

CRAIGIE HEIGHTS PRIMARY SCHOOL

PARENTS & CITIZENS ASSOCIATION INC.
SPINAWAY ST, CRAIGIE 6025
PHONE: 9401 7711 FAX: 9401 7944

Minutes of General Meeting

Monday 18th February 2019 – 6.30pm in Staff Room

Attendance: Shelley Giles, Nicole Higham, Jen Graffin, Amanda Robinson, Narelle Pugh, Melissa Aspinall, Amber Wallrodt, Rebecca Vause, Jodie Ross, Angelina Riegner, Nicolette Opperman

Guests:

Apologies: Michelle Harbison, Melissa Gordon, Bec Kabelka, Anna Bradbury, Lorne Gately, Natalie Eastman

1 Chair opened the meeting at 6:40pm

1.1 The Chair welcomed and thanked everyone for attending

1.2 Apologies were given

2 Confirmation of previous meeting's minutes

2.1 General Meeting held on 18th November 2018

Resolution: That the Minutes of the General Meeting held 18th November 2018 be taken as a true and accurate record.

Moved: Amber Wallrodt

Seconded: Shelley Giles

Carried

3 Correspondence – As presented

Resolution: That the correspondence (dated 12th February) be taken as a true and accurate record.

Moved: Narelle Pugh

Seconded: Amber Wallrodt

Carried

4 Business arising from previous meeting

4.1 Playable landscape materials

Thank you to school parent Brendon Hogan for the logs; they are positioned at the oval and are waiting to be positioned in the ground so the cargo net can go between them. Money has been allocated for the installation, so parent help may not be needed for this.

4.2 Airconditioning for the undercover area

The school has received a quote of \$30,000 for the initial installation of reverse cycle airconditioning. However, the ongoing running costs for this system will be large.

A quote between \$70-80,000 was received to install a gas-powered system, however neither the school nor the P&C can cover the cost for the initial outlay.

The school is now considering quotes of approximately \$10,000 for the installation of large ceiling fans, however the ongoing running costs of these are still likely to be prohibitive.

After deliberating the type of airconditioning system the funds should be allocated to for some time, the school now feels it may be best to re-allocate those funds to projects elsewhere within the school.

4.3 Safety House update
No updates to report this month.

4.4 Shorter netball goalposts
Former PE teacher Elliot Fitz located shorter, portable netball hoops but they have not been purchased yet. It was decided that any new posts bought for this purpose will need to be welded to the existing posts. A notice will be included in the next newsletter asking if any school families may be able to assist, either with the purchase or welding of the new posts at a lower height.

5 Reports

5.1 President's Report

5.1.2 Welcome to the first meeting of the year. Bec Vause introduced herself as a mother with three children at Craigie Heights. Bec is happy to be contacted anytime with any P&C related questions.

5.1.3 AGM in Week 7, Term 1 – All committee positions will be advertised. Jodie Ross will write a post on Facebook and Narelle Pugh will also advertise the AGM in the newsletter. More information about each position can either be emailed, or obtained by speaking to the current position holder.

5.1.4 Tree of Thanks – A reminder that school parents who attend at least 70% of P&C meetings over a minimum of three years are eligible to have a leaf installed in their name. Adam Vause to install the leaves.

5.1.5 Outstanding positions – The Fundraising position remains vacant. In 2018, sub-committees were formed to plan and execute each fundraising event and this will continue in 2019 if the position remains unfilled.
Melissa Aspinall will be leaving the Treasurer position this year due to work commitments; Narelle Pugh will take over in the interim. The school banking position becomes available this year as Nathan Cain's daughter enters Year 6.
The P&C will also be advertising for an Admin Support person who can assist with the organising of material on a Monday or Tuesday, ready for Wednesday's distribution to the students.
Narelle Pugh will send through templates of notice of AGM for Bec Vause and Shelley Giles to approve.

5.2 Treasurer's Report – As presented
The auditor will be contacted this week in preparation for the book audits.

Resolution: That the Treasurer's report be taken as a true and accurate record.

