

## Meeting Minutes

<b>Meeting</b>	Onslow School P&C <b>AGM</b>	<b>Date Held</b>	8 <sup>th</sup> March 2021	<b>Venue</b>	Onslow Beach Resort
<b>Attendees</b>	Sharon Bartram (dial in), Kerry James, Olga Goerke, Kelli Dunlop, James Pass ( <b>JaP</b> ), Glen Mackin, Tara Colum, Sophie Telfer, Mike Clement, Jakinta Pritchard ( <b>JP</b> ), Suzanne Wilson.				
<b>Apologies</b>	Katherine Lewis				
<b>Minutes Taken by</b>	Kelli Dunlop				
<b>Next Meeting Date</b>	Monday 19 <sup>th</sup> April @ 7.00pm Onslow Beach Resort				

ITEM	MINUTES	ACTIONS
<b>Meeting open &amp; acknowledgement of Country</b>	19:06 KJ	
<b>1. Review of Previous Minutes</b>	<b>1.1</b> Accepted by KJ, OG.	<input type="checkbox"/> <b>KD</b> forward copy to Tess Korten to upload to school website. <input type="checkbox"/> <b>KD</b> distribute amongst members.
<b>RECURRING ITEMS</b>		
<b>2. Correspondence</b>	<b>2.1</b> IN <i>Invoice for uniforms, book fair flyer. Noted that we are still awaiting paperwork from ATO.</i>  <b>2.2</b> OUT <i>Nil</i>	

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<p><b>3. Financial Matters</b></p>	<p><b>3.1</b> New P&amp;C Executive access to P&amp;C bank account.  <b>RESOLUTION:</b> That, as required by Commonwealth Bank Australia, Sharon Bartram, Olga Goerke and Kerry James be added authorities to the Onslow School P&amp;C business account.  <i>Motion – Kelli Dunlop. Second – James Pass.</i></p> <p><b>3.2</b> OG has been investigating alternative payment methods for P&amp;C as currently only cash and EFT.</p> <p><b>3.2.1</b> SQUARE was not available to associations such as P&amp;C.</p> <p><b>3.2.2</b> CBA can supply an EFTPOS machine, but incurs a 1.8% fee per transaction + \$24.50/month after the first 12 months.</p> <p><b>3.2.3</b> KD suggested QKR, a Mastercard service specifically for P&amp;Cs and canteens (as used by LGPS) OG to investigate further and report back at next P&amp;C.</p> <p><b>3.3</b> <u>Incoming</u>  <i>Feb \$1340.80 = Uniform Sales, Containers 4 Change (C4C), Wax Wraps</i>  <i>Mar 1-8 \$18.90 = C4C.</i></p> <p><b>3.4</b> <u>Outgoing</u>  <i>Feb \$4586.93 = Uniform stocks, balance of 2019/20 healthy living fund transfer to school for 2020 school ball catering.</i>  <i>Mar 1-8 \$1430.52 = Food Fanatics, Uniform stock, teaching aids.</i></p>	<ul style="list-style-type: none"> <li>□ <b>SB, OG + KJ</b> to finalise addition to CBA P&amp;C bank account + removal of KJe &amp; previous signatories.</li> <li>□ <b>OG</b> to report back to P&amp;C at next meeting re QKR.</li> </ul>
<p><b>4. President's Update</b></p>	<p><b>4.1</b> SB thanked KJ for chairing. Thanks and congratulations to JB and team for a great start to the school year. Great new initiatives based on parent/carer suggestions and board feedback including: <i>class meetings; P&amp;C class rep to improve information flow; moving to Updat-Ed app in place of reliance on FB; introducing the team aspect to PBS and updating website. Noted that Assembly 3/3/21 was a very positive start to the school year for students, teachers and parents/carers.</i></p>	
<p><b>5. Principal's Update (via email)</b></p>	<p><b>5.1 Ride to School day (Combined with Walk to school day)- 19/3 –</b>          Yes, we most definitely plan to celebrate this and would love the P&amp;C to host breakfast again. This date is also the National Day of</p>	<ul style="list-style-type: none"> <li>□ <b>JB</b> to f/u with Telethon Speech &amp; Hearing in regards to assessment reports for families.</li> </ul>

