

## Meeting Minutes

<b>Meeting</b>	Onslow School P&C	<b>Date Held</b>	06 <sup>th</sup> April 2020	<b>Venue</b>	Zoom Online Meeting
<b>Attendees</b>	Kelly Jeffreys ( <i>President</i> ), Sharon Bartram ( <i>Vice president</i> ), Erin Brewer ( <i>Treasurer</i> ), Kelli Dunlop ( <i>Secretary</i> ).				
<b>Apologies</b>	Jackie Barry, Natalie Stevens, Dana McHugh, Renae Coates, Tiffany Sterpini, Rachel Cowan, Lisa Boyd, Sarah Thorpe, Suzanne Wilson, Holly Lozyk, Olga Goerke ( <i>Treasurer Elect</i> ), Alanna McKenzie, Kirsty Kefford, Michelle Nietrzeba.				
<b>Minutes Taken by</b>	Kelli Dunlop				
<b>Next Meeting Date</b>	12 <sup>th</sup> May 2020 @ 7.30pm				

ITEM	MINUTES	ACTIONS
<b>1. Meeting open</b>	<ul style="list-style-type: none"> <li>6.30pm</li> </ul>	
<b>2. Review of Previous Minutes</b>	<ul style="list-style-type: none"> <li>Accepted</li> </ul>	<input checked="" type="checkbox"/> <b>KD</b> to ensure final copy sent to P&C email address; forward copy to TK to upload to website.
<b>3. Financial Matters</b>	<ul style="list-style-type: none"> <li>\$5000 balance + ~\$4K in Chevron grant</li> <li>SB awaiting grant announcements.</li> <li>Ideal kitty for OS P&amp;C = \$5K; balance currently \$9300.</li> <li>As per the Acquittal form to the Shire for the 2018/19 \$2500 grant, the funds were redirected towards phase 1 / construction and installation of the fort structure and log steppers on 2 sides. (Definitely no \$2500 surplus)</li> <li>SB &amp; EB confirmed with shire that flexibility <u>is</u> allowed in what equipment is purchased.</li> </ul>	<input type="checkbox"/> <b>EB &amp; OG</b> to attend Financials for Not-for-Profit organisations course <i>POSTPONED – COVID-19</i> .
<b>4. General Business</b>	<ul style="list-style-type: none"> <li>Discussion around body-strength equipment for upper levels. Discussions re spiderweb-type equipment, located in bottom playground. <b>REVIEW MID YEAR.</b></li> </ul>	<input type="checkbox"/> <b>ALL</b> to revisit body strength equipment when Kindy Playground project complete. <input type="checkbox"/> <b>KJ</b> liaising with Cassie Badcock re: issue of Welcome Packs to families.

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	<ul style="list-style-type: none"> <li>• Class Room P&amp;C reps have been declined by JB until Term 2; to review late term 1 / early term 2 to ensure this initiative aligns with existing school policies. <b>REVIEW TERM 2.</b></li> <li>• Onslow School P&amp;C Facebook page now live; only President and Secretary have posting rights; no photos of kids' faces, no use of school logo without prior approval. <b>CLOSED.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KD</b> liaise with Tess to advertise P&amp;C Facebook page on school Facebook page.</li> </ul>
<p><b>5. School Uniforms</b></p>	<ul style="list-style-type: none"> <li>• New order placed.</li> <li>• Early morning school uniform shop when school goes back. <b>ONGOING.</b></li> <li>• Second hand uniforms now being collected by the school. <b>CLOSED.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KD</b> to confirm whether Tess had updated school website with uniform order form.</li> </ul>
<p><b>6. Kindy Playground</b></p>	<ul style="list-style-type: none"> <li>• KJ meeting Colin @ Onslow Contracting 7/4/20 to finalise equipment needed and quotes.</li> <li>• SB has done a Project Plan, to be used in discussions with contractors.</li> <li>• Discussion around Facebook post thanking contributors – some done in 2019, but will need to reiterate in 2020. <b>ONGOING.</b></li> <li>• Discussion around Minderoo, Toll, K+S Ashburton Salt regarding their contributions to playground. <b>ONGOING.</b></li> <li>• More quotes to come from Munros for scramble platform, log den and to enclose sandpit with limestone (possibly sourced from Shire). <b>ONGOING.</b></li> <li>• Shire have donated limestone for sandpit enclosure.</li> <li>• Old playground to be demolished and removed while kids aren't at school due to COVID.</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KJ</b> to follow up with Colin at Onslow contracting re: equipment / services for enclosing sandpit.</li> <li>□ <b>EB</b> to follow up with Minderoo and Toll re contributions to playground + EOFY. <i>Postponed due to COVID-19 – EB to acknowledge email from Minderoo.</i></li> <li>□ <b>KD</b> to liaise with MN if Pipeline article and Facebook posts included Mens' Shed contributions (kitchen &amp; table/chairs) or only Munros (fort).</li> <li>□ <b>KJ</b> to follow up with K+S Ashburton Salt re contributions to playground + EOFY. <i>No response to KJ's call, SB suggested "excuse" for further follow up.</i></li> <li>□ <b>SB</b> speaking with NTC this week.</li> <li>□ <b>EB</b> to liaise with Toll re mulch from Perth, limestone blocks from shire, removal of demolished material to tip.</li> </ul>

