

Meeting Minutes

Meeting	Onslow School P&C	Date Held	19 th July 2021	Venue	Onslow Beach Resort
Attendees	Kerry James (KJ), Jackie Barry, Kelli Dunlop (KD), James Pass (JaP), Tara Colum, Mike Clement, Jakinta Pritchard (JP), Glen Mackin(GM), Katherine Lewis (KL)				
Apologies	Suzanne Wilson, Sophie Telfer, Sharon Bartram, Renae Coates, Olga Goerke, Matt Bishop, Kirsty Kefford				
Minutes Taken by	Katherine Lewis				
Next Meeting Date	Monday 9 th August @ 7.00pm Onslow Beach Resort				

ITEM	MINUTES	ACTIONS
Meeting open & acknowledgement of Country	19:05 KJ	
1. Confirmation of Previous Minutes	<p>1. Resolution: To accept the Minutes of 14/6/21 meeting as a true and accurate record of proceedings. Motion: KJ Seconded: JaP</p>	<ul style="list-style-type: none"> <input type="checkbox"/> KL forward copy to Tess Korten to upload to school website. <input type="checkbox"/> KL distribute amongst members.
RECURRING ITEMS		
2. Financial Matters	<p>2.1 Income <i>June receipts: \$1535.90 (uniform sales, containers 4 change, canteen day, t-shirts ffor colour run)</i></p> <p>2.2 Expenditure <i>June Payments: \$2788.37 (fruit, bank fees, upper playground equipment, returned Gumala overpament)</i></p> <p>2.3 Insurance – canteen assets, uniform stock</p>	<p>2.3 OG & GM review inventory and revise motion for 9/8/21</p> <p>2.4 OG action orders and payments</p> <p>3.6 OG + KJ to continue progressing addition to CBA P&C bank account</p>

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	<p>Proposed Motion: That the P&C uniform insurance with Grange Insurance, at cost of \$270 to cover \$18237 value uniform stock, motion not carried forward. Group to reassess the value of stock covered based on only the long term stock levels we plan to hold rather than total stock we currently hold.</p> <p>2.4 Payment of Term 3 food fanatics invoice</p> <p>Motion to authorise fruit from FF for Term 3 (4 boxes \$90 each plus 1 box \$50 reduced towards end of term, including delivery this Wednesday) Total: \$410 Motion JaP, Seconded GM</p> <p>2.5 CVX Healthy living Grant update</p> <p>\$5000 received</p> <ul style="list-style-type: none"> - 2048.33 already spent - 305.67 general store invoice due - 100.00 FF fruit for P&C Dy <p>2.6 CommBiz authorization, still in progress</p> <p>2.7 Tyro (payment system) approved and delivered</p>	
<p>3. President's Update</p>	<p>No Update this month</p>	
<p>4. Vice President / WACSSO Update</p>	<p>4.1. P&C Day WA is on Friday 23rd July</p> <p>We want to hear what your school community has planned for P&C Day WA? So if you've got something special planned, let us know by emailing communications@wacssso.wa.edu.au, and don't forget to use the hashtag #pandcdaywa!heaps of resources to help you celebrate P&C Day WA, visit: https://www.wacssso.wa.edu.au/events/pc-day-wa-2021/</p> <ul style="list-style-type: none"> • Spreading the word! WACSSO has posters, social media resources, craft projects, event decorations and more to help school communities celebrate their P&C. 	<ul style="list-style-type: none"> □ KJ to collate artwork from Onslow Primary for display at WACSSO conference

