



SOUTH PADBURY  
PRIMARY SCHOOL  
Pursuit of Knowledge and Friendship

SOUTH PADBURY PRIMARY SCHOOL  
P & C ASSOCIATION (INC.)

Minutes of General Meeting of 30<sup>th</sup> May 2022  
Opened at 7:00pm in the staff room.

*A Lake*  
Treasurer  
16/8  
*Liddel*  
PRESIDENT 17/08/22

ITEMS	ACTION (NAMES)
<p><b>1. Welcome</b>  <b>In attendance:</b> Amanda Duckworth, Sharon Lake, Leona Liddelow, Cass Disisto, Kirsty James, Nicky Garside, Simone Duncome, Kirstie Leigh, Mike Van Vugt, Felicity Minchin, Ness Fryer, Michelle Wheatley, Ange Dalla Rosa, Bianca Byrne, Luke Byrne   <b>Apologies:</b> Tracey O'Connell, Diane Keenan, Cara Scudder, Mel Moffet-Snow</p>	
<p><b>2. Confirmation of Minutes of Previous Meeting</b>            2.1. <b>Resolution:</b> That the minutes of the previous Annual General Meeting of South Padbury Primary School P&amp;C Association on 28<sup>th</sup> February 2022 be taken as read and confirmed as a true and accurate record.             Accepted: Sharon Lake    Second: Leona Liddelow</p>	
<p><b>3. Business Arising from Previous Minutes - Nothing to Report</b></p>	
<p><b>4. Correspondence:</b>            4.1. Correspondence In: Bank Statements, WACSSO Handbook 2022, P&amp;C WA's Facebook Group invitation for all members (email), Canteen &amp; Uniform Insurance renewal documents, Subway Dun Craig – new owners.            4.2. Correspondence Out: Cancelled City of Joondalup facility booking for Cyber Safety presentation.</p>	
<p><b>5. President's Report</b>            5.1. Mother's Day Stall – positive feedback. Reused sponsors for gifts/donations. \$1200 profit on gifts ad raffle. Plants were very popular, need to recruit helpers for planting. Approx. \$2.25 per plant gift.            5.2. Election Day – grateful to all the volunteers. Was hectic, Covid did impact some people's availability for a few timeslots, but the job got done. A total of \$3,400 profit. Books were very successful. There were generous donations made. Year 6 students/families were great helpers. Suggestion of acknowledgment of thanks to students.</p>	
<p><b>6. Treasurer's Report</b>            6.1. Current balance \$53,455.20            6.2. Profits made via Year 6 sausage sizzle (\$1415.00), Pizza Day, Mother's Day, and Election Day. Uniform sales continuing.            6.3. Spent approx. \$27,000.00, income approx. \$16,000.00</p>	
<p><b>7. Principal's Report – attached</b></p>	
<p><b>8. Canteen Report</b>            8.1. Big rain flooded the canteen a couple of weeks ago. Cass asked to let office staff know so it can be reported as a fault.</p>	

<p>8.2. Some power points not working in canteen. Mike will check which ones and let office know to be reported as a fault.</p> <p>8.3. How to Canteen flyer has been put together by Mike and is now on the Facebook page for helpful tips and reminder of canteen duty responsibilities. Leave a copy in the canteen displayed as well.</p> <p>8.4. Canteen needs new scissors – a couple of spare pairs can be sourced from within the school (ECE perhaps).</p> <p>8.5. Some discussions around including other options to add to canteen – warm options for winter -milo, BYO cups as an option rather than supplying cups. Baking fresh muffins could be an option. Maybe have special days occasionally during each term.</p> <p>8.6. Canteen received donation of some cartons of zooper dooper icy poles – thank you, greatly appreciated.</p>	<p>Mike</p> <p>Mike/Cass</p>
<p><b>9. Uniform Committee</b></p> <p>9.1. \$7,644 total sales</p> <p>9.2. Fabric swap for faction t-shirts. Current fabric is sizing two sizes too small, wrinkles easily, have had lots of returns, not good feedback. Need to approve fabric samples – it's better fabric. Only the yellow is quite see-through. Query if something can be done about getting a darker dye for the yellow. Other colours are okay.</p> <p>9.3. Discussed adding faction name to the faction t-shirts. Suggestion to have name down the righthand side of the kookaburra.</p> <p>9.4. Polos arrive soon.</p> <p>9.5. Spartan bags, order 60 bags. Up to \$1800.00 requested.</p> <p>9.6. Old logo uniforms – stock and secondhand - to be donated to 'Clutterbugs'. Uniforms will go to Indonesia. P&amp;C will arrange collection of old uniforms later in the year, term 4 is likely. It is hoped that old logos uniforms will be phased out by end of this year, early 2023.</p>	<p>Simone</p> <p>Leona/Simone to create sample</p> <p>Voted and approved</p>
<p><b>10. Fundraising Committee Report</b></p> <p>10.1. Excess of books, 6 or 7 boxes are left from Election Day stall. Suggestions include 'Blind Date with a book' – wrap in brown paper, gold coin donation; sell kids books on canteen days; Open night, although this will take away from the success of the Book Fair.</p> <p>10.2. Community Stalls at Election Day were \$30 per stall, a good idea for future events to offer to small businesses. Feedback also suggested to give more notice of offer/availability.</p>	
<p><b>11. WACSSO Report</b></p> <p>11.1 WACSSO stands for Western Australian Council of State Schools Organisation Inc. and is the governing body for school P&amp;C's.</p> <p>11.2 Conference is in August, one ticket is free, if anyone is interested in attending. Can purchase a second ticket.</p> <p>11.3 They offer training days; these can be done at school and are run by area manager.</p>	
<p><b>12. School Board Report – Cara Scudder/Amanda Duckworth</b></p> <p>12.1 Next Meeting tomorrow, 1<sup>st</sup> March 2022.</p> <p>12.2 The Board Spotlight – overview of how the School Board support the delivery of the School Business Plan, outlining key discussions at Board meetings each term.</p> <p>12.3 Communication Plan – two dedicated Board members are working on communication strategies to enhance information shared between school and families and the wider community. Includes communication channels such as Connect and social media.</p>	