Moved: Shelley Giles

Seconded: Melissa Aspinall

Carried

5.3 Principal's Report – As presented

5.4 Fundraising Report

5.4.1 School disco

Great support from the sub-committee (approximately 40 helpers) made the disco a huge success, recording a profit of \$2091.

5.4.2 Wanneroo Show

The tombola jar stall ran for a few hours on the Friday night of the Show and made a profit of \$750. It was decided to run the event again at this year's Show, with students again donating filled jars to sell.

Christmas Raffle

The raffle was drawn on the last day of school, using donations and gift vouchers as prizes. A profit of \$300 was made.

5.4.3 Mother's Day stall

This will be held in Week 2 of Term 2, Friday 10th May. Melissa Aspinall is happy to organise this event.

Harmony Day

On Thursday 11th April, the P&C will again organise a sushi lunch order for students, staff and parents to celebrate Harmony Day. Sushi packs and drinks must be pre-ordered and Amber Wallrodt will co-ordinate.

5.4.2 Easter Raffle

Narelle Pugh will co-ordinate this event. Tickets will be sent home and will also be sold on Harmony Day, with the prizes drawn on the last day of term (the next day).

5.4.3 Entertainment Books

This year's campaign begins in March. Shelley Giles will co-ordinate the distribution of flyers and the Facebook advertising, which usually runs from March to September. Last year the school had 20 books delivered.

Nicolette Opperman suggested Kidzabuzz as an alternate fundraiser; it is a child-centred discount app, full of vouchers for things such as play centres. Shelley Giles will enquire as to whether it can be used as a fundraiser.

5.4.4 Teacher's Market

This event ran very smoothly and received lots of wonderful feedback from the community, thanks to the many volunteers on the day and the excellent organisation from Miriam Gamali. \$4000 was raised from a sausage sizzle and cake stall, two raffles, door entry and stall holder fees.

5.5 Canteen Manager Report

5.5.1 Menu costings

Amber has revised the prices for 15 menu items, in accordance with the formula supplied by WASCA. The new prices will come into effect in Term 2 this year.

5.5.2 IGA/Coles account

Amber does not have an IGA account anymore and is having to make canteen purchases with her private credit card. Narelle Pugh will contact ANZ to see if there is a credit card option on our account, or whether we can change the cheque book to a debit card option. A small amount of petty cash will be provided to Amber for use in the interim.

5.5.3 The Munch Room set up its own Facebook page in the summer holidays. It has approximately 100 likes so far.

6 General Business

6.1 Jodie Ross suggested that in order to reach some of the younger parents/generation, the school might like to consider having an Instagram page. Jodie explained that the content can be shared from Facebook, with the two platforms sharing many of the same guidelines and rules. Jen Graffin will take the idea back to school staff and read through the Education Department's social media guidelines.

6.2 Photo day will be in Week 8 of this term. Amanda Robinson is happy to organise the schedule for the two days - Monday 25th and Tuesday 26th March. It would be appreciated if the P&C could locate some volunteers to help organise students on the day by placing a call out in the newsletter.

7 Money Allocation

7.1 Bec Vause moved to re-allocate the \$20,000 currently put aside for heating and cooling, into the General account.

7.2 Melissa Aspinall would like \$1200 for Mother's Day stall.

7.3 Amber Wallrodt would like \$300 from the Canteen account to use as petty cash whilst Narelle Pugh organises a card.

7.4 Bec Vause would like to allocate \$18,000 to contribute half of the cost of the upgrade to the ELC playground.

7.5 Rollover of Athletics (\$3,200), Bus subsidy (\$1000) and Library/Lexile readers (\$2,000).

7.6 Narelle Pugh would like \$50 for the Easter raffle.

Moved: Bec Vause Seconded: Shelley Giles All carried

8 Date and time of the next meeting: Monday 18th March 2019 (AGM)

9 Chair closed Meeting at 8.10pm.