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		<ul style="list-style-type: none"> <li>□ Demolition and removal being explored between Munro's (<b>KJ</b>), NTC (<b>SB</b>) and Onslow Contracting (<b>EB</b>).</li> </ul>
<p><b>7. Fundraising</b></p>	<ul style="list-style-type: none"> <li>• A number of parents have come forward to volunteer.</li> <li>• Fundraising opportunities:             <ol style="list-style-type: none"> <li>1. 20/3/20: Crazy Hair Day (gold coin donation) + cupcake stand (\$1 each). ES has sourced hairspray. Volunteers for both TBC. <b>CLOSED</b>.</li> <li>2. Reusable insulated bags. <b>ONGOING</b>.</li> <li>3. Mother's Day and Father's Day stalls for kids to buy a small gift for parents. <b>ONGOING</b>.</li> <li>4. Wax wraps: Erin has sourced instructions and quoted materials; a pack of 3 (S, M, L) would cost \$15 to make, so could sell for \$25 – 35/pack; packaged environmentally friendly (cardboard / coir string). <b>ONGOING</b>.</li> <li>5. School Carnival / Dance (instead of Winter Fete): term 3 pending dates; DJ, sausage sizzle, cake stall, damper station, icypoles. <b>ONGOING</b>.</li> <li>6. Staircase to the Moon: school to have cake stall once/month? Also sell wax wraps? <b>ONGOING</b>.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KD</b> to follow up with MN re contacts for reusable bags.</li> <li>□ <b>DMc</b> to follow up re: Mother's Day stall.</li> <li>□ <b>EB</b> to order materials for wax wraps; volunteers will be needed for fabrication.</li> </ul>
<p><b>8. Healthy Living</b></p>	<ul style="list-style-type: none"> <li>• <u>Fresh Fruit Day</u>: fresh, whole fruit supplied fortnightly by Food Fanatics, and sponsored by Chevron. Going really well, 100 pieces/fortnight. Will recommence when school goes back. <b>ONGOING</b>.</li> <li>• <u>Ride to School 13/03/20</u>: KJ + ES have volunteered to do food prep Thursday 12/03/20; KJ + DMc have volunteered to serve breakfast from canteen, 2 more volunteers TBC. <b>CLOSED</b>.</li> <li>• <u>Swimming Carnival 27/03/20</u>: P&amp;C to provide students, staff and parents attending with lunch (sausage sizzle, fruit platter,</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KJ, RC &amp; SW</b> to coordinate distribution of provided by Food Fanatics.</li> <li>□ <b>SB &amp; KD</b> have volunteered for Swim Carnival, ≥3 more volunteers required – <b>KJ</b> to arrange.</li> <li>□ <i><b>KJ</b> has confirmed that ESS will sponsor sausage sizzle, providing sausages, onions and buns.</i></li> <li>□ <b>KJ</b> to follow up re drum supply and shipping.</li> </ul>

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	<p>juice boxes); will need 5 volunteers to cook and serve food. <b>RESCHEDULED OCTOBER 2020.</b></p> <ul style="list-style-type: none"> <li>• <u>Drum Beats</u>: program up and running 2 days/week, but new drums required. Drums sourced, but insufficient supply in Perth. McMahons have agreed to transport. <b>ONGOING.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KJ</b> to follow up with JB re dates for swimming carnival.</li> </ul>
<b>9. Principal Updates</b>	<ul style="list-style-type: none"> <li>• 2020 requests for assistance: <ol style="list-style-type: none"> <li>1. 13/3/20 National Ride to School Day Breakfast. <b>CLOSED.</b></li> <li>2. 20/3/20 Harmony Day. <b>CLOSED.</b></li> <li>3. 10/20 Swimming Carnival. <b>POSTPONED.</b></li> <li>4. 5/20 – 10/20 Staircase to the Moon</li> <li>5. 24 – 28/08/20 Book Week</li> <li>6. 26/12/20 Year Six Graduation</li> <li>7. 03/12/20 School Ball</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KJ</b> to f/u with JB re: Colour Run in 2020.</li> </ul>
<b>10. Upcoming Events</b>	<ul style="list-style-type: none"> <li>• Next P&amp;C meeting 7.30pm 11<sup>th</sup> May 2020</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KD</b> to advise TK.</li> </ul>
<b>11. Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Discussion around role responsibilities for new members. <b>CLOSED.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>EB/KJ</b> to distribute WACSSO handbook to new committee members.</li> <li>□ <b>KD</b> to advise TK of new P&amp;C committee.</li> </ul>
<b>12. Contact list, new members, calendar</b>	<ul style="list-style-type: none"> <li>• Discussion around creating a contact list to include new members. <b>ONGOING.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>EB</b> to handover to KD.</li> <li>□ <b>KD</b> to create master contact list.</li> </ul>
<b>13. New agenda / minutes layout</b>	<ul style="list-style-type: none"> <li>• Discussed, all happy with proposed changes. <b>CLOSED.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KD</b> to implement.</li> </ul>
<b>14. Meeting Close</b>	<ul style="list-style-type: none"> <li>• 7.25pm</li> </ul>	