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	<p>Action against Bullying and Violence. The classes have commenced lessons on this aspect and we will have posters up from the students on the day. Information will go out this week.</p> <p><b>5.2 Harmony Day - 21/3, to be celebrated 22/3</b> Yes to a Crazy hair day on the 22<sup>nd</sup> for gold coin donation.</p> <p><b>5.3 April is 'Go Blue for Autism Month'.</b> We would love to recognise this in April. As our school term finishes on the 1<sup>st</sup> of April we will schedule it to occur on the 23<sup>rd</sup> of April, which is the Friday of the first week.</p> <p><b>5.4 Swimming Carnival 1/4.</b> Please liaise with Mr Julian Tan</p> <p><b>5.5 School Athletics Carnival 6/8.</b> Please liaise with Mr Julian Tan</p> <p><b>5.6</b> No need for Tri-school as we hosted that last year and it will be held in either Pannawonica or Roebourne this year.</p> <p><b>5.7 World Disorders of the Corpus Callosum Day 2/7</b> – JB following up with Simone as she organised this last year.</p> <p><b>5.8 NAIDOC</b> – as it's during the holidays we will look to celebrate it the week before with our usual schedule of activities i.e, Assembly, Cook up, Art Comp.</p> <p><b>5.9 26/7 – WA P&amp;C Day.</b> P&amp;C provide BBQ lunch on school grounds. – Would the lunch be for parents only or for all? If only for parents then the school garden would be a great spot for this to occur.</p> <p><b>5.10 21-27/8 – Book Week / Book fair:</b> Is the P&amp;C hosting a book fair this week as well? We will hold our Book Character parade during that week as well. A day yet to be confirmed. My Literacy Committee will do some additional planning for this week.</p> <p><b>5.11 School Assessment Tool</b> – I am just compiling a mini-workshop schedule so I can consult with representatives across the community, with the plan to arrange a workshop with the P&amp;C committee. I will get back to you with proposed dates and times.</p> <p><b>5.12 Feedback on school comm's:</b> FB, Newsletters, query online publishing policy / cyber safety. –As previously mentioned we are moving away from Facebook and will only use this site for</p>	<ul style="list-style-type: none"> <li>□ <b>JB</b> to communicate confirmed events via Updat-Ed, website, term planners (Ride to School breakfast, Crazy hair for Harmony Day, Go Blue for Autism 23/4). Post term planners outside classrooms</li> <li>□ <b>JB</b> to confirm other dates (World Disorders of the Corpus Callosum 2/7, NAIDOC week 11 of T2?, Book Week / Book Fair 21-27/8, School Assessment Tool P&amp;C workshop)</li> </ul>
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	<p>general information or to redirect parents to Updated or to the schools website. Updated is our preferred communication method as it is more secure and parents have to be authorised by the school before they can access it.</p> <p><b>5.13 Newsletters</b> – We have scheduled a once a term formal newsletter which summarises the term. Our news is now ongoing via the Updated App.</p> <p><b>5.14 Events</b> – all events are posted on our Updated app. If certain events are not posted it is usually because there is some additional work that needs to occur in the background or there is a conflict of dates and we are working to ensure that we can accommodate particular events. Through this app parents have the option of adding the event to their own calendar and receive reminders when the event is coming up.</p> <p><b>5.15 Webpage</b> – is gradually being updated as it had old information on it.</p> <p><b>5.16 School</b> in the process of updating all <b>online permissions</b> as the Department has updated its Students Online Policy. What is being sent home is part 1, which entails all our school permissions for online accounts and photos; Part 2 that will be sent home later will be the notes regarding Third Party Services. e.g SeeSaw, Google Apps for Education, ClassDojo.</p>	
<p><b>6. School Council Update</b></p>	<p><b>6.1</b> SW advised next meeting is May 2021, further updates then.</p>	

