

## Meeting Minutes

|                          |   |                  |                           |              |                     |
|--------------------------|---|------------------|---------------------------|--------------|---------------------|
| <b>Meeting</b>           | Onslow School P&C   | <b>Date Held</b> | 12 <sup>th</sup> May 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> ), Olga Goerke ( <i>Treasurer Elect</i> ), Kelli Dunlop ( <i>Secretary</i> ), Renae Coates, Kirsty Kefford. |                  |                           |              |                     |
| <b>Apologies</b>         | Jackie Barry, Rachel Cowan, Suzanne Wilson, Alanna McKenzie, Michelle Nietrzeba.  |                  |                           |              |                     |
| <b>Minutes Taken by</b>  | Kelli Dunlop  |                  |                           |              |                     |
| <b>Next Meeting Date</b> | 8 <sup>th</sup> June 2020 @ 7.00pm ( <i>Online or Onslow Beach Resort pending COVID restrictions</i> )  |                  |                           |              |                     |

| ITEM                                 | MINUTES   | ACTIONS   |
|--------------------------------------|---|---|
| <b>1. Meeting open</b>               | <b>1.1.</b> 7.30pm  |   |
| <b>2. Review of Previous Minutes</b> | <b>2.1</b> Accepted   | <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 TK to upload to website once previous month's minutes have been accepted (NB – Website will always be one month behind).</li> <li><input type="checkbox"/> <b>KD</b>: obtain email address for RC.</li> </ul> |
| <b>3. Financial Matters</b>          | <p><b>3.1</b> Incoming since last month: \$968</p> <p><b>3.2</b> Outgoing since last month: \$514<br/><i>Fruit Boxes</i><br/><i>Teacher Thank you Morning Tea</i></p> <p><b>3.3</b> Uniform order delayed beyond normal 12-week turnaround time due to COVID.</p> <p><b>3.4</b> Grants:<br/><i>Shire Acquittal 2018/2019 done, new application submitted</i><br/><i>FMG Community Grant submitted</i><br/><i>Minderoo also approached in Zoom call 5/5/20 and we provided the follow-up information and photos they requested. Awaiting their response re. value and specific funding items</i><br/><i>BHP grants are currently on hold</i><br/><i>Lotterywest also have community relief grant available</i></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>OG</b> to share details of Financials for Not-for-Profit organisations course.</li> <li><input type="checkbox"/> <b>EB / SB / OG</b> to update KP with details of incoming and outgoing for April 2020.</li> </ul>   |

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|                            | <p><i>Rio Tinto grants to be investigated</i></p> <p><b>3.5</b> OG has attended Financials for Not-for-profits course on Zoom</p>   |   |
| <b>4. General Business</b> | <p><b>4.1</b> Discussion around body-strength equipment for upper levels. To be led by Onslow School, P&amp;C to fundraise. <b>REVIEW MID YEAR.</b></p> <p><b>4.2</b> Class Room P&amp;C reps have been declined by JB; to review to ensure this initiative aligns with existing school policies. <b>REVIEW MID YEAR.</b></p>   | <ul style="list-style-type: none"> <li>□ <b>ALL</b> to revisit upper levels project when Kindy Playground project complete.</li> <li>□ <b>KJ</b> to liaise with JB &amp; JY re: school leading upper school playground rather than P&amp;C once COVID obligations have eased.</li> <li>□ <b>KJ</b> liaising with Cassie Badcock re: issue of Welcome Packs to families. KJ will also touch base with newly arrived family.</li> </ul> |
| <b>5. School Uniforms</b>  | <p><b>5.1</b> New order placed – delivery delayed as per item 3.3.</p> <p><b>5.2</b> Early morning school uniform shop when social distancing measures no longer in place. <b>ONGOING.</b></p>  |   |
| <b>6. Kindy Playground</b> | <p><b>6.1</b> KJ met Colin @ Munros to remove some sand and old rubber edging, and install new limestone blocks, building slide, log steppers, balance beams and all associated works.</p> <p><b>6.2</b> KJ has spoken with Men’s Shed re splitting timber on new table, will coordinate repairs to take place when Colin on-site per 6.1.</p> <p><b>6.3</b> SB has done a Project Plan, to be used in discussions with contractors. <b>CLOSED.</b></p> <p><b>6.4</b> Discussion around Facebook post thanking contributors – some done in 2019, but will need to reiterate in 2020.</p> <p><b>6.5</b> EB has spoken with Minderoo – <b>PENDING.</b></p> <p><b>6.6</b> Unable to yield a response from TOLL moving limestone blocks town &amp; disposing of old equipment; now being done by Colin. <b>CLOSED.</b></p> <p><b>6.7</b> K+S Ashburton Salt regarding their contributions to playground. <b>ONGOING.</b></p> <p><b>6.8</b> More quotes to come from Munros for scramble platform, log den and to enclose sandpit with limestone (possibly sourced from Shire). <b>CLOSED.</b></p> | <ul style="list-style-type: none"> <li>□ <b>KD</b> to write article for Pipeline &amp; Facebook thanking Mens’ Shed contributions (kitchen &amp; table/chairs).</li> <li>□ <b>KJ to follow up with K+S Ashburton Salt re contributions to playground + EOFY. No response to KJ’s call, SB suggested “excuse” for further follow up.</b></li> </ul>  |
| <b>7. Fundraising</b>      | <p><b>7.1</b> A number of parents have come forward to volunteer.</p>   | <ul style="list-style-type: none"> <li>□ <b>DMc</b> to follow up re: Father’s Day stall.</li> </ul>   |

