



Ardross Primary School P&C Association

Meeting Minutes

General Meeting held on Monday 8th April 2019 at 7.15pm in the Staff Room

1. Welcome

In attendance: Charlotte Oliver, Alice Brennan, Eve Tweedie, Rachel Crawshaw, Anna Belton, Cindy Webster, Zoe Atkinson, Amanda Kayser, Alex Smith, Kim Khoo, Marnie Langford, Justine Penno, Robert Marshall

Apologies: Sue Mikkelsen, Kelly Siebel, Claire Greenwell and Sarah Brown

2. Confirmation of minutes of previous meeting

Resolution: That the minutes of the meeting of Ardross Primary School P&C Association held on Mon 11th March 2019 at 7.15pm be taken as read and confirmed as a true and accurate record. Amendment made to reflect Tony Mirabella's attendance. Carried.

3. Correspondence

3.1. In: None

3.2. Out: Charlotte Oliver has sent 90-100 request letters to local businesses for sponsorship in support of the upcoming School Quiz Night. Responses will hopefully be received by late May

4. Roles & Responsibilities of the P&C

- Charlotte Oliver explained the structure of the P&C and its sub-committees - these are all covered by our insurance.
- The main object of the P&C has to be creating a positive and caring relationship between parents, teachers, students and members of the general community.
- As Principal, Sue Mikkelsen is an *ex officio* member – she is a paid-up member and the same rights and responsibilities apply to her as any other Executive member.

5. Goal Setting for 2019

- Charlotte Oliver is keen to communicate fundraising financial goals and potential purchases to the school community. By increasing visibility, we should find we increase the buy-in factor from those we look to for assistance with raising funds.
- In order to increase our base of P&C paid-up members and general attendance to the meetings, Charlotte Oliver, Alice Brennan and Rachel Crawshaw will try to generate extra interest and support amongst parents in Kindy.
- Current long term goal is the closing-in of the undercover area. Quote from May 2018 was \$93,500. Eve Tweedie suggested a more conservative approach in terms of available funds for this project at April 2019, which will be reflected on revised chart. Once current P&C financial commitments for 2019 are fulfilled, we can top up the remainder with funds still available at the end of the year.



- Alex Smith suggested a shorter-term goal could be the upgrade of our internet and school computers. Robert Marshall offered that a phased approach to increase our internet connectivity and tech capability could provide some shorter-term achievable goals for the P&C to target. By leasing desktop pc's on a 3 year plan any running and repair costs would be eliminated. Additionally, gradual installation of touchscreen whiteboards is in place but assistance for funding with this would be a very worthwhile project. Robert will liaise with Tony Mirabella and Glen Hill and compile a report on IT Maintenance and Support and report back to the P&C at the May general meeting

6. Treasurer's Report

- To follow

7. Other Reports

7.1. President

- Charlotte Oliver thanked Nikki Stone for her work and commitment with the project of the Leavers' shirts.
- The new P&C Facebook page has now generated more than 100 followers. Please encourage fellow parents to like and following the administration change, the share facility on all posts will now be made available.
- Alice Brennan commented on the positive feedback from the school community in general regarding the various communication channels.

7.2. Principal – conducted by Robert Marshall

- Sue Mikkelsen is on long service leave and returns to Ardrross P.S on Wed 8th May. Sue has been invited to attend another school as part of the Review Board on the 7th May 2019.
- Robert Marshall wished to extend his thanks to the parents who attended, supported and assisted at the Faction Swimming Carnival
- A NAPLAN Information Meeting for parents of children in years 3 and 5 to attend will be held at school on Wed 1st May at 6.30pm.
- Robert Marshall will send Charlotte Oliver an electronic copy of the new school logo for updating P&C information.
- 3 people have already responded to the request through Connect for Sustainability Volunteers. The P&C will assist by adding this as another option for the Volunteer Pool Groups via class parent reps in 2020 once the volunteer support routine has been established.

7.3. Uniform Shop

- Kim Khoo has placed this year's winter uniform order; with the minimum order requirement of 30 items reached.
- The new logo on polo shirts and jackets is due to be approved by Sue Mikkelsen on Wed 8th May upon her return to school.
- Alice Brennan suggested that perhaps other companies should be approached to see if there are any better quality clothing items on the market that we should be considering. She and Anna Belton will assist Kim Khoo with research and quotes. Alex Smith will liaise between the School



Board and P&C to confirm involvement required from the school board on any approval required from the school board for changes to uniform.

- Kim Khoo will do a stocktake of her current 'Stickybeak' re-useable lunch order bags and let Charlotte Oliver know cost price, colours; for action in a sustainability initiative through Mrs Schaper for Sensations lunch orders.

7.4 Environment & Sustainability

- Zoe Atkinson has started communication with the Council in an effort to raise support for the installation of a bike shelter.
- Sadly we didn't get approval for the Robin Hood grant but we should continue to come up with ideas for projects that hold a broader community value to increase our chance of being successful.
- P&C will fund \$32 for 1kg of beeswax to assist Fiona Schaper in the production of beeswax wraps. Vote was cast and all voted in favour.

8. General Business

8.1. Bakers Delight for Easter, Fundraiser

159 bags have been sold and will be distributed on Thursday 11th April. Justine Penno suggested that the pdf be available online in future just in case the paper copy doesn't make it home. Robert Marshall can facilitate this through the Library Setting within Connect.

8.2. Mothers Day Stall

- Alice Brennan suggested we endeavour to provide more sustainable option. In the future, Bruce Ivers can feature the sale of plants into his planning. Funds that are raised through the sale of plants can be fed back into the nursery for future production.
- Stall will be held on Friday 10th May. Kindy A children are welcome to attend, should they wish as it's not a school day for them. Charlotte Oliver, Cindy Webster, Anna Belton and Rachel Crawshaw will all assist with manning the stall. Anna Belton will approach class parent reps to request additional parent help on the day. Charlotte Oliver will draw up a roster in due course.

9. AOB

9.1 Cindy Webster – Woolworths 'Earn and Learn' and Road Safety Update

- Cindy Webster will take charge of this program by setting up a couple of deposit points in local stores after the start date of May 1st. Robert Marshall is very happy for Environmental Counsellors to be tasked with assisting filling in the forms.
- Additional Earn & Learn collection box to be requested for Woolworths Bull Creek. Cindy will organise through store manager Paul at Woolworths Garden City. Eve Tweedie will ensure collection of the stickers regularly.
- Geoff Cooper, Sue Mikkelsen and Cindy Webster are due to meet with the council in May. The announcement of a pedestrian crossing at Collier St/Canning Hwy is a recent development.



9.2 School Disco – Friday 24th May

- Subject to Sue Mikkelsen's approval, Anna Belton will contact TAFE to try and secure student DJ(s) to provide music for the event. A suggested sum of \$5 per child could include entry fee, sausage sizzle and bag of sweets.

9.3 Fathering Project

- The evening was well attended and a great success.

9.4 Additions to the Woolworths Year Lookahead request sheet

- Catering for the proposed disco to be considered.

10. Next Meeting: Monday 13th May 2019 at 7.15pm

11. Close: Meeting closed at 8.45pm