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<p><b>7. Executive Committee Update</b></p>	<p><b>7.1</b> SB discussed actions after exec met 19/02/2021.</p> <p><b>7.2</b> SB has: <i>submitted Exec contact details + Financial Summary + Solvency Statement to school. Submitted P&amp;C meeting dates for 2021 to JB and requested school support by adding to calendars (Updat-Ed, website, term planners). Written Procedures for catering events (in OneDrive)</i></p> <p><b>7.3</b> KD has: <i>created a Members Register, updated school and WACSSO of new Exec, submitted Annual Information Statement to WA Dept of Commerce, provided access to P&amp;C Facebook page to KJ and KL, setup Facebook Messenger chat groups for P&amp;C communications, booked OBR for meeting dates, list of "Thankyou" and informational social media posts.</i></p> <p><b>7.4</b> KJ has: <i>updated details with WACSSO; created a OneDrive account for all P&amp;C documentation and records; created a P&amp;C letterhead.</i></p> <p><b>7.5</b> GM is in the process of advising the ATO of 2021 details.</p> <p><b>7.6</b> JaP/KJ has investigated ACNC registration and confirmed best to continue with it, OG is updating ACNC details online.</p> <p><b>7.7</b> OG &amp; SB are working on updating P&amp;C signatories to P&amp;C bank account.</p> <p><b>7.8</b> ALL EXEC have been given access to Training for Office Bearers (Guides) and Effective P&amp;C at WACSSO</p>	<p><input type="checkbox"/> <b>OG</b> to transfer all records from old P&amp;C laptop to OneDrive.</p>
<p><b>ONGOING BUSINESS</b></p>		
<p><b>8. Upcoming Events</b></p>	<p><b>8.1 Ride to School Day Friday 19/03/21:</b> ?P&amp;C to cater breakfast? <b>ONGOING</b> <i>Subsequent email from JB confirming P&amp;C to cater for Ride / Walk to School Breakfast on Friday 19/3/21 please. Coincides also with National Day of Action against Bullying and Violence.</i></p> <p><b>8.2 Harmony Week 15 - 21/3/21:</b> school to advise if any requirements of P&amp;C. <b>ONGOING</b></p>	<p><input checked="" type="checkbox"/> <b>EXEC</b> to coordinate Ride to School Breakfast.</p> <p><input checked="" type="checkbox"/> <b>EXEC</b> to coordinate Swimming Carnival Catering.</p> <p><input checked="" type="checkbox"/> <b>SB</b> to clarify with Julian Tan if any further input required from P&amp;C for swimming carnival.</p> <p><input type="checkbox"/> <b>OG</b> to write article on autism for Onslow Pipeline</p>

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	<p>Subsequent email from JB confirming Crazy Hair Day 22/3/21 for gold coin donation.</p> <p><b>8.3 Swimming Carnival 01/04/21:</b> P&amp;C to cater (BBQ, fruit, fruit juice boxes). KL has advised that ESS will supply and prepare sausage sizzle for this event. SB + JaP to supply beach umbrellas on day for shade over BBQs. <b>ONGOING</b></p> <p><b>8.4 Autism Awareness in April:</b> discussions surrounding support of this at school. OG has ordered some material that may be used by school to help raise awareness amongst students &amp; community. End of term 1 busy ++, suggest that school celebrate early in term 2. Suggested that OG write an article for Onslow Pipeline.</p> <p>Subsequent email from JB confirming Go Blue for Autism 23/4/21.</p>	
<p><b>9. Projects</b></p>	<p><b>9.1 Kindy Playground</b></p> <p><b>9.1.1</b> SB confirmed signage here, JB advised Munros to install. KP to acknowledge sponsors in Facebook post and Pipeline article. <b>ONGOING – pending signage KD</b></p> <p><b>9.1.2</b> Laura Chappell has contacted P&amp;C recommending additional shade over bench table / seating and also advised that the mud kitchen requires maintenance. <b>ONGOING</b></p> <p><b>9.2 Upper School Play Equipment - Parkour</b></p> <p><b>9.2.1</b> Remaining action for JB (Sarah Thomason / Julian Tan) to provide quotes for supply, delivery, installation of fit-for-purpose equipment selected by Student Councillors and approved by School administration to facilitate P&amp;C grant application to BHP / other sources.</p> <p>SB has forwarded grant info to JB for clarity of details required. <b>ONGOING</b></p>	<ul style="list-style-type: none"> <li>□ <b>JB to advise when signage in situ to facilitate next actions ↓</b></li> <li>□ <b>KD to schedule Facebook post and contribute Pipeline article.</b></li> <li>□ <b>SB to send sign photo to individual sponsors with thanks (and certificate?), to close the project.</b></li> <li>□ <b>JB to advise whether school is considering additional shade to cover table and bench seating.</b></li> <li>□ <b>JB to advise whether P&amp;C assistance required to facilitate mud kitchen maintenance.</b></li>   <li>□ <b>JB (via Sarah Thomason / Julian Tan) to provide P&amp;C with quotes for supply, delivery, installation of fit-for-purpose equipment selected by Student Councillors / approved</b></li> </ul>

