

## Meeting Minutes

<b>Meeting</b>	Onslow School P&C	<b>Date Held</b>	09 March 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> ), Kelli Dunlop ( <i>Secretary</i> ), Alanna McKenzie, Kirsty Kefford, Michelle Nietrzeba.				
<b>Apologies</b>	Jackie Barry, Natalie Stevens, Dana McHugh, Renae Coates, Tiffany Sterpini, Rachel Cowan, Lisa Boyd, Sarah Thorpe, Suzanne Wilson, Holly Lozyk.				
<b>Minutes Taken by</b>	Kelli Dunlop				
<b>Next Meeting Date</b>	06 April 2020				

ITEM	MINUTES	ACTIONS
<b>1. Meeting open</b>	<ul style="list-style-type: none"> <li>• 7.15pm</li> <li>• KJ joined meeting via FaceTime</li> </ul>	
<b>2. Review of Previous Minutes</b>	<ul style="list-style-type: none"> <li>• Accepted</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KD</b> to ensure final copy sent to P&amp;C email address; forward copy to TK to upload to website.</li> </ul>
<b>3. Financial Matters</b>	<ul style="list-style-type: none"> <li>• <i>February:</i> IN – uniforms OUT – DICE (Fridge repair)</li> <li>• <i>March:</i> OUT – fruit for schools, \$300 Walk to School breakfast supplies (surplus to be frozen or on-sold).</li> <li>• SB seeking clarification on difference b/w grants and donations</li> <li>• \$15K remains for Kindy playground budget; Munros have quoted \$9650 for stages 2 – 4</li> <li>• Ideal kitty for OS P&amp;C = \$5K; balance currently \$9300 (though possible that \$2500 is left over from shire grant towards playground musical equipment that is yet to be purchased.</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>EB</b> to provide details of monies received 2019 to SB for 2020 grant application/s.</li> <li>□ <b>KJ</b> to clarify with shire whether flexibility is allowed in what equipment is purchased or whether it has to be exactly as submitted.</li> <li>□ <b>EB &amp; OG</b> to attend Financials for Not-for-Profit organisations course 30/3/20.</li> </ul>
<b>4. General Business</b>	<ul style="list-style-type: none"> <li>• Discussion around years 3 – 6 having more movement-based activities. <b>CLOSED.</b></li> <li>• Discussion around body-strength equipment for upper levels. <b>REVIEW MID YEAR.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>ALL</b> to revisit body strength equipment when Kindy Playground project complete.</li> </ul>

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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 END TERM 1.</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>ONGOING.</b></li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KJ</b> to confirm meeting date with JB re: classroom rep for end of term 1 / early term 2.</li> <li>□ <b>KJ</b> to liaise with Cassie Badcock re: issue of Welcome Packs to families.</li> </ul>
<p><b>5. School Uniforms</b></p>	<ul style="list-style-type: none"> <li>• \$2200 income from school uniforms already for 2020.</li> <li>• Minimum order = 50 items, orders below 100 incur additional charge.</li> <li>• Stock levels very low, need to re-order. <b>ONGOING.</b></li> <li>• \$2120 to order new stock – all agreed to proceed with order.</li> <li>• Second hand uniforms now being collected by the school.</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>EB</b> to place order for new uniform stock.</li> <li>□ <b>KD</b> to liaise with school and Tess re publicising second hand uniform donations on all platforms.</li> <li>□ <b>KD</b> to share school's Facebook post re: second hand uniforms.</li> <li>□ <b>MN</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>• 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> </ul>	<ul style="list-style-type: none"> <li>□ <b>EB</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.</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.</li> <li>□ <b>KJ</b> to follow up with Shire re: possible donation of limestone blocks left over from MPC for sandpit.</li> </ul>

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<p><b>7. Fundraising</b></p>	<ul style="list-style-type: none"> <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>ONGOING.</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>KJ</b> to follow up with school re: distribution of “We Want You” parent volunteer flyer.</li> <li>□ <b>KJ</b> to secure volunteers for Crazy Hair morning on Friday 20/3/20.</li> <li>□ <b>EB, SB, RC, KK</b> have volunteered to bake cupcakes, <i>? more required?</i></li> <li>□ <b>KJ</b> to arrange volunteers to sell cupcakes 2.00 – 2.30pm Friday 20/3/20.</li> <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. <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.</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, juice boxes); will need 5 volunteers to cook and serve food. <b>ONGOING.</b></li> <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.</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>KJ</b> to lock in 2 more volunteers required to serve breakfast on Friday 13/03/20 7.30 – 8.20am.</li> <li>□ <b>SB &amp; KP</b> have volunteered for Swim Carnival, ≥3 more volunteers required – <b>KJ</b> to arrange.</li> <li>□ <b>KJ</b> has confirmed that <i>ESS will sponsor sausage sizzle, providing sausages, onions and buns.</i></li> <li>□ <b>KJ</b> to confirm dates when drum supply has been verified.</li> </ul>

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<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>DONE.</b></li> <li>2. 20/3/20 Harmony Day. <b>ONGOING.</b></li> <li>3. 27/3/20 Swimming Carnival. <b>ONGOING.</b></li> <li>4. 5/20 – 10/20 Staircase to the Moon</li> <li>5. 24 – 28/08/20 Book Week</li> <li>6. 26/22/20 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 6.30pm 6<sup>th</sup> April 2020</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>KD</b> has advised <b>TK</b>.</li> </ul>
<b>11. Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Discussion around role responsibilities for new members</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 <b>TK</b> 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.</li> <li>• Discussion around creating an event calendar.</li> </ul>	<ul style="list-style-type: none"> <li>□ <b>EB</b> to handover to <b>KD</b>.</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.</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>• 8.20pm</li> </ul>	