

Meeting Minutes

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| Meeting | Onslow School P&C | Date Held | 12 th October 2020 | Venue | Onslow Beach Resort |
| Attendees | Kelly Jeffreys (<i>President</i>), Olga Goerke (<i>Treasurer Elect</i>), Kelli Dunlop (<i>Secretary</i>), Jeanna Lee, Jackie Barry. | | | | |
| Apologies | Sharon Bartram (<i>Vice president</i>), Erin Brewer (<i>Treasurer</i>), Kirsty Kefford, Michelle Nietrzeba, Renae Coates, Holly Lozyck, Suzanne Wilson, Anneliese McKay, Herlin Peverill, Mark Lee, Sophie Telfer. | | | | |
| Minutes Taken by | Kelli Dunlop | | | | |
| Next Meeting Date | Monday 9 th November @ 7.00pm Onslow Beach Resort | | | | |

| ITEM | MINUTES | ACTIONS |
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| 1. Meeting open | 1.1. 19.07 | |
| 2. Review of Previous Minutes | 2.1 Accepted by KJ, OG. | <input checked="" type="checkbox"/> KD to ensure final copy sent to P&C email address; forward copy to TK to upload to website. |
| 3. Financial Matters | <p>3.1 <u>Incoming September: \$2885.50</u> <i>Uniform Sales, FMG Grant, unknown cash deposit, Roebourne sports carnival catering</i></p> <p>3.2 <u>Outgoing September: \$2279.15</u> <i>Food Fanatics, Bank Fees, Insurance, Uniform stock</i></p> <p>3.3 Grants:</p> <p>3.3.1. Reallocation of Shire Grant funds approved, new equipment to be purchased and installed. CLOSED</p> <p>3.3.2. Approx \$2K 2019/20 Chevron Grant funds remaining, to fund catering at Swimming Carnival and School Ball – funds may need to be transferred to school to allow acquittal. ONGOING</p> <p>3.3.3. SB & KJ have submitted new Chevron Grant. APPLICATION SUBMITTED</p> | <p><input type="checkbox"/> EB to continue Treasurer handover to OG, incl tracing \$159 cash deposit & transferring access to P&C bank account.</p> <p><input type="checkbox"/> KJ to update access to P&C bank account.</p> <p><input type="checkbox"/> OG to enquire with bank re: contactless card payments.</p> |

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| | <p>3.3.4. New Shire grant applications open APPLICATION SUBMITTED</p> <p>3.3.5. BHP grants now open, see 4.1 ONGOING</p> <p>3.3.6. Discussion surrounding possibility of a contactless payment system for P&C use (Uniform shop etc). Eg – Square ContactlessPayment https://squareup.com/au/en/hardware/reader</p> | |
| <p>4. General Business</p> | <p>4.1 Upper school play equipment upgrades to commence on completion of Kindy Playground. To be led by Onslow School (student councillors + Julian Tan + Joel Yates). BHP Grants currently available up to \$20K. First round applications due November 1st 2020, but now won't make this date. Next submission deadline early 2021 although dates flexible as JB has been liaising directly with BHP. Needs to happen Term 4. ONGOING.</p> | <p>□ JB: to ensure P&C provided with quotes for supply, delivery and installation of equipment to facilitate grant application for second round (or sooner).</p> |
| <p>5. School Uniforms</p> | <p>5.1 School uniform shop run this morning, 12/10/20. \$1223.50 in uniform sales. CLOSED.</p> <p>5.2 Further discussion surrounding excess stock of large sizes of primary shirts which won't sell. Not suitable for school holiday project to make library bags as proposed 09/20. OG presented an example bag she made using one of the shirts. For further discussion at next meeting. ONGOING.</p> | |
| <p>6. Kindy Playground</p> | <p>6.1 Men's Shed still to carry out repairs on rough timber. ONGOING.</p> <p>6.2 Discussion around signage for Kindy Playground to acknowledge sponsors. SB has provided a list of sponsors. ML advised as long as affixed to fencing and on school property, there would be no Shire approval process required. JB confirmed no requirements from school perspective, though all agreed to submit proposed design to school for approval prior to manufacture and install. ONGOING.</p> <p>6.3 Shade sails posts installed, sails still to be put up. ONGOING.</p> | <p>□ KJ to f/u re rough timber on kindy bench.</p> <p>□ ML to obtain quote and design proposals from sign writer used by Shire.</p> |

