

Meeting Minutes

Meeting	Onslow School P&C	Date Held	14 th September 2020	Venue	Onslow Beach Resort
Attendees	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>), Sophie Telfer, Jeanna Lee, Jackie Barry.				
Apologies	Kirsty Kefford, Michelle Nietrzeba, Renae Coates, Holly Lozyck, Suzanne Wilson, Anneliese McKay, Herlin Peverill, Mark Lee.				
Minutes Taken by	Kelli Dunlop				
Next Meeting Date	Monday 12 th October @ 7.00pm Onslow Beach Resort				

ITEM	MINUTES	ACTIONS
1. Meeting open	1.1. 19.09pm	
2. Review of Previous Minutes	2.1 Accepted by KJ, EB.	<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 August: \$124.00</u> <i>Uniform Sales</i> <u>Incoming September: \$261.00</u> <i>Uniform Sales</i></p> <p>3.2 <u>Outgoing August: \$281.72</u> <i>Carnival catering, Food Fanatics, Bank Fees</i> <u>Outgoing September: \$2094.75</u> <i>Food Fanatics, Uniform stock.</i></p> <p>3.3 Grants: 3.3.1. Reallocation of Shire Grant funds approved, new equipment to be purchased and installed. ONGOING 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>	<ul style="list-style-type: none"> <input type="checkbox"/> KJ to place order for new play equipment and compile receipts to permit acquittal of previous Shire Grant. <input type="checkbox"/> KJ / SB to compile and submit 2020/21 Chevron Grant application. <input type="checkbox"/> EB to start handing over Treasurer duties to OG.

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	<p>3.3.3. KJ has discussed with SH re scope of 2020/21 Chevron Grant. All agreed that at least some of the funds should continue to go towards Healthy Living Initiatives.</p> <p>3.3.4. New Shire grant applications open APPLICATION SUBMITTED</p> <p>3.3.5. BHP grants on hold (COVID) ONGOING (see 4.1)</p> <p>3.3.6. Rio Tinto grants on hold (COVID) NOT APPLICABLE</p>	
4. General Business	<p>4.1 KJ met with JY to discuss school's ongoing needs for equipment for kids, project to commence on completion of Kindy Playground Project, to be led by Onslow School (student councillors + JT + JY), P&C to fundraise and will look into BHP Grants currently available up to \$20K. <u>Applications due November 1st 2020.</u> ONGOING.</p> <p>4.2 Discussions surrounding implementation of Classroom P&C reps. Improve communication between school, P&C and families. Also use to welcome new families to school community. Agreed to by JB. IMPLEMENT 2021.</p>	<ul style="list-style-type: none"> □ JB: to follow up with relevant stakeholders (student councillors, Joel Yates, Julian Tan, Sarah Thomason) to provide P&C with quotes for supply, delivery and installation of equipment to facilitate grant application.
5. School Uniforms	<p>5.1 School uniform shop to run on a pupil free day to facilitate uniform sales. ONGOING.</p> <p>5.2 Discussion surrounding excess stock of large sizes of primary shirts which won't sell and initiatives to move these. Need to distinguish wearers from staff and students. ? printing 'parent' on the back? ?reduced cost ?father's day ?kids free dress / parents uniform day ONGOING.</p> <p>5.3 New order finally received, 3 cartons to unpack. CLOSED.</p>	<ul style="list-style-type: none"> □ KD & OG to run uniform sales 12/10/2020. □ KD Facebook post re: Uniform Shop 12/10/2020 □ KJ to discuss making library bags from oversized school shirts. □ EB to talk to Shire re: making this a school holiday program activity.
6. Kindy Playground	<p>6.1 Men's Shed have repaired splitting timber on new table, however, AlMc reports timber still quite rough. 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</p>	<ul style="list-style-type: none"> □ KJ to f/u re rough timber on kindy bench when Men's Shed Sports Club project complete. □ ML to obtain quote and design proposals from sign writer used by Shire.

