

Meeting Minutes

Meeting	Onslow School P&C AGM	Date Held	19 th April 2021	Venue	Onslow Beach Resort
Attendees	Sharon Bartram, , Jackie Barry, Olga Goerke, Kelli Dunlop, James Pass (JaP), Glen Mackin, Tara Colum, Sophie Telfer, Mike Clement, Jakinta Pritchard (JP), Katherine Lewis, Erin Sawtell				
Apologies	Kerry James, Suzanne Wilson, Renae Coates				
Minutes Taken by	Kelli Dunlop				
Next Meeting Date	Monday 10 th May @ 7.00pm Onslow Beach Resort				

ITEM	MINUTES	ACTIONS
Meeting open & acknowledgement of Country	19:06 SB	
1. Review of Previous Minutes	1.1 Accepted by GM, OG.	<ul style="list-style-type: none"> <input type="checkbox"/> KD forward copy to Tess Korten to upload to school website. <input type="checkbox"/> KD distribute amongst members.
RECURRING ITEMS		
2. Correspondence	<p>2.1 IN</p> <p><i>WACSSO Handbook.</i></p> <p><i>Noted that we have not heard back from any Onslow businesses in response to C4C Mail out.</i></p> <p>2.2 OUT</p> <p><i>Nil discussed at meeting</i></p> <p><i>GM and KJ did electronic mailout to local businesses for C4C and hot cross bun drive.</i></p>	

Meeting Minutes

<p>3. Financial Matters</p>	<p>3.1 New P&C Executive access to P&C bank account. RESOLUTION: That, as required by Commonwealth Bank Australia, Sharon Bartram, Olga Goerke and Kerry James be added authorities to the Onslow School P&C business account. <i>Motion – Kelli Dunlop. Second – James Pass. ONGOING</i></p> <p>3.2 <u>Correction</u> made to February statement, Total Receipts has been updated.</p> <p>3.3 <u>Reconciliation</u> \$500 petty cash had not previously been itemized on monthly statements. Discussion surrounding same. \$200 of this has now been deposited into P&C CBA account, remaining \$300 cash to remain as petty cash and to be reconciled each month on the monthly statement. RESOLUTION: Monthly Financial Statements will reflect the Treasurer’s reconciliation of \$500 petty cash - \$200 deposited into CBA account, \$300 retained as cash float. <i>Motion – Sharon Bartram. Second – Kelli Dunlop.</i></p> <p>3.4 <u>Incoming</u> <i>Mar \$1669.60 = Uniform Sales, Containers 4 Change (C4C), Hot x Buns</i> <i>Apr 1-15 \$563.10 = Voluntary Contributions, Petty Cash, C4C, uniforms, Chevron Christmas raffle, membership</i></p> <p>3.5 <u>Outgoing</u> <i>Mar \$3068.06 = Uniform stock, Food Fanatics, Pilbara Bakehouse, Teaching Aids, Bank Fees, Fridge Door replacement, Ride 2 School Breakfast, Shirt-Spray.</i> <i>Apr 1-15 \$59.37 = Harmony Day Hairspray, Bank Fees.</i></p>	<ul style="list-style-type: none"> □ SB, OG + KJ to finalise addition to CBA P&C bank account + removal of KJe & previous signatories. □ OG to add petty cash item to monthly statement.
<p>4. President’s Update</p>	<p>4.1 Represented Onslow School P&C at WACHS 19.2 expenditure advisory group 24/3/21</p> <p>4.2 Represented Onslow School P&C at Wheatstone community group funding meeting 25/3/21</p>	
<p>5. Vice President / WACSSO Update</p>	<p>5.1 No updates to report at this meeting.</p>	
<p>6. Principal’s Update</p>	<p>6.1 Parent Class Rep (Item 14 in March minutes) First intro meeting held today, well-received and well-attended. Reps to liaise directly with Classroom Teacher to progress. Plan is that eventually, School Council will coordinate this function.</p> <p>6.2 Upper Primary Playground Upgrade School will take over grant application and this project. Going forward, JB indicated that school will approach P&C if their help is required to obtain funds for community groups.</p>	

