

Craigie Heights Primary School P&C Association

Minutes of General Meeting

Monday 12 February 2024 6.30pm – 8.30pm

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

Meeting Opened: 6:34pm

ATTENDANCE

Jacki Catania (JC), Shelley Giles (SG), Stephen Catania (SC), Gemma Ridgers (GR), Bek Vause (RV), Karen Mitchell (KM), Gary Bryant (GB), Karen Smith (KS), Natalie Eastman (NE), Sarah Warren (SW), Josh Bauer (JB), Jonathon Morland-Barrett (JMB) – Zoom at 6:46pm, Danielle Francis (DF) – Zoom at 6:47pm

APOLOGIES

Carissa Carroll (CC), Glen Bewick (GB)

Acknowledgement of Country

ITEMS

1. Confirmation of Minutes of Previous Meeting

1.1. Resolution: That the minutes of the previous meetings, being General Meetings on Monday 20 November 2023 and Monday 4 December 2023 of Craigie Heights Primary School P&C Association be taken as read and confirmed as a true and accurate record.	Carried
---	----------------

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. In the meantime, JC will follow up with JMB. RV has the list of P&C members who need to be added this year.	RV JC
2.2. The Athlete's Foot fundraising – KM has contacted The Athlete's Foot a few times over the holidays and they have since sent an email with a form for the school to fill out in order to receive a small donation for every pair of shoes sold to Craigie Heights PS students. KM will follow up prior to the next meeting.	KM
2.3. Beltana crossing upgrade and petition – Over 100 cars crossed in 15 minutes during the car count last year. The figures have been sent by Karen Smith to the local police and Joondalup council. Based on these figures, the school looks well placed to receive a crosswalk attendant sometime this year.	JC
2.4. Social media accounts – The P&C's Facebook page has had a name change to 'Craigie Heights P&C Community' to make it clearer to the school community that the page is run by the P&C and not the school.	KS

Craigie Heights Primary School P&C Association

3. Correspondence

Resolution: That Correspondence In/Out be received as per attached list.	Carried
---	----------------

4. President's Report

<p>4.1. Vacant committee positions 2024 – JC is stepping down from the President role but is looking to stay on the Executive committee. The Treasurer, Vice-President, Secretary, Newsletter Editor and Bookclub Co-ordinator positions will all need to be filled at the AGM. Flyers have been created (thankyou to SW for this) and displayed around the school to notify the community of the vacancies. Slides are also being put in the teacher presentations for parents to see. The current committee members will be available to support this year and are happy to answer any questions anyone may have. Thanks to the school community for supporting the current committee.</p>	JC
Additional Notes	
None	
Resolution: That the President's Report be adopted.	Carried

5. Treasurer's Report (see Appendix 1 – TREASURERS REPORT 12.2.24; Appendix 2 – BAL SHEET 12.2.24; and Appendix 3 - PL 12.2.24)

<p>Additional Notes</p> <p>5.1 The General account has \$11,141 currently, with \$4086 left if the committee vote all the funding requests in.</p> <p>5.2 Whilst it's not a requirement, the P&C books are audited every year for good practice. RV explained that the audit is fairly straightforward, given the P&C has no employees.</p> <p>5.3 The P&C's income for 2023 was \$30,000, of which \$24,000 was donated back to the school. The Quiz night and the Lapathon were good fundraisers.</p> <p>5.4 The Treasurer position will become vacant at the AGM, although both RV and Kerrie Davis are available to support the incumbent. Cheyenne Doerner may not be available to do the assistant banking role this year. It would be an advantage for the incoming Treasurer to have some Xero experience, but not essential.</p> <p>5.5 RV will speak to JC regarding the potential closure of the Canteen bank account.</p>	RV
Resolution: That the Treasurer's Report be adopted.	
Carried	

6. Principal's Report – please see Appendix 4 – Principal's Report 12.02.2024

Additional Notes	
<p>Congratulations on the excellent amount of funds raised last year - \$30,000 is a significant amount. Thanks to the committee for their hard work and encouraging other members of the school community to get involved.</p>	
Resolution: That the Principal's Report be adopted.	Carried

Craigie Heights Primary School P&C Association

7. Canteen Committee's Report

7.1	Canteen operations this year – Belridge SC have agreed to continue with Wednesday canteen lunches, to be delivered at 11am.	
7.2	Icypoles will be sold on a different day to the canteen orders, depending on availability of volunteers. KM recommends keeping it to icypole sales only (no Paddlepops). \$203 worth of icypoles were sold last week on a 40 degree day.	KM
Additional Notes		
None		
Resolution: That the Canteen Committee's report be adopted.		Carried