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	<p>Plan a P&C Day event for your school community. In previous years we've seen morning teas, P&C Day acknowledgements at school assemblies, fundraising and community events and more.</p> <ul style="list-style-type: none"> • Share your appreciation for the school P&C on social media, don't forget to use the hashtag #PANDCDAYWA. <p>4.2. Annual Conference registrations close this Friday – many informative things planned for conference including 100 year celebrations.</p> <p>4.3. Submit student artwork from your school at the WACSSO Annual Conference to WIN! Display student artwork from your P&C's school at Conference and go in the running to win an awesome prize from one of our Conference sponsors.</p> <p>4.4. 🌟 P&C Good News Story 🌟 OR P&C piece of history?</p>	
<p>5. Principal's Update</p>	<p>5.1 Staff Full contingent on deck for Term 3, some still on temporary contracts as the positions aren't available for permanent placements.</p> <p>5.2 Playground update All equipment ordered but expecting a 3 month delivery time.</p> <p>5.3 School Lunches Expressions of Interest distributed to Onslow Businesses, but still no interest received In providing lunches to school kids. ONGOING.</p> <p>5.4 Airconditioning update Aircon units installed in the intervention rooms, several other maintenance activities around the campus completed.</p> <p>5.5 Water Filling station No update on quote for installation</p>	<p>5.5 JB forward quotes when available for P&C to consider funding sources</p>
<p>6. School Council Update</p>	<p>6.1 More to follow at next meeting, noted no Term 2 update received.</p>	<p>SW provide update</p>

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7. Executive Committee Update	7.1 Special Executive Meeting 22/6/21 - Resolution: That the P&C provide \$43 of fruit to the Year 5/6 Camp in Week 11. Motion OG, 2 nd SB	
ONGOING BUSINESS		
8. Upcoming Events	<p>8.1 Canteen Day Wrap Up Event was a great success with 107 sandwiches ordered. Time required was approximately 1 hr prep and 1 hr execution on the day. There is extra ham, cheese and bread in the freezer.</p> <p>8.2 Term 3 events</p> <p>8.2.1 P&C Day Lunch & Colour Run (23/7/21) Food ordered via the general store, pick up Friday morning, also need to collect fruit from food fanatics. 12:45 first service, volunteers on site 11am. Emergency services will arrive at 12:30.</p> <p>Colour Run being planned by Mr Tan. T-shirts ordered per requests, distribution to take place Thursday morning at School. Colour not yet received but being tracked by Jakinta.</p> <p>Proposed motion: Remiburse t-shirt costs of \$151 to JP (KD), seconded (JP)</p> <p>8.2.2 Athletics carnival & BBQ Lunch (6/8/21) Proposed motion: The P&C provide drinks, fruit, icy-pole and service staff at the Athletics carnival on 6/8/21. Need to order the icy-poles. ESS to provide and cook lunch. (KJ), seconded (KD)</p> <p>8.2.3 Book week & Scholastic Book fair (23-27/8/21) Proposed motion: Book week format, before and after school 1 hour (longer hours on book week parade morning 23/8). Kerry & Renae will set up the display. Will send a request to class reps for volunteers in addition JP is available mornings and JaP afternoons. (KJ) seconded (JaP)</p> <p>8.2.4 Canteen day</p>	<p>8.2.1 JP, OG arrange documentation for reimbursement</p> <p>8.2.2 KL liaise with ESS; OG order fruit; SB check / purchase stock; P&C members to volunteer 6/8/21</p> <p>8.2.3: KJ Email class reps for book week support; promote event through school and FB</p> <p>8.2.4 Planning for next canteen day to kick off KJ.</p> <p>8.2.5 Fundraising plates to be handed out at school TC; promotion by TC, KJ</p>