Meeting Minutes

	<p>6.3 Staffing updates Joel Yates is back in a part-time capacity, job-sharing with Jen Conwell; funding has been granted to appoint an Art Specialist – recruitment in progress. With that in mind, Toilet Transformation project on hold – new Specialist to facilitate toilet artwork as existing posters not suitable for Onslow School population.</p> <p>6.4 School Lunches No success with recruiting Store to provide, school queried whether P&C would / could provide a lunch ordering service on a Volunteer basis from the canteen. KL suggested a few trial runs before committing to anything regular or permanent. ES advised canteen not currently certified. SB suggested inviting EOI from local catering businesses (Resort, Pub, ESS, Discovery Park), JB to follow up.</p> <p>6.5 School Assessment Tool Process ongoing, aiming for surveys to be distributed in the second half or T2..</p> <p>6.6 Online Permissions Process ongoing, Part 2 will be sent home later will be the notes regarding Third Party Services. e.g SeeSaw, Google Apps for Education, ClassDojo. SB noted that there was no option for parents to expressly decline consent on the form. JB noted it was a Dept of Ed form and this had been fed back to them. Onslow School has determined that where forms have not been returned, consent has been withheld.</p> <p>6.7 Telethon Speech & Hearing Delay in receiving report as only one operator conducting assessments and compiling results. Results will soon be distributed to families and the school is looking to employ a staff member to oversee small group and individual interventions that will be administered by Telethon Speech & Hearing via Microsoft Teams.</p> <p>6.8 Three Year Old Kindy Process ongoing, also involves schools in Tom Price & Hedland. Finalising details this Thursday, hope to have information out to the Community next week.</p>	
<p>7. School Council Update</p>	<p>7.1 SW advised next meeting is May 3rd 2021, further updates then.</p>	
<p>8. Executive Committee Update</p>	<p>8.1 Executive Committee have not met since last meeting. 8.2 Agreement reached among Exec to approve replacement of glass door on canteen fridge.</p>	

Meeting Minutes

ONGOING BUSINESS

<p>9. Upcoming Events</p>	<p>9.1 Review of Term One events: Ride2School breakfast, Harmony Day, Hot X Bun fundraiser, Swimming Carnival. SB asked for feedback; JB suggested sweeter yoghurt for 2022 breakfast due to wastage. SB thanked KL for organising ESS, volunteers for preparing and serving food, and KJ and OG for managing the Hot X Bun drive.</p> <p>TERM TWO</p> <p>9.2 Go Blue for Autism 23/4: School will hold a free dress day Friday 23/4 to raise awareness for Autism. OG suggested that classroom teacher should approach effected families prior to ensure family / child/ren are ok to participate. OG write an article for Onslow Pipeline + School Newsletter.</p> <p>9.3 Walk to School Safely and Do it for Dolly / Celebrate Kindness Day 14/5/21: JB to advise if school will recognise.</p> <p>9.4 Sorry Day Assembly 26/05/21</p> <p>9.5 NAIDOC – as it's during the holidays we will look to celebrate it the week before (W/C 28/6/21) with our usual schedule of activities i.e, Assembly, Cook up, Art Comp. ONGOING</p> <p>TERM THREE</p> <p>9.6 World Disorders of the Corpus Callosum Day 2/7 – JB following up with Simone as she organised this last year. ONGOING</p> <p>9.7 26/7 – WA P&C Day. P&C offered to provide BBQ lunch on school grounds or Community Garden. Would the lunch be for parents only or for all? If only for parents then the school garden would be a great spot for this to occur. JB supportive, ONGOING</p> <p>9.8 School Athletics Carnival 6/8. Please liaise with Mr Julian Tan. ONGOING</p> <p>9.9 21-27/8 – Book Week / Book fair: Is the P&C hosting a book fair this week as well? We will hold our Book Character parade during that week as well. A day yet to be confirmed. My Literacy Committee will do some additional planning for this week. ONGOING</p>	<ul style="list-style-type: none"> <input type="checkbox"/> KD to do thank you post for ESS for swimming carnival <input type="checkbox"/> catering. <input type="checkbox"/> OG to write article on autism for Onslow Pipeline + School Newsletter
<p>10. Projects</p>	<p>10.1 Kindy Playground</p> <p>10.1.1 <i>JB advised still waiting for Munros to install. GM suggested erecting sign temporarily to close this item off, all agreed! KP to acknowledge sponsors in Facebook post and Pipeline article when done. CLOSED</i></p> <p>10.1.2 <i>ES advised that all grant funds have been acquitted. CLOSED</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> GM / KD to arrange photographs of Kindy Signage in situ. <input type="checkbox"/> KD to schedule Facebook post and contribute Pipeline article.