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<p><b>9.2.2</b> <i>\$2k already received from FMG, with plan to apply for BHP rolling grant program <b>ONGOING</b></i></p> <p><b>9.2.3</b> <i>X5 Academy coming to Onslow to run SHP Parkour, may be able to advise on equipment.</i></p> <p><b>9.3</b> Toilet Transformation Project</p> <p><b>9.3.1</b> <i>\$2k received from Shire. JB to provide clarity on how the project will proceed. Understand P&amp;C will use grant funds to purchase selected poster package. Install by..???</i></p> <p><b>9.3.2</b> <i>SW requested consideration of cultural sensitivities when selecting artworks for this project. Assured that JB mindful re same. Messages selected to be positive, encouraging &amp; PBS-oriented.</i></p> <p><b>9.3.3</b> <i>KD to draft FB post and Pipeline article for Shire funds</i></p> <p><b>9.3.4</b> <i>Understand that new Shire grants cannot be applied (Safe4Kids) until existing one is acquitted</i></p> <p><b>9.3.5</b> <i>Await update on progress from JB to allow grant to be ratified <b>ONGOING</b></i></p> <p><b>9.4</b> Healthy Living Grant</p> <p><b>9.4.1</b> <i>Food Fanatics: term payment made by OG; SW advised current order is sufficient for needs, but will update if/when changes required. Additional payments to be made for additional orders for swimming carnival &amp; ride-to-school day catering. \$5K Chevron Grant. <b>ONGOING</b></i></p> <p><b>9.4.2</b> <i>Drum Beats: awaiting update from JB regarding additional teacher training to facilitate Drum Beat program delivery when RC unavailable to deliver. P&amp;C eager for program to continue given investment in new drums in 2020. <b>ONGOING</b></i></p> <p><b>9.4.3</b> <i>Smiling Mind: discussion surrounding suitability of Smiling Mind program (<a href="http://www.smilingmind.com.au/regional-and-rural-schools-program">www.smilingmind.com.au/regional-and-rural-schools-program</a>). Is this of any interest to school? If not used</i></p>	<p style="color: red;"><b>by School administration to facilitate P&amp;C grant application to BHP / other sources</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JB</b> to update on Toilet Transformation Project.</li> <li><input type="checkbox"/> <b>JB</b> to advise whether P&amp;C assistance required to facilitate TTP.</li> <li><input type="checkbox"/> <b>KD</b> to draft Pipeline Article when project complete</li> <li><input type="checkbox"/> <b>KD</b> to schedule Facebook post/s when project complete.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>OG</b> to order &amp; pay for additional Food Fanatics orders for Ride-to-School Breakfast (19/3) and Swimming Carnival (1/4).</li> <li><input type="checkbox"/> <b>JB</b> to update re Drum Beats.</li> <li><input type="checkbox"/> <b>JP</b> to look into Smiling Minds &amp; update at next meeting.</li> </ul>	
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	<p><i>by school to support existing curriculum, could it be P&amp;C driven? Shared by P&amp;C Class Reps? JP to investigate further &amp; present next month. <b>ONGOING</b></i></p> <p><b>9.5</b> Child Safety / Protective Behaviours Education</p> <p><b>9.5.1</b> <i>SB has contacted Safe4Kids requesting T3 dates around Child Protection Week; also liaising with other community groups with a view to adding on other sessions (under cost-sharing arrangement) for community and front line workers (invite sporting clubs, community facilities / pool / library etc, childcare etc), awaiting response. <b>ONGOING</b></i></p> <p><b>9.5.2</b> <i>ALSO recent post on Onslow Discussion Board from WA Centre for Rural Health – Pilbara, re. community consultation session at OBR 11/3 for “Stronger and Safer Communities and Families for the Pilbara” project. Community Consultation session for place-based solutions.</i></p> <p><b>9.5.3</b> <i>Discussion around online permission packs being sent home from school this week, and cyber safety / publishing images with school location. To f/u next month. <b>ONGOING</b></i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SB</b> to confirm date/s with Safe4Kids, and then refer to Julian Tan to confirm school content.</li> <li><input type="checkbox"/> <b>JB</b> to confirm details of wider child safety events and how P&amp;C may assist.</li> </ul>
<p><b>10. Grants</b></p>	<p><b>10.1</b> Discussions surrounding grants currently available:</p> <p><b>10.1.1</b> <i>Horizon Power</i></p> <p><b>10.1.2</b> <i>Nationals WA</i></p> <p><b>10.1.3</b> <i>BHP – to be used for 9.2</i></p>	
<p><b>11. Fundraising</b></p>	<p><b>11.1</b> Containers 4 Change</p> <p><b>11.1.1</b> <i>Thank you to ES for setting C4C program up!</i></p> <p><b>11.1.2</b> <i>Thank you to school for distributing recycling bags and scheme ID last month.</i></p> <p><b>11.1.3</b> <i>KJ + KD assisted C4C last fortnight. ↑ volume of incorrect containers surrendered (jam jars, general recycling)</i></p> <p><b>11.1.4</b> <i>SB &amp; GM contacted Shire regarding recycling proceeds for the Clean up Onslow event on 28/3. *Post for families to take along school green bag</i></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>KD</b> to schedule Facebook post to remind community re: 10c recycling symbol only.</li> <li><input checked="" type="checkbox"/> <b>KD</b> to schedule Facebook post to remind community to take school recycling bags to Clean Up Day 28/3.</li> <li><input type="checkbox"/> <b>KL</b> to draft Pipeline article to provide info to community re recycling to support school / thank businesses &amp; locals who already do</li> </ul>