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| <p>7. Fundraising</p> | <p>7.1 Fundraising opportunities:</p> <p>7.2.1 Wax wraps: Plan to make packs of 3: S, M & L. Suggested sell price \$25 for sale @ Kuarlu and Visitor’s Centre. KD has confirmed P&C can use new St John Subcentre provided handover has taken place. Discussion whether we could offer this as an activity for Onslow Keepers to assist with? ONGOING.</p> <p>7.2.2 Staircase to the Moon: school to have cake stall once/month? Also sell wax wraps? Event now finished. CLOSED.</p> <p>7.2.3 Recycling “Containers for Change”: bins will be located in staff carpark of Clarke Place. Commences 01/10/2020, fortnightly collection. Discussion around losing out on fundraising as kids using C4C to make pocket money. Suggest Barefoot Investor idea to keep some for themselves and donate some to school. ONGOING.</p> <p>7.2.4 Further discussions around additional recycling opportunities: bread tags, aluminium ring pulls. To revisit when better P&C member attendance. ONGOING.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> KJ / EB to liaise with Shire re Onslow Keepers. <input type="checkbox"/> Volunteers required to make wax wraps 10am – 2pm Friday 20/11/20 <input type="checkbox"/> ML to advise P&C if Shire move to recommence Staircase to the Moon events. <input type="checkbox"/> EB to provide more information to P&C and school to allow better communication re C4C to the school and greater community. <input type="checkbox"/> KD to continue promoting C4C via P&C Facebook and distribute via UpdatEd, include Barefoot Investor idea re distribution of \$. |
| <p>8 Healthy Living</p> | <p>8.1 <u>Fresh Fruit Day</u>: fresh, whole fruit supplied fortnightly by Food Fanatics, and sponsored by Chevron. Going really well, 90 pieces/fortnight. ONGOING.</p> <p>8.2 <u>Cookbook</u>: revisited discussion surrounding school cookbook developed by past students at the time school garden was created – reprints available? Another fundraising opportunity? No further updates at this point. ONGOING.</p> | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> KJ, RC & SW to continue distribution of provided by Food Fanatics. <input type="checkbox"/> JB + JL to follow up re: school cookbook. |
| <p>9 Principal Updates</p> | <p>9.1 Request from JB to limit emails from different P&C reps please. Causing confusion whether representing P&C or individual’s family.</p> <p>9.2 New booklist and supplier. CLOSED.</p> | |