Meeting Minutes

	<p>10.1.3 <i>In discussions, Laura Chappell has advised that the mud kitchen requires minor repairs. JB confirmed that the area falls under school's maintenance program. Also suggested that bench seats and table would be more usable with shade. Discussions of additional shade sails vs heavy duty umbrella, JB to explore options. ONGOING</i></p> <p>10.2 Upper School Play Equipment: <i>see 6.2. CLOSED</i></p> <p>10.3 Toilet Transformation Project: <i>see 6.3. ON HOLD</i></p> <p>10.4 Healthy Living</p> <p>10.4.1 Food Fanatics: <i>term payment made by OG. ONGOING</i></p> <p>10.4.2 Drum Beats: <i>awaiting update from JB regarding additional teacher training to facilitate Drum Beat program delivery when RC unavailable to deliver. P&C eager for program to continue given investment in new drums in 2020. ONGOING</i></p> <p>10.4.3 Smiling Mind: <i>JPr presented findings of research. It would require whole-school engagement and involvement and requires 2 staff to be sent to Perth for training. No provision of at-home program for families, which was P&C's intent. JB grateful for input, however school already have curriculum in place for mental health and well-being. CLOSED</i></p> <p>10.5 Child Safety / Protective Behaviours Education</p> <p>10.5.1 <i>SB is engaging S4K and SW to ensure engagement with local community organisations for a whole-community approach and potential cost-sharing arrangement, before applying for funds. ONGOING</i></p> <p>10.5.2 <i>Scheduled for week 10 of term 3.</i></p> <p>10.6 JB requested assistance from P&C in organising a busy bee to sand and re-finish timber benches around the school, ALL happy to oblige. Date set for 8.30am Saturday 01/05/21. KD to schedule Facebook post. ONGOING</p>	<ul style="list-style-type: none"> □ SB to send sign photo to individual sponsors with thanks (<i>and certificate?</i>), to close the project. □ JB to follow up on maintenance required in Kindy playground and shade for table. □ JB to update re Drum Beats. □ SB ongoing liaison b/w S4K, Mr Tan and other community organisations. □ KD to schedule Facebook post to recruit volunteers for busy bee 1/5.
<p>11. Grants</p>	<p>11.1 Fourteen (14) grants available to P&C currently, as sourced from Shite and WACSSO (NW).</p> <p>11.2 List too exhaustive to remain on Agenda/Minutes, so, SB to create a Grants Register on the One Drive for future reference.</p>	<ul style="list-style-type: none"> □ SB to create a Grants Register.

Meeting Minutes

<p>12. Fundraising</p>	<p>12.1 Containers 4 Change 12.1.1 No response as yet to business mail out. GM to follow up MailChimp account. 12.1.2 Signage required for recycling shed on Clarke place. GM proposing 2 signs, 1.5 x 1.5m for the two shorter walls of the shed + 1 smaller sign for the door. GM to investigate further. 12.1.3 KL noted September's shutdown at Wheatstone will see changeover of batteries ++. ? recycle through KHB?</p> <p>12.2 Subcommittee Report on proposed fundraising activities: 12.2.1 Picture Plates https://www.pictureproducts.com.au/ 25cm melamine, Australian made, 6-9 week turnaround, No postage fees, \$22 per plate, we add \$6 mark up – 30% profit, requested sample packs to be sent. All agreed would make a great momento, plan for a project later in the year. 12.2.2 Onslow Rodeo Sausage sizzle/food stall, Tess has offered the entire kitchen for the day (11-2pm & 5-8.30pm), Also pizza and ice cream van, Big volunteer commitment, Sponsors for food? Further discussion following meeting deemed this too big a project for school P&C. CLOSED. 12.2.3 Shire Movie Nights Movie nights in July, September & November, Community groups to cater. Shire provide food, community group to organise and cater. ALL agreed great idea, subcommittee to get more details and propose a date. ONGOING. 12.2.4 Colour Run https://holicolourpowder.com.au/ Certified, non-toxic powder that is safe, biodegradable and environmentally friendly. Just cornstarch & colours. \$110 for 10.5kg pack assorted colours. Recommended around 200g per participant. Australian Fundraising offer a full Colour Run kit but perhaps best to run ourselves. ALL agreed great idea, keep simple and don't offer prizes. Aim for early term three. Activity subcommittee to get more details and propose a date. ONGOING 12.2.5 Tea towels/bags https://www.expressions.com.au/ 50x70cm, premium quality 100% cotton tea towel, 100% premium cotton drill bags are 40x45cm with a generous 10cm gusset.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> KL to draft Pipeline article. <input type="checkbox"/> KL to update re Wheatstone battery recycling. <input type="checkbox"/> GM to check MailChimp Account. <input type="checkbox"/> GM to progress sign quotes for approval. <input type="checkbox"/> GM to investigate Clean Up Aus Day grant to cover cost of above signage. <input type="checkbox"/> KD thank you post on Facebook. <input type="checkbox"/> SB/KJ to ask NW Recycling if a reference can be added with deposits to the P&C Scheme ID so donors can be recognised. <p>Activity Subcommittee (JPr, TC, ST) to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm Movie Night with Shire, report back to P&C with date/s. <input type="checkbox"/> Progress with Colour Run planning, liaise with school re suitable date/s early term 3. <input type="checkbox"/> Proceed with Tea Towel fundraiser.
-------------------------------	---	--