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- 11.1.5 Pipeline article – info on depositing at school (Clarke Place), giving via scheme iD, thanks to businesses that have already started contributing (add KHB battery support?) and a suggestion that any other businesses in town wishing to support the school and P&C projects can contact us at [onslowpc@outlook.com](mailto:onslowpc@outlook.com).
- 11.1.6 SB has contacted NW Recycling twice regarding template / graphics for signage at Clarke Place deposit location. Awaiting reply.
- 11.1.7 KJ has created database of Onslow businesses and drafted letter to distribute requesting they consider depositing recyclables under P&C Scheme iD.
- 11.1.8 KL confirmed that CVX are already? Plan to? Donate to P&C Scheme iD.
- 11.1.9 Unfortunately we have no visibility of donors / deposits to account, but we would like to thank them by FB. Appropriate contact for KD – Tiffany Sterpini?

### 11.2 2021 Fundraising Volunteers for Subcommittee to look at:

- 11.2.1 Supporterhub (digital fundraising):  
[fuchsias@supporterhub.com](mailto:fuchsias@supporterhub.com)
- 11.2.2 SchoolsPlus (crowdfunding, tax deductible): avenue for families or businesses to donate to a specific project.  
\*Could drive EOFY donations in May
- 11.2.3 Tea towels [Our Products – Expressions Fundraising](#) (also do tote shopping bags)
- 11.2.4 Fabric tote shopping bags (customised orders available at:  
[www.shoppingbags.net.au](http://www.shoppingbags.net.au))
- 11.2.5 Picture plates ([www.pictureproducts.com.au](http://www.pictureproducts.com.au))
- 11.2.6 School cookbook (see 2020 Minutes)

