

# Onslow Primary School P&C - Meeting Minutes

## 1. Meeting Details

Date	10/02/2020
Attendees	Erin Sawtell (Treasurer), Kelly Jeffreys (President), Michelle Nierzeba (Secretary), Natalie Stevens, Dana McHugh, Renae Coates, Tiffany Sterpini, Rachel Cowan, Alanna McKenzie, Lisa Boyd, Kelli Dunlop, Sharon Bartram, Olga Goerke, Kirsty Kefford, Sarah Thorpe, Suzanne Wilson, Holly Lozyk.
Apologies	Jackie Barry

## 2. Meeting Outline

Welcome and introduction  
Opened Meeting  
Previous Minutes

## 3. Financial Matters

### 3.1. Summary

#### 3.1.1. Summary highlighting important financial information for 2019:

Closing Balance: \$13,862.10

Quiz Night Profit: \$3,194.48

Uniform Sales: \$8,665.50 less purchases: \$4,434.84 Profit = \$4,230.66

#### 3.1.2. Incomes

Donations Received: \$17,613.92

Grants: \$10,000

#### 3.1.3. Expenses

Playground: \$35,171.58

Healthy Eating: \$5,000

#### 3.1.4. Notes for 2020:

- Accounting Fees (\$1,650) should not be required going forward as we are on track with ACNC.
- Suggested changes to Fundraising expenses regarding the Book Fair profits. Currently it is structured to appear as an expense however the book fair runs at no financial cost to the P&C.
- Unknown \$457 cost charged by the Sports Club as "Fundraising Expenses" identified as relating to the 2019 Bingo Night.
- P&C expenses out-weighed income by \$8,696.99 as money raised in 2019 was utilised.

### 3.2. Actions

- *Acquittals required to be completed for:*
  - Shire of Ashburton (\$2500 – due when kindy playground expenditure complete),*
  - Pilbara Ports Authority (\$5000 – due when kindy playground expenditure complete).*

## 4. General Business-

### 4.1. Summary

- Discussions had around years 3 - 6 having access to lower playground and more movement activities.
- Discussions around more body strength equipment for upper levels.
- Parent to elect room reps so as to increase communication to parents.
  - Class Reps to attend P&C and school council meetings
- Discussion regarding OPS P&C having a separate Facebook page to communicate with school community.

### 4.2. Actions

- *KJ to meet with Jackie/Joel to discuss lower and upper playground play for children health and how P&C can work together with school to help more movement in the upper level children during break times.*
- **Ongoing** to implement Class Parent rep for every class for 2020
- *KJ to liaise with OPS regarding the implementation of an POS P&C Facebook page AND / OR P&C rep having editing rights to existing school Facebook page **DONE***
- **Ongoing** to liaise with Cassie Badcock re Onslow School Welcome pack

## 5. School Uniforms

### 5.1. Summary

- Discussed a better way for the uniform ordering process be smoother. Possible idea of document to be linked directly to P&C Email address so its user friendly for parents.
- Discussions regarding second-hand uniforms given transient nature of town population.

### 5.2. Actions

- *MN to Contact Tess to ask if there was a way for the uniform document to be linked directly to P&C Email address so it user friendly for parents.*
- *KJ to set up Donation Box in school Admin to receive donated uniform items **DONE***
- **Ongoing** notice to go out to school community regarding same.

## 6. Kindy Playground

### 6.1. Summary

- Facebook post thanking contributors and Munros
- Discussed what Minderoo and Toll had decided regarding the playground status and their potential involvement. (Ongoing)
- Discussed contacting the Mens Shed to see if there were any further playground projects they could assist with. (Ongoing)

### 6.2. Actions

- **MN Pipeline article for forte **DONE****
- **MN Facebook post - contact Tess **DONE** – additional posts recommended. KD to arrange.**

- **ES + KJ** Team to Identify next stages to utilise the \$25K from department of edu (completion of stage 2 & 3)
- **KJ** Follow up on quotes from MUNRO's for playground items and installation.
- **ES** Email follow up Mindaroo and TOLL about involvement.

## 7. Fundraising

### 7.1. Summary

- Discussed Fundraiser Ideas
  - Reusable insulated bags
  - Crazy Hair Day on Harmony Day: P&C to have hair spray station for a gold coin donation; ???raffle???
  - Winter School Fete
  - Star Case to the Moon: ongoing festival May to October, P&C to have a stall once/month
  - Mother's and Father's Day Gift Stalls for kids to buy small gift for parents.
  - Cake stall
  - Annual : Company sponsorship - Gold, silver, bronze - level (ONGOING IDEA)

### 7.2. Actions

- **MN** to contact Tess re: reusable bags, also source quote for chiller bags
- **KJ** to contact JB re: allowing crazy hair day

## 8. Healthy living

### 8.1. Summary

- Grant approved and funds received.
- P&C to source more drums for Drum Beats program.
- Term 1:
  - Fresh fruit day – fortnightly to coincide with Food Fanatics delivery
  - Swim carnival - tri carnival
  - Ride to school

### 8.2. Actions

- **RC** to source quote for purchase and delivery of new drums. **DONE – updates?**
- **KJ** to discuss sports carnivals with new PE teacher.
- **KJ / ES** to review catering funds for tri carnival.
- **KJ** to discuss fruit with Food Fanatics and / or Onslow Store.

## 9. Principal Notes / Updates

### 9.1. Summary

2020 requests for P&C assistance

- Swim carnival -
- 13<sup>th</sup> March – National Ride to School day: *breakfast again would be great*
- 21<sup>st</sup> March – Harmony Day: *crazy hair*

- Staircase to the Moon – May to October
- 24<sup>th</sup> – 28<sup>th</sup> Aug Book Week
- 26<sup>th</sup> Nov – Year 6 Graduation Dinner
- 3<sup>rd</sup> Dec – School Ball

## 9.2. Actions

- *ALL agree P&C happy to assist with all events*
- *KJ liaise with school re Ride to School breakfast **DONE***
- *KJ liaise with school re crazy hair day **DONE***
- *ES source hairspray **DONE***

## 10. Up and coming events-

### 10.1. Summary

- Discussed P&C meetings being EVERY 2 Monday of EVERY month 7pm at OBR being an ongoing set in stone date and time. - Agreed
- Discussed how to gain more interest and attendance to P&C meetings and events - suggestion of class rep

### 10.2. Actions

- ***DANA/ MN** to do “WE NEED YOU FLYER” P&C **DONE***
- ***MN** 2nd MON every month - 7pm P&C Meeting OBR to be advertised regularly by TESS on all platforms.*

## 11. 2020 Positions

### 11.1. Summary

- Available positions for 2020 discussed:
  - Secretary: Currently MF, wanting to step down. KD volunteered, seconded by KJ.
  - Treasurer: Currently ES, wanting to step down. OG volunteered, seconded by KJ.
  - Vice President: position vacant. SB nominated and agreed, seconded by KJ.
  - President: KJ happy to continue. All agreed.

### 11.2. Actions

- ***ES** to set up **OG** with banking facilities for P&C account.*
- ***MN** to liaise with **KD** to take over Secretarial duties, including handover with Tess. **DONE***