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	<p>agreed to submit proposed design to school for approval prior to manufacture and install. ONGOING.</p> <p>6.3 Shade sails still pending submission of a second replacement quote to the insurance company. Hope to have in situ prior to summer. ONGOING.</p> <p>6.4 Long discussion surrounding acquittal of Shire Grant towards completion of Kindy Playground. Grant currently specifies use for mulch and preparation of playground. According to plans, 30m³ mulch still required @\$90/m³. KJ has secured transport of mulch with Onslow Salt, pending space on their truck. Munros quote included work that has now been completed, so new quote required to determine cost of installing mulch and associated works. School say mulch not required and kids happy playing with existing sand.</p> <p>OR do we apply to Shire to amend 2019 grant to allow spending on something other than mulch. APPROVED see 3.3.1.</p> <p>OR do we forego 2019 grant, given cost benefit analysis?</p> <p>CLOSED.</p> <p>6.5</p>	
<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. ONGOING.</p> <p>7.2.2 Staircase to the Moon: school to have cake stall once/month? Also sell wax wraps? ONGOING.</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 Further discussions around additional recycling opportunities: bread tags, aluminium ring pulls. ONGOING.</p>	<ul style="list-style-type: none"> □ SB + OG to take over coordination of this project; to confirm date for manufacturing wax wraps. Volunteers required. □ ML to advise P&C if Shire move to recommence Staircase to the Moon events. □ EB to provide more information to P&C and school to allow better communication re C4C to the school and greater community. □ KD to create C4C infographics to use on Facebook and distribute via UpdatEd.

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<p>8 Healthy Living</p>	<p>8.1 Fresh Fruit Day: fresh, whole fruit supplied fortnightly by Food Fanatics, and sponsored by Chevron. Going really well, 90 pieces/fortnight. ONGOING.</p> <p>8.2 Cookbook: discussion surrounding school cookbook developed by past students at the time school garden was created – reprints available? Another fundraising opportunity?</p> <p>8.3 School Garden: utilisation this year hampered by COVID, no further use entering into summer. CLOSED.</p> <p>8.4 Chevron Healthy Living grant to be ratified by end Aug / Sept. Any remaining monies (~\$2K) will be donated to school and used to cater for events August – December due to many delays encountered as a result of COVID restrictions. CLOSED.</p>	<ul style="list-style-type: none"> <input 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 New booklist and supplier.</p> <p style="padding-left: 20px;">9.1.1 ↑ quality, product warranty</p> <p style="padding-left: 20px;">9.1.2 Free delivery if ordered by a set date</p> <p style="padding-left: 20px;">9.1.3 Costs TBC</p> <p>9.2 Draft budget for 2021 will be finalised in Term 4.</p> <p>9.3 Still operating under Phase 4 Restrictions due to COVID, hoping to reduce to Phase 5 by Term 4.</p>	<ul style="list-style-type: none"> <input type="checkbox"/>
<p>10 Upcoming Events</p>	<p>10.1 Book Week: October 17 - 23. All agreed no P&C morning tea. 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. ONGOING.</p> <p>10.3 October Swimming Carnival: P&C to cater using Chevron grant + Company donations. 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>	<ul style="list-style-type: none"> <input type="checkbox"/> KD to advise TK re next meeting. <input type="checkbox"/> EB / OG to invoice Roebourne and Panna for catering at Primary Tri Carnival. <input type="checkbox"/> JL to coordinate Book Week at school.

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	<p>10.7 <u>Next P&C meeting 7.00pm 12th October 2020, OBR.</u></p> <p>10.8 Primary Tri Carnival: Roebourne and Panna to be invoiced. ONGOING.</p> <p>10.9 Secondary Tri Carnival: 28/08/2020. P&C to supply fruit and juice boxes only. CLOSED.</p> <p>10.10 Year 5/6 Camp: 24 – 28/08/2020. CLOSED.</p> <p>10.11</p>	
11 School Council Updates	<p>11.1 No updates this meeting.</p> <p>11.2 Updates from most recent Council meeting sent through. CLOSED.</p>	
12 Information for New Families	<p>12.1 New Family Information Book has now been updated and is included in enrolment packs for all new families.</p> <p>12.2 Website also undergoing upgrades so will be a one-stop shop for families new to Onslow.</p> <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.</p>	<p><input type="checkbox"/> KD to create Facebook post to encourage families to delete SchoolStar and start using UpdatEd.</p>
13 P&C News	<p>13.1 School no longer using Newsletter, updates instead distributed via UpdatEd app.</p> <p>13.2 School happy for P&C to contribute updates via TK for circulation via UpdatEd.</p>	<p><input 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 – parent to contact school directly. ONGOING.</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/ ONGOING.</p>	<p><input type="checkbox"/> Parent to liaise directly with school.</p> <p><input type="checkbox"/> SB to provide JB and P&C info regarding Safe Kids</p>

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15 Positive Behaviour Support	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.	
16 Meeting Close	16.1 8.13pm	