

## Meeting Minutes

<b>Meeting</b>	Onslow School P&C	<b>Date Held</b>	9 <sup>th</sup> November 2020	<b>Venue</b>	Onslow Beach Resort
<b>Attendees</b>	Kelly Jeffreys ( <i>President</i> ), Sharon Bartram ( <i>Vice president</i> ), Erin Brewer ( <i>Treasurer</i> ), Olga Goerke ( <i>Treasurer Elect</i> ), Suzanne Wilson, Anneliese McKay, Renae Coates.				
<b>Apologies</b>	Kelli Dunlop ( <i>Secretary</i> ), Kirsty Kefford, Michelle Nietrzeba, Holly Lozyck, Herlin Peverell, Mark Lee, Sophie Telfer, Jeanna Lee, Jackie Barry.				
<b>Minutes Taken by</b>	Olga Goerke				
<b>Next Meeting Date</b>	Monday 14 <sup>th</sup> December @ 7.00pm Onslow Beach Resort				

ITEM	MINUTES	ACTIONS
<b>1. Meeting open</b>	<p><b>1.1.</b> 19:12 Attending members have acknowledged that this meeting will be facilitated and voice recorder by OG as a requirement of her study.</p>	
<b>2. Review of Previous Minutes</b>	<p><b>2.1</b> Accepted by KJ, OG.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>KD</b> to ensure final copy sent to P&amp;C email address; forward copy to Tess Korten to upload to school website.</li> </ul>
<b>3. Financial Matters</b>	<p><b>3.1</b> <u>Incoming October: \$3027.50</u> <i>Uniform Sales, Containers 4 Change</i></p> <p><b>3.2</b> <u>Outgoing October: \$2601.34</u> <i>Kindy Play Equipment, Bank Fees</i></p> <p><b>3.3</b> Purchase of ingredients for cakes for Teacher Appreciation Day (OG). Receipt handed over to EB.</p> <p><b>3.4</b> Payment options alternative to online bank transfers on uniform shop days: Square contactless payment method is unavailable to associations (only available to businesses), other alternative would be to set up and offer BPay payment method. P&amp;C decided to stick with the existing practice, but to also better advertise payment method prior to uniform shop days. <b>ONGOING.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>EB</b> to continue Treasurer handover to <b>OG</b></li> <li><input type="checkbox"/> <b>EB</b> to restock uniforms</li> <li><input type="checkbox"/> <b>EB</b> to deposit cash \$196.50 (uniforms)</li> <li><input type="checkbox"/> <b>EB</b> to transfer \$42.09 to General Store (upon receipt of invoice)</li>   <li><input type="checkbox"/> <b>KD</b> to include payment method information in future uniform shop advertisements.</li> </ul>

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	<p><b>3.5 Grants:</b></p> <p><b>3.3.1.</b> Shire Grant of \$2000 towards toilets transformation project received in the bank on 5<sup>th</sup> November 2020. <b>ONGOING</b></p> <p><b>3.3.2.</b> 2019/20 Healthy Living Chevron Grant part of remaining funds were used for catering during swimming carnival and the remainder will be transferred to the school account to fund catering at school ball. <b>ONGOING.</b></p> <p><b>3.3.3.</b> 2020/21 Healthy Living Chevron Grant – application has been submitted. <b>ONGOING.</b></p> <p><b>3.3.4.</b> BHP grants, see 4.2 <b>ONGOING</b></p>	<ul style="list-style-type: none"> <li>□ <b>KJ</b> to set up meeting with <b>JB</b> and Joel Yates regarding toilets transformation project.</li> <li>□ <b>EB</b> to transfer remainder of Chevron healthy living grant to the school account.</li> </ul>
<p><b>4. General Business</b></p>	<p><b>4.1</b> Kindy classroom equipment has been selected by teachers and purchased using \$2500 grant from the Shire. Only half of the items ordered have been received by teacher Laura Chappell. We are awaiting photo of the complete order. <b>ONGOING.</b></p> <p><b>4.2</b> Upper school play equipment upgrades: Discussion regarding BHP funding: last round closed 1<sup>st</sup> November 2020, next opportunity ends 1<sup>st</sup> February 2021. Action is with the school for students to determine design, school to source quotes for supply, delivery and installation before end of Term 4. N.B. \$2000 grant received from FMG on 24<sup>th</sup> September 2020 is also going towards this project. <b>ONGOING.</b></p>	<ul style="list-style-type: none"> <li>□ <b>SB</b> and <b>KD</b> to arrange gratitude post for Shire grant.</li> <li>□ <b>KJ:</b> to meet with <b>JB</b> regarding progress of upper school play equipment project.</li> </ul>
<p><b>5. School Uniforms</b></p>	<p><b>5.1</b> Excess stock of large sizes of primary shirts which won't sell – plan for upcycling these shirts into library bags. <b>ONGOING.</b></p>	<ul style="list-style-type: none"> <li>□ <b>OG</b> to produce another sample of a library bag.</li> </ul>
<p><b>6. Kindy Playground</b></p>	<p><b>6.1</b> SB provided update on signage for Kindy Playground to acknowledge sponsors. <b>ONGOING.</b></p> <p><b>6.2</b> Shade sail posts installed. Sails have not been installed yet – a matter for the school to manage. <b>CLOSED.</b></p> <p><b>6.3</b> Men's Shed still to carry out repairs on rough timber. <b>ONGOING.</b></p>	<ul style="list-style-type: none"> <li>□ <b>SB</b> to continue liaising with manufacturer and sponsors.</li> </ul>

