meeting Opened:** 6:38pm

### ATTENDANCE

Jacki Catania (JC), Stephen Catania (SC), Karen Smith (KS), Shelley Giles (SG), Sarah Warren (SW) - Zoom, Natalie Eastman (NE) - Zoom, Stephanie Bateman (SB) - Zoom, Bek Vause (RV) - Zoom, Danielle Francis (DF) - Zoom, Kerrie Davis (KD) - Zoom, Gemma Ridgers (GR) - Zoom

### APOLOGIES

Glen Bewick (GB), Carissa Carroll (CC)

### 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 General Meeting on Monday 31 July 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> On hold	<b>NE</b>
<b>2.2. Tree of Thanks –</b> On hold	<b>JMB</b>
<b>2.3. The Athlete's Foot fundraising –</b> On hold	<b>KM</b>
<b>2.4. Scholastic Bookclub change of account –</b> On hold	<b>RV</b>
<b>2.5. Beltana crossing upgrade and petition –</b> After a car accident on 26 June on Beltana Road, a group of parents drafted a petition for the City of Joondalup to reassess the crossing. Once the petition closes it will be presented to Joondalup Council for their consideration. At the time of this meeting the petition had 100 signatures.	<b>JC</b>

#### 3. Correspondence

<b>Resolution:</b> The Correspondence In/Out will be emailed with the minutes of this meeting.	<b>Carried</b>
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## Craigie Heights Primary School P&C Association

### 4. President's Report

<p><b>4.1. Athletics carnival</b> – This event raised \$2070, of which profit was approximately \$1500. The day went very well and the number of drinks and items donated for the cake stall was great.</p> <p><b>4.2. Quiz night</b> -Ticket sales are going well with approximately 50 sold so far. None of the allocated funds for this event have been used at this point as everything has been donated, so all money raised will be profit.</p>	<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 28.08.23; Appendix 2 – Balance Sheet 28.08.23; and Appendix 3 - Profit Loss PC 28.08.23)

<p><b>Additional Notes</b></p> <p><b>5.1</b> Available funds – General account \$6686.93 - Canteen account \$4180.24</p>	<b>RV KD</b>
<b>Resolution:</b> That the Treasurer's Report be adopted.	<b>Carried</b>

### 6. Principal's Report

<p><b>6.1. Principal</b> - Glen Bewick will remain on leave until the end of this term. KS has passed the P&amp;C's good wishes on to him. Abby Ryan is acting in Deputy Principal role whilst KS has taken on the Principal role.</p> <p><b>6.2. Staff changes</b> – The school has been calling in high numbers of relief staff to cover those on sick leave. A permanent gardener role has also been advertised for but no successful candidates found, so the position has been re-advertised.</p> <p><b>6.3. Centre for Excellence in Explicit Teaching of Literacy</b> – Craigie Heights has established a partnership with Wattle Grove PS through the Centre. CHPS staff have visited Wattle Grove PS to observe and learn from them and Wattle Grove staff (teachers and executive) will visit Craigie Heights on 4 September to observe and offer advice. The school would like to run a session for parents to explain how this information will be used to support our students in the classroom.</p> <p><b>6.4. 2024 student numbers</b> – At this stage student numbers for next year are looking similar to this year. It is likely that there will be the same number of classes next year, however some class configurations will change.</p> <p><b>6.5. School timetable</b> – Craigie Heights staff have been exploring options for moving to a different timetable next year. The proposal includes removing the early finish on Wednesdays and establishing an earlier finish time every day of the week. Feedback is being obtained from parents via the School Board, with more information to come in the Week 9 newsletter.</p> <p><b>6.6. Term 3 overview</b> – There have been many events this term including Book Week, Cross Country, Athletics Carnival and interschool events. KS thanked the P&amp;C for the support provided to the school. A reminder that Parent Open Night is coming up next Wednesday from 4.30pm – 6pm.</p>	<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

7.1	Nothing to report this meeting. Roughly \$80-\$100 a week in icecream sales.	JC CA
<b>Additional Notes</b>		
None		
<b>Resolution:</b> That the Canteen Committee's report be adopted.		<b>Carried</b>