- ❑ **SB/KJ** to ask NW Recycling if a reference can be added with deposits to the P&C Scheme ID so donors can be recognised.
- ❑ **EXEC** to distribute a letter to local businesses, providing P&C Scheme iD and requesting they consider donating their recycling funds to school projects. Issue thankyou certificates on receipt of funds.
- ❑ **EXEC** to explore signage options for Clarke Place deposit point at school. (SB: Underway - contacted NW Recycling)
- ❑ **KL** to f/u with Chevron re: C4C contributions to P&C.
  
- ❑ **JP + TC + ST** to update at next P&C the fundraising potential offered by 11.2.1 – 11.2.6 + any others.

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<p><b>12. School Uniforms</b></p>	<p><b>12.1</b> Discussion that OG has taken on P&amp;C responsibility for uniforms (handed over from ES, thank you OG!); manages stock and orders from office. Lyn in school office very helpful. OG will create a spreadsheet of current uniform stocks so levels can be monitored without having to go into storeroom.</p> <p><b>12.2</b> Alternate payment options for P&amp;C – see 3.2</p> <p><b>12.3</b> Discussion surrounding “Proud Parent” transfers to sell excess stock of large sizes. Issues with material of shirts &amp; labels not adhering. Initial quote was \$10/label! KJ exploring further. Confirmed aim is to sell shirts heavily discounted simply as a means of getting rid of this excess stock.</p> <p><b>12.4</b> Discussion surrounding new school logo – SW confirming that this still a work-in-progress. SW &amp; JB meeting with local community &amp; Gumption to redesign due to size issues. Have to be mindful of community concerns also. New logo will be slowly implemented, with uniforms among the last items to be updated so do not recommend selling existing stock any cheaper.</p> <p><b>12.5</b> Discussions around mid-year uniform shop. SW suggested &amp; all agreed to coincide with NAIDOC week Cook-up event at school, timely for fresh uniforms for school photos (although date TBC).</p>	<ul style="list-style-type: none"> <li>□ <b>OG</b> to create uniform S/S and request help if needed.</li> <li>□ <b>OG</b> to regularly collect orders and \$\$ from school office.</li> <li>□ <b>KJ</b> to f/u on options re Proud Parent transfers prior to Swimming Carnival.</li> <li>□ <b>EXEC</b> P&amp;C plan for NAIDOC week cook up uniform pop-up shop at school (noting current Covid requirements) lae June / last week of Term 2.</li> <li>□ <b>JB</b> to confirm date for school photos in Updat-Ed is correct.</li> <li>□ <b>KD</b> to schedule Facebook post to promote school uniform sales before school photos.</li> </ul>
<p><b>13. Parent-Class Representatives</b></p>	<p><b>13.1</b> Forms due back 10/3/21, awaiting update from JB.</p>	<ul style="list-style-type: none"> <li>□ <b>JB</b> to update re Parent Reps.</li> </ul>
<p><b>14. School Lunches and Catering</b></p>	<p><b>14.1</b> Update from SW. Discussions with Onslow General Store ongoing. Wirrpanda still providing emergency lunches when required. <b>ONGOING – pending update from JB.</b></p>	<ul style="list-style-type: none"> <li>□ <b>JB to advise when new provider locked in.</b></li> </ul>
<p><b>NEW ITEMS</b></p>		
<p><b>15. Hot x Bun Drive</b></p>	<p><b>15.1</b> KJ suggested a Hot X bun drive for Easter. Panna (?Para) school doing one @ \$9/6 pack of Hot X Buns.</p>	<ul style="list-style-type: none"> <li>□ <b>KJ</b> to investigate further and update EXEC.</li> </ul>

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<b>16. School Banking</b>	<b>16.1</b> JP queried whether School Banking had ever been offered at OPS. SW not aware of same. JP advised Gerry had thought he could facilitate via Post Office <b>16.2</b> JP to investigate further.	□ <b>JP</b> to investigate further and update next month
<b>Meeting Close</b>	20:38 KJ	