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|                                   | <p><b>7.2</b> Fundraising opportunities:</p> <p><b>7.2.1</b> Reusable insulated bags. Unavailable from supplier due to COVID.</p> <p><b>7.2.2</b> Mother's Day and Father's Day stalls for kids to buy a small gift for parents. <b>ONGOING.</b></p> <p><b>7.2.3</b> Wax wraps: Erin has sourced instructions and quoted materials; a pack of 3 (S, M, L) would cost \$15 to make (fabric, beeswax, resin), so could sell for \$25/pack; packaged environmentally friendly (cardboard / coir string). <b>ONGOING.</b></p> <p><b>7.2.4</b> School Carnival / Dance (instead of Winter Fete): term 3 pending dates; DJ, sausage sizzle, cake stall, damper station, icypoles. <b>PENDING COVID RESTRICTIONS.</b></p> <p><b>7.2.5</b> Staircase to the Moon: school to have cake stall once/month? Also sell wax wraps? <b>PENDING COVID RESTRICTIONS.</b></p> <p><b>7.2.6</b> Father's Day. <b>PENDING COVID RESTRICTIONS.</b></p> | <p>□ <b>EB</b> to quote for materials for wax wraps; volunteers will be needed for fabrication. <b>KJ</b> to see if we can sell them from Kuarlu.</p> |
| <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. Going really well, 100 pieces/fortnight. <b>ONGOING.</b></p> <p><b>8.2</b> <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. RC has spoken with CB – program was previously running 2 days/week but now on hold as not considered essential work. Will have more news next meeting. Hold off on purchasing new drums; if any changes, will need to advise re: grant that was provided to purchase drums. <b>ONGOING.</b></p>  | <p>□ <b>KJ, RC &amp; SW</b> to continue distribution of provided by Food Fanatics.</p>  |
| <p><b>9 Principal Updates</b></p> | <p><b>9.1</b> 2020 requests for assistance:</p> <p><b>9.1.1</b> 6 x participants from P&amp;C to assist with rebranding. <b>NEW</b></p> <p><b>9.1.2</b> 04/20 Swimming Carnival. <b>POSTPONED UNTIL 10/20.</b></p>   | <p>□ <b>KJ</b> to f/u with JB re: Colour Run in 2020.</p> <p>□ <b>KD, KK, KJ, OG, SB, EB</b> to assist with rebranding.</p>                           |

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|   | <p><b>9.1.3</b> 5/20 – 10/20 Staircase to the Moon. <b>PENDING COVID RESTRICTIONS.</b></p> <p><b>9.1.4</b> 24 – 28/08/20 Book Week</p> <p><b>9.1.5</b> 26/12/20 Year Six Graduation</p> <p><b>9.1.6</b> 03/12/20 School Ball</p>   |   |
| <b>10 Upcoming Events</b>                     | <p><b>10.1</b> August Sports Carnival: P&amp;C to cater using Chevron grant + Company donations. <b>PENDING COVID RESTRICTIONS</b></p> <p><b>10.2</b> October Swimming Carnival: P&amp;C to cater using Chevron grant + Company donations. <b>PENDING COVID RESTRICTIONS</b></p> <p><b>10.3</b> Book Fair 2020 is it going ahead?</p> <p><b>10.4</b> Next P&amp;C meeting 7.00pm 8<sup>th</sup> June 2020, ?OBR.</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>EB</b> to liaise with Scholastic contact re 2020 Book Fair</li> <li><input type="checkbox"/> <b>KD</b> to advise TK re next meeting</li> </ul> |
| <b>11 Contact list, new members, calendar</b> | <p><b>11.1</b> Discussion around creating a contact list to include new members. <b>ONGOING.</b></p>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>EB to handover to KD.</b></li> <li><input type="checkbox"/> <b>KD to create master contact list.</b></li> </ul>                                |
| <b>12 Paperless P&amp;C</b>                   | <p><b>12.1</b> EB proposed moving to electronic records for P&amp;C, and away from binders. Will assist greatly with handover to new Committee members, and with Point 11. All agreed.</p>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>EB</b> to purchase USB to facilitate transition.</li> </ul>  |
| <b>13 Meeting Close</b>                       | <p><b>13.1</b> 8.22pm</p>  |   |