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<p><b>7. Fundraising</b></p>	<p><b>7.1</b> Fundraising opportunities:</p> <p><b>7.2.1</b> Wax wraps making will take place at OG’s house on Friday 20<sup>th</sup> November from 9:30am. Volunteers: KJ, ST, AMK. Onslow Keepers may be asked to assist with making wax wraps in a second round, potentially using the St. John Ambulance sub center. Suggestion for packaging of wax wraps to be made of recycled cereal boxes with hand written/printed stickers with instructions. Wax wraps to be offered for sale at the Visitors Centre and Kuarlu gift shop. <b>ONGOING.</b></p> <p><b>7.2.2</b> Recycling “Containers for Change”: bins are yet to be dropped off at the school staff carpark. Other bins are already located at the Discovery Park and Sports Club. Truck comes once a fortnight (Wed-Thu), parked at the Visitor Centre. Project has been advertised on P&amp;C FB page along with the code for recyclable donations going towards P&amp;C account. <b>ONGOING.</b></p> <p><b>7.2.3</b> Further discussions around additional recycling opportunities (bread tags, aluminium ring pulls etc.). These are not an option for fundraising and would be best managed by the Shire with a proper collection point. <b>CLOSED.</b></p> <p><b>7.2.4</b> SB suggested Tea towels fundraising project for 2021 <a href="https://www.expressions.com.au/">https://www.expressions.com.au/</a> <b>ONGOING.</b></p> <p><b>7.2.5</b> RC suggested doing Calico bags with school logo and kids` designs again. <b>ONGOING.</b></p>	<ul style="list-style-type: none"> <li>□ <b>OG</b> to prepare for and hold wax wraps making workshop.</li> <li>□ <b>OG</b> to liaise with Kelly Weybury regarding packaging of wax wraps.</li>   <li>□ <b>EB</b> to request delivery of C4C containers to the school staff carpark.</li>   <li>□ <b>KD</b> to re-contact original supplier of calico bags for an update on availability (post-Covid).</li> </ul>
<p><b>8 Healthy Living</b></p>	<p><b>8.1</b> <u>Fresh Fruit Day</u>: fresh, whole fruit supplied fortnightly by Food Fanatics, and sponsored by Chevron. Another grant application has been submitted based on the same healthy living plan. <b>ONGOING.</b></p>	<ul style="list-style-type: none"> <li>□ <b>KJ &amp; SW</b> to continue distribution of fruit provided by Food Fanatics.</li> </ul>