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	<p>Proposed Motion: Supply pies from Pilbara bake house 15th September to combine with Room 1 assembly and cake stall. Also proposed option for take home boxes of pies / bread if possible from Pilbara bakehouse. (KJ) seconded (GM)</p> <p>8.2.5 Memorabilia Plate packs are ready for distribution and will be available this Thursday 22nd (<i>amended post meeting to Friday 23rd</i>) and Monday 26th July for Kindy kids. Payment is online and designs can be returned to the school.</p> <p>Tea-towels will be deferred to Term 4</p>	
<p>9. Projects / Purchases</p>	<p>9.1 Kindy Playground Shade <i>Waiting on quotes to be received.</i></p> <p>9.2 Upper school play equipment and shade <i>Olga working to complete the receipt / acquittal of grants</i></p> <p>9.3 SJA Defibrillator SJA Defibrillator / grant \$275 expenditure approved 10/5/21. Missed cut off date for grant, will apply next round as paperwork prepared.</p> <p>9.4 Containers for Change signage Sunny sign proofs / order / payment approved 14/6/21</p>	<p>9.1-9.2 JB to source quotes from Munro's for supply and installation of shade sails to cover wooden picnic set (kindy) and new upper school equipment.</p> <p>9.3 KD to add paperwork to the one drive</p> <p>9.4 Committee to confirm school approval; OG action payment</p>
<p>10. Fundraising / Programs</p>	<p>10.1 Wheatstone healthy living grant</p> <p>10.1.1 Outstanding payments: FF T3, Ath Carnival, P&C Day lunch, balance will move to safe 4 kids program.</p> <p>10.1.2 Acquit and reapply in August</p> <p>10.2 Child Safety / Protective behaviours education – Safe4Kids</p>	<p>10.2 Onslow school to provide update on timing for safe behaviours workshops. SB liaise with Safe4Kids</p> <p>10.4.2 SB liaise with NW Recycling</p>

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	<p>Week 10 Term 3 (beginning 20/9), Funded by SoA, Wheatstone Community Spirit grant, P&C general funds balance (approved 14/6/21). Accommodation booked awaiting timetable to be confirmed to update school / Mr Tan.</p> <p>10.3 School banking</p> <p>All approvals for school banking are complete by school & P&C. Forecast for commencement is end of Term 3. Propose commencement of school banking (JP), seconded (GM)</p> <p>10.4 Sustainability / Recycling</p> <p>10.4.1 Article submitted for July pipeline</p> <p>10.4.2 Next Onslow clean up is 19/9, need to have green bags available.</p>	
<p>11. Uniforms / Merchandise</p>	<p>11.1 Uniform stock <i>Stocktake complete, add reconciliation to next meeting.</i></p> <p>11.2 Sell off of shorts <i>Agreed to start selling off shorts, approved in previous meeting 14/6.</i></p>	<p>□ (See 3.3)</p> <p>11.2 OG and KJ to coordinate and promote</p>
<p>12. School Lunches</p>	<p>12.1 Ongoing Lack of Provider <i>No new interest</i></p>	<p>Committee to explore opportunities as agreed with JB</p>
<p>13. New business</p>	<p>13.1 Social Media Tara will take on the social media role for the P&C. Thank you Tara.</p> <p>13.2 Discovery park engagement Proposed Motion: Discovery park have contacted the P&C offering to provide funds from BBQ events and C4C to P&C. (KJ) Seconded (KL)</p> <p>13.3 Planter boxes fundraiser</p>	<ul style="list-style-type: none"> ▫ KD to source containers for donations at the BBQ events ▫ JB to investigate alignment with design and technology curriculum. ▫ MC to investigate the availability of crates.

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	<p>JP proposed utilising some of the packing crates used by Chevron and upcycling to create planter boxes to align with the sustainability focus. JB will investigate alignment with design and technology curriculum. Mike Clement to review availability of crates.</p> <p>13.4 Rodeo sponsorship Proposed Motion: provide sponsorship for the 2021 Onslow Junior Rodeo up to the value of \$200. (JP), seconded (MC), subject to WACSSO approval. <i>Post meeting note, all Junior rodeo prizes were sold as a package and no Junior events remain available for sponsorship.</i></p> <p>13.5 P&C Sponsorship of School Awards Proposed sponsoring end of year awards for the school. Jackie to provide a list of suitable awards.</p>	<ul style="list-style-type: none"> ▫ JB to provide a list of suitable awards for the P&C to sponsor.
<p>14. Next Meeting</p>	<p>9th August 2021, 7.00pm Onslow Beach Resort</p>	
<p>Meeting Close</p>	<p>20:20 KJ</p>	