

Scarborough Primary P&C Association
Meeting Minutes: Friday 31 March 2017, 8:00am
Chaired by Melinda Mounsey (President)

1. **Present** – Sara O’Donnell (SO), Jane Ryan (JR), Erica Salt (ES), Felicity Walker (FW), Sue Sarich (SS), Jackie Jackson (JJ), Melinda Mounsey (MM), Bruce Harvey (BH)
Apologies – Trish Lee (TL), Hamish Johnson (HJ), Hayley Hamilton (HH), Trish Springer (TS)

2. **Confirmation of Previous Minutes** – Yes – confirmed JR, SS.

3. **Business Arising** –

- Notice Board (JJ/JR/MM)
MM – Going to add a “Thankyou” to our School Community for their efforts last year and continuing efforts going forward; Info Re: Plan for 2017 and what we achieved in 2016;
JR – Wants to add “Purpose of the PC” – might entice extra people to come;
JJ – Canteen Survey results and Canteen going forward;
- Canteen – Survey, Canteen Association (Canteen Committee)
JJ – to cover in the Canteen