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| | <p>9.2.1 ↑ quality, product warranty</p> <p>9.2.2 Free delivery if ordered by a set date</p> <p>9.2.3 Costs TBC</p> <p>9.3 Draft budget for 2021 will be finalised in Term 4. CLOSED.</p> <p>9.4 Still operating under Phase 4 Restrictions due to COVID, hoping to reduce to Phase 5 by Term 4. CLOSED.</p> | |
| <p>10 Upcoming Events</p> | <p>10.1 Book Week: October 17 - 23. No P&C morning tea. All in attendance unsure of how Book Week will be run in 2020. Need EB to advise asap. ONGOING.</p> <p>10.2 NAIDOC Week: November 8 - 15. Events coordinated between Shire, Wirrpanda Foundation and V-Swans for within and outside school activities. P&C to provide fruit cups / platter. <u>No further input from P&C per JB.</u> Next NAIDOC meeting 15/10/20. ONGOING.</p> <p>10.3 October Swimming Carnival: P&C to cater using Chevron grant + Company donations. ?ESS to sponsor food, fruit to be purchased from store as carnival being held outside Food Fanatics delivery week. ONGOING.</p> <p>10.4 03/12/20 School Ball. P&C to contribute towards catering. ONGOING.</p> <p>10.5 10/12/20 End of Year Concert. No P&C contribution. ONGOING.</p> <p>10.6 26/12/20 Year Six Graduation. No P&C contribution. ONGOING.</p> <p>10.7 <u>Next P&C meeting 7.00pm 9th November 2020, OBR.</u></p> <p>10.8 Primary Tri Carnival: Roebourne and Panna to be invoiced. CLOSED.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> KJ to liaise with ESS to sponsor food for swimming carnival. <input type="checkbox"/> Volunteers required for swimming carnival BBQ + fruit. <input type="checkbox"/> KD to advise TK re next meeting. <input type="checkbox"/> EB to coordinate Book Week, liaise with Jeanna. <input type="checkbox"/> JB to advise P&C ASAP whether P&C involvement required for any NAIDOC week activities. |
| <p>11 School Council Updates</p> | <p>11.1 No updates this meeting.</p> <p>11.2 Next meeting 26/10/20.</p> | |
| <p>12 Information for New Families</p> | <p>12.1 New Family Information Book has now been updated and is included in enrolment packs for all new families. CLOSED.</p> <p>12.2 Website also undergoing upgrades so will be a one-stop shop for families new to Onslow. CLOSED.</p> | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> KD to create Facebook post to encourage families to delete SchoolStar and start using UpdatEd. |

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| | <p>12.3 Still only around 30% of families have taken up using UpdatEd app; need to encourage families to delete SchoolStar and start using UpdatEd. CLOSED.</p> | |
| 13 P&C News | <p>13.1 School no longer using Newsletter, updates instead distributed via UpdatEd app. CLOSED.</p> <p>13.2 School happy for P&C to contribute updates via TK for circulation via UpdatEd. CLOSED.</p> | <p><input checked="" type="checkbox"/> KD to write update article for UpdatEd and Onslow Pipeline.</p> |
| 14 Day for Daniel | <p>14.1 Request from parent re: support from school for Day for Daniel, focuses on safe behaviours in physical and online environments. Date clashes with swimming carnival. Discussion around same. To revisit in 2021. CLOSED.</p> <p>14.2 Further discussion surrounding Child Protection Week (last week) which was not acknowledged by the Shire. Propose greater school promotion in 2021 – perhaps a shire-funded visit from ‘Safe for Kids’ and/or RoboCops? https://safe4kids.com.au/ CLOSED.</p> <p>14.3 SB has supplied JB comprehensive information about Safe4Kids training. Two-day package \$3720 (discounted from \$4900 as SB has attended before) includes:</p> <ul style="list-style-type: none"> • 6 x 45’ classroom lessons • 2 hour teacher PD • 2 x parent / carer information sessions <p>To seek financial support to run from Shire. JB has agreed in principle, but needs to work out how / where to fit into 2021 curriculum. ONGOING.</p> | <p><input checked="" type="checkbox"/> JB to advise P&C asap re Safe4Kids to facilitate request/s for financial support to run program.</p> |
| 15 Positive Behaviour Support | <p>15.1 Discussion surrounding increasing amount of information being shared with parents re: school’s PBS on a regular basis so it can be supported from home. Also ways to increase kids’ motivation towards upholding PBS. There will be more information available on updated website and already in New Families welcome pack. CLOSED.</p> | |

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| 16 Dates to Celebrate | <p>16.1 15/10/20: International Day of Rural, Regional and Remote Women</p> <p>16.2 30/10/20: Australian Teacher Appreciation Day. Discussion to be initiated amongst P&C members via Facebook Messenger group.</p> | <p><input checked="" type="checkbox"/> KD to do Facebook post for RRR Women’s Day.</p> <p><input checked="" type="checkbox"/> KD to initiate Member chat re: Teacher Appreciation Day.</p> |
| 17 Meeting Close | <p>17.1 20.27</p> | |