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	<p><b>8.2</b> <u>Cookbook</u>: revisited discussion surrounding school cookbook developed by past students at the time school garden was created – Another fundraising opportunity by reprinting the old cookbook. <b>ONGOING.</b></p>	<p><input type="checkbox"/> <b>SW</b> to contact Marcelle (publisher) and try to obtain the old school recipe book</p>
<p><b>9 Principal Updates</b></p>	<p><b>9.1</b> No Principal updates provided (JB absent)</p> <p><b>9.2</b> Discussion about volunteering and membership in the P&amp;C. List of members and their roles has been submitted to WA Council of State School Organisations, WACSSO (legal requirement post every AGM). For effective communication there is a FB committee chat group and all members chat group. <b>ONGOING.</b></p> <p><b>9.3</b> Discussion about effective and non-excessive e-mail communication among members using P&amp;C e-mail account. A suggestion for all committee members to have access to e-mail account. <b>ONGOING.</b></p>	<p><input type="checkbox"/> <b>New P&amp;C members post-2021 AGM</b> to have a discussion about who has access to P&amp;C's e-mail account.</p>
<p><b>10 Events</b></p>	<p><b>10.1</b> Book Week update (17 – 23 October): Book sale was less than last year due to Covid restrictions. Any profit will be transferred to the school account. <b>CLOSED.</b></p> <p><b>10.2</b> Swimming Carnival (30 October): gratitude post to thank volunteers has been posted. P&amp;C provided morning tea and lunch. <b>CLOSED</b></p> <p><b>10.3</b> NAIDOC Week (8 – 15 November): P&amp;C not involved in running this event. SW provided information about arrangements for school and community lunch cook up on Thursday 14<sup>th</sup> November. <b>CLOSED.</b></p> <p><b>10.4</b> School Ball (3<sup>rd</sup> December): P&amp;C will pay contribution towards catering. No further involvement by volunteers required. <b>ONGOING.</b></p> <p><b>10.5</b> End of Year Concert (10<sup>th</sup> December). No P&amp;C contribution except speech by KJ. <b>ONGOING.</b></p> <p><b>10.6</b> Year Six Graduation (26<sup>th</sup> November). No P&amp;C contribution. <b>CLOSED.</b></p>	<p><input type="checkbox"/> <b>EB</b> to transfer funds (see 3.5 action above)</p> <p><input type="checkbox"/> <b>KJ</b> to have a speech at the End of Year Concert</p>

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	<p><b>10.7</b> <u>Next P&amp;C meeting+dinner 7.00pm 14<sup>th</sup> December 2020, OBR downstairs.</u></p> <p><b>10.8</b> Uniform Shop (1<sup>st</sup> February 2021)</p> <p><b>10.9</b> Swimming Carnival (end of Term 1 2021, date TBA)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>KJ</b> to book table for P&amp;C dinner.</li> <li><input type="checkbox"/> <b>KJ</b> to get school approval for uniform shop day.</li> </ul>
<p><b>11 School Council Updates</b></p>	<p><b>11.1</b> SW updated that school rebranding is still in process. P&amp;C will be informed. Changes to uniform design due to rebranding will happen at the very end of the process. In the meantime this should not affect uniform orders as per action for EB item no. 3 above. <b>ONGOING.</b></p> <p><b>11.2</b> Council approved book lists and contributions and charges for 2021. Families already received relevant documentation. <b>ONGOING.</b></p>	
<p><b>12 P&amp;C News</b></p>	<p><b>12.1</b> Families have been encouraged to start using Updat-Ed app via a FB post. <b>CLOSED</b></p>	
<p><b>13 Child safety (online and physical)</b></p>	<p><b>13.1</b> Day for Daniel: was acknowledged by some members of the community, but not by P&amp;C or the school as the date collided with the school swimming carnival. P&amp;C will revisit in 2021. <b>CLOSED.</b></p> <p><b>13.2</b> Safe4Kids training package information has been supplied to school (details as per minutes of previous meeting). Awaiting confirmation of when the school can accommodate the Safe4Kids program. <b>ONGOING.</b></p> <p><b>13.3</b> SW provided insight into delivering safety training to the community (mental health, child safety etc.). Any such programs should be coordinated to get good attendance. Recently Police detectives have delivered training to children and parents at school educating them about cyber safety and self-defence. Robocops and Ride to school day are other projects targeting safety of children. <b>ONGOING.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>JB</b> to advise P&amp;C asap re Safe4Kids.</li> </ul>
<p><b>14 Dates to Celebrate</b></p>	<p><b>14.1</b> International Day of Rural, Regional and Remote Women (15<sup>th</sup> October): remembered via a FB post. <b>CLOSED.</b></p>	

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	<p><b>14.2</b> National Grandparents Day (25<sup>th</sup> October): remembered via a FB post. <b>CLOSED.</b></p> <p><b>14.3</b> Australian Teacher Appreciation Day (30<sup>th</sup> October): date collided with swimming carnival, but teachers and other school staff have been acknowledged on Thursday 29<sup>th</sup> October by P&amp;C that provided the school staff with coffee and cake. A FB post was also published on the P&amp;C page. <b>CLOSED.</b></p>	
<b>15 Meeting Close</b>	<b>15.1</b> 20:37	