### 8. Fundraising Committee's Report

<b>8.1. Term 3</b>		
8.1.1	Cookie dough fundraiser – This event has been postponed until early next year due to the number of other fundraising events happening this term.	<b>SG</b>
8.1.2	Sports Carnival lunch and cake stall (Friday 25 August) – This event was a big success with approximately \$1500 profit made.	<b>JC</b>
8.1.3	Father's Day stall (Thursday 31 August and Friday 1 September) – Flyers have been sent home and posters put up in class windows. SW and DF offered to help on Thursday and JC can help on Friday. SG is organizing the volunteer roster.	<b>SG</b>
8.1.4	Quiz Night (Saturday 9 September) – Craigie Tavern has confirmed all the final details and lots of donations have been received for raffle prizes. 35 tickets have been sold so far. GR will send a full list of prizes to JC so a post can be made on social media. Peter Giles will MC, JC has booked a table of 6 for all of us to be at.	<b>JC SG GR</b>
<b>8.2 Term 4</b>		
8.2.1	Halloween Lapathon (Tuesday 31 October) – JC will provide icypoles for each class to be handed out afterwards. A 'winning class' bucket will be given to the class with the highest fundraising amount, to be distributed among the students with glow sticks, stickers, etc. The winning class will also receive a pizza lunch party. RV has a template in Square to use again this year for donations.	<b>JC</b>
8.2.2	Special lunch order day – As there are already a number of fundraising events happening this term, it was decided that a special lunch order day would not be run.	<b>JC</b>
8.2.3	Child/Infant first aid course fundraiser – SG will speak with the teachers who offered to facilitate the workshop to see if they have any Saturdays available in Term 4, and then liaise with KS to confirm. A co-ordinator is needed for this event.	<b>SG KS</b>
8.2.4	Christmas raffle – tickets will be sold in conjunction with Welcome to Birak event.	<b>JC</b>
8.2.5	Wanneroo Show (Saturday 18 November) – SG spoke with Melissa Aspinall, whose father co-ordinates the Show. The School can run a stall if it supplies its own shelter and is able to commit to the whole show – Friday night and all day Saturday. The P&C decided not to go ahead with this opportunity as it may be difficult to source volunteers for both days.	<b>SG</b>
8.2.6	Welcome to Birak event (Friday 1 December) – ZigZags will loan their fairy floss machine to the P&C and will also provide a face painting service. JC will organise a band from Mater Dei College to perform and is also speaking to a contact regarding the possibility of running a silent disco as well.	<b>JC</b>
<b>8.3 Other fundraisers</b>		
8.3.1	School fete 2024 – KM has a committee of six parents who are keen to organise the event. The City of Joondalup has been consulted and will let KM know which permits are required. The fete could possibly be held on 1 December next year as an end of year celebration.	<b>KM</b>

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8.3.2 Entertainment Book (ongoing) – The current promotion involves the chance to win double commission for every membership sold this 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. Sleep out</b> – This will be organized for Term 4 (17 November) – on school grounds.	<b>SC</b>
<b>9.2. Bunnings sausage sizzle</b> – SC has been speaking to Bunnings Joondalup regarding potential sausage sizzle dates, as they are about to release date availability from February 2024. Craigie Kongks will plan to do one of these to raise money for the P&C.	<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 f) 3 x faction gazebos - \$6840 ex GST (see Appendix 4 – Gazebo quote)	<b>ALL ON HOLD</b>  <b>A second gazebo quote has been requested</b>
<b>10.2 Fundraising Events</b> 10.2.1 Lapathon (prizes, pizza and icypoles) - \$500 10.2.2 Welcome to Birak event (icypoles, lunch, entertainment costs) - \$1000 10.2.3 Christmas raffle (prizes) - \$100	<b>APPROVED</b> <b>APPROVED</b> <b>APPROVED</b>
<b>10.3 Other Allocations</b> 10.3.1 Carpet cleaner machine - \$10,000	<b>DECLINED</b>
<b>Additional Notes</b> Lorraine from Zig Zags has kindly donated a mud kitchen to the Kindy room 16 play area. The P&C are very grateful for this donation and would like to thank Zig Zags for their generosity, on behalf of the kindy students and their families.	
<b>Resolution:</b> That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$0).	<b>CARRIED</b>

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### 11. General Business

11.1	None	
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### 12. Other Business

12.1	Ace Tutoring Year 7 prep session offer – JC will speak to KS about this opportunity before the next meeting.	JC
12.2	DF attended the recent WACCSO Conference and obtained lots of samples and useful information.	DF

### 13. Next Meeting

13.1	The next meeting of the Craigie Heights P&C will be a <b>General Meeting</b> on Monday 23 <sup>rd</sup> October 2023 at 6:30pm, held in the school staff room and online via Zoom.	JC
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**Chair closed meeting:** 7:27pm