Meeting Minutes

	<p>200 tea towels = \$8 each, we sell for \$15 = \$7 profit (one colour only), • 200 bags = \$13 each, we sell for \$20 = \$7 profit (one colour only) Kit provided, each kid does a drawing, sent back & all compiled for us. Once approved, design will be printed and shipped within 1-2 weeks (allow more time in term 4 or for remote). ALL agreed great idea, subcommittee to progress with this project. ST to contact Visitor Centre about monthly market. ONGOING</p> <p style="text-align: center;">12.2.6 Cookie Dough</p> <p>https://www.cookiebarrelfundraising.com.au/ WA Company do not ship to Pilbara, \$4.00 profit per tub sold- estimated 500 tubs to be sold with a \$2000 profit. Freight quotes being obtained, need to consider impact on profit margin, Considered for Term 4 ready for Christmas ALL agreed great idea, to revisit closer to Term 4. ONGOING</p>	<ul style="list-style-type: none"> □ Provide sample melamine plate at next meeting.
<p>13. School Uniforms</p>	<p>13.1 “Proud Parent” unfortunately not ready in time for swimming carnival due to multiple logistics issues. ONGOING</p> <p>13.2 Alternate payment options for P&C.</p> <p style="padding-left: 20px;">13.2.1 SQUARE not available to associations such as P&C. CLOSED</p> <p style="padding-left: 20px;">13.2.2 CBA can supply an EFTPOS machine, but incurs a 1.8% fee per transaction + \$24.50/month after the first 12 months. CLOSED</p> <p style="padding-left: 20px;">13.2.3 QKR, a Mastercard service specifically for P&Cs and canteens (as used by LGPS) OG to investigate further and report back at next P&C. CLOSED</p> <p style="padding-left: 20px;">13.2.4 Tyro: no ongoing fees, available to associations, can be used with existing CBA account (1 day lead time for funds to reach account from Tyro), recommended by WACSSO, supply wifi device + printer + paper for 2400 receipts (after that, receipt paper = \$35/roll).</p> <p style="padding-left: 20px; color: #A52A2A;">RESOLUTION: Olga to progress with Tyro as an electronic payment option for Onslow School P&C. Motion – Kelli Dunlop. Second – Jakinta Pritchard.</p> <p>13.3 Date for midyear Uniform Shop, to coincide with School NAIDOC celebrations, week 11, 28/6/21. ONGOING</p>	<ul style="list-style-type: none"> □ EXEC P&C plan for NAIDOC week cook up uniform pop-up shop at school (noting current Covid requirements) late June / last week of Term 2. □ JB to confirm date for school photos in Update- Ed is correct. □ KD to schedule Facebook post to promote school uniform sales before school photos.
<p>14. P&C Class Reps</p>	<p>14.1 See 6.1</p>	
<p>15. School Lunches</p>	<p>15.1 See 6.4</p>	

Meeting Minutes

16. Hot x Bun Drive	16.1 Great success, big thanks to KJ for organising and OG for assisting. CLOSED.	
17. School Banking	17.1 JB confirmed at-school banking had not been done at school in last 10 years; happy for P&C to investigate further. 17.2 JPr to investigate further and report back at next meeting.	<input type="checkbox"/> JPr to investigate further and update next month
NEW ITEMS		
18. Association Incorporated	18.1 SB confirmed that certification of P&C's Association Incorporated from 1986 has been located.	<input type="checkbox"/>
19. Busy Bee	19.1 JB requested P&C assistance in recruiting helpers to sand and varnish weathered timber bench seats around school. 19.2 Agreed date Saturday 01/05/2021 at 8.30, KD to create Facebook post/s.	<input type="checkbox"/> KD to create Facebook post for Busy Bee.
Meeting Close	20:44 SB	