8. Fundraising Committee's Report

8.1	Term 1	
8.1.1	Welcome Picnic (Friday 23 February) – Thanks to SW for creating the Welcome Picnic flyers, these have been laminated and displayed on entry gates, classrooms and around the school. The event is also being advertised on Facebook and JC will ask Abby Ryan to advertise it on the school's Instagram account as well. ZigZags may offer a foam pit.	JC
8.1.2	Craigie Kongks' Movie Night (Friday 22 March) – item to be discussed during the Craigie Kongks' report.	SC
8.1.3	Easter raffle – GR and NE are happy to co-ordinate the prize donations.	GR NE
8.1.4	Hot Cross Bun drive – SG and GR volunteered to co-ordinate this fundraiser this year and will contact Baker's Delight Mullaloo.	GR SG
8.2	Other fundraisers	
8.2.1	School fete 2024 – KM feels this could work by building on the Welcome to Birak event each year by adding things such as food trucks, stalls, games and live music, until it becomes a fete-like event. JC suggested this year's Welcome to Birak be held on the last Friday of Term 4 this year (7 December). GB will confirm whether this date is suitable.	KM JC GB
8.2.2	Entertainment Book (ongoing) – There is no current promotion this month. The committee is looking for someone to take over the administration of this fundraiser.	SG
Additional Notes		
None		
Resolution: That the Fundraising Committee's Report be adopted.		Carried

Craigie Heights Primary School P&C Association

9. Craigie Kongks' Committee Report

<p>9.1. Movie Night – The screen hire company used last year is not available for this year's event and the cost to use a different company has increased to approximately \$800. Movie rights last year were approximately \$300.</p> <p>Upfront costs will total \$1500, which can then be earned back from Domino's pizza sales.</p> <p>JC has asked ZigZags if we can borrow their popcorn machine. SG suggested we ask if she'd donate money towards the purchase of a popcorn machine as it would be used at many events and be a worthwhile investment.</p>	<p>SC</p> <p>JC SG</p>
<p>9.2. Bunnings sausage sizzle – SC has not heard back from Bunnings regarding available dates for this year. He will follow this up once the movie night is over.</p>	<p>SC</p>
<p>Additional Notes</p>	
<p>None</p>	
<p>Resolution: That the Craigie Kongks' Report be adopted.</p>	<p>Carried</p>

10. Money Allocation

<p>10.1 School Wish List</p> <p>10.1.1 Mathletics subscription - \$5000</p> <p>10.1.2 Literacy resources - \$4000 (Lexile for 2024 is \$5365, paid \$1500 last year)</p> <p>10.1.3 Bus subsidy - \$5000</p>	<p>ALL ON HOLD UNTIL AGM</p>
<p>10.2 Fundraising Events</p> <p>10.2.1 Welcome Picnic - \$500</p> <p>10.2.2 Craigie Kongks movie night - \$2000</p> <p>10.2.3 Easter raffle - \$50</p> <p>10.2.4 Hot cross bun drive - \$100</p>	<p>\$1000 allocated</p> <p>\$1500 allocated</p> <p>CARRIED</p> <p>CARRIED</p>
<p>10.3 Other Allocations</p> <p>10.3.1 Xero plan - \$400</p>	<p>CARRIED</p>
<p>MOTION: To reduce the funds requested for the Craigie Kongks' movie night movie to \$1500, so the remaining \$500 can be added to the Welcome Picnic request (new total \$1000) so an animal farm can be hired.</p> <p>RAISED: JC SECONDED: RV</p>	<p>PASSED</p>
<p>Resolution: That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$3050).</p>	<p>CARRIED</p>

Craigie Heights Primary School P&C Association

11. General Business

11.1 None	
-----------	--

12. Other Business

12.1 JC suggested that a P&C Calendar of Events be compiled and distributed at the AGM and also advertised on social media to raise school community awareness of the P&C's involvement around the school. JC would like the person organising events this year to buddy with someone new so other people can run the events in the future.	JC
---	----

13. Next Meeting

13.1 The next meeting is the Annual General Meeting , to be held on Monday 11 March at 6.30pm.	SG
---	----

Chair closed meeting: 7:20pm