<p>12.4 Traffic Warden Initiative – Promotion of advertising for interested people to train and be available for relief to ensure the busy road crossings are always safe for children to cross.</p> <p>12.5 Annual Report – School Board reviews the draft copy of Annual Report to provide feedback. The Board identifies no risks associated with meeting targets noted in the business report and school is on track to meet targets the business plan. Parents and community are invited to review and enquire about the school business plan and can do so by reaching out to any Board member if they have questions, as well as going directly to the school.</p>	
<p><b>13. Book Club Report</b></p> <p>13.1. Reward balance is \$796.91 – available for teachers to use for classroom resources.</p> <p>13.2. Issue 4 due to go out. Order online via loop.</p> <p>13.3. Continue to promote book club via Facebook.</p> <p>13.4. Book Fair in the week of Book Week, in Term 3. Book Week Theme this year is “Dreaming with Eyes Open”. Mel Moffat interested in supporting event.</p>	
<p><b>14. Entertainment Book Report</b></p> <p>14.1 Idling along in the background. Promotion via Facebook periodically.</p>	
<p><b>15. General Business</b></p> <p>15.1. Garden Beds – request \$1000.00. Mike to investigate donation for soli.</p> <p>15.2. Year 6 camp fees – request up to \$5,800.00 to allow for \$100 per student towards fees. Amount allows for new enrolments.</p> <p>15.3. Cyber Safety Night – needs to be promoted still, only 28 tickets sold. (85 required to break even on cost). Event will move from under cover area to classrooms if numbers remain low. Suggestion to advertise on City of Joondalup events calendar.</p> <p>15.4. Term 3 fundraising suggestion – silver coin drive, perhaps year 6 can be involved.</p> <p>15.5. Crazy Sock Day – is a year 6 councilor event, Money raised for charity. Gold coin donation.</p> <p>15.6 Masks – request to drop price \$12.50 down to \$11.50 for logo ones, \$13.00 down to \$10.00 for plain ones. Bring to Cyber Safety night to sell.</p> <p>15.7 Zoom Meetings – request \$220 (annual fee) to set up P&amp;C Zoom meeting account. A trial to allow for members to join meetings from home.</p> <p>15.8 Executive Meetings – request for extra members to join Executive Committee. It will make it easier to get enough people for voting as required. Kirstie Leigh and Felicity Minchin have offered – thank you!</p> <p>15.9 Discussion to return to having two meetings per term, rather than the current one. It has meant executive committee have had to have more meetings and make decisions. It would be better to have more people attend general meetings, share ideas, conversations and contribute to decisions. Term 3 meetings will be Weeks 2 and 7, keep day and time Monday 7pm.</p>	<p>Voted and Approved</p> <p>Voted and Approved</p> <p>Ange to follow up.</p> <p>Needs to be agreed upon</p> <p>Voted and Approved</p> <p>Voted and Approved</p> <p>Voted and Approved</p>
<p><b>16. Next Meeting</b></p> <p>The next <b>General Meeting</b> will be <b>Monday 25<sup>th</sup> July 2022 (week 2, Term 3)</b></p>	
<p><b>Meeting Closed: 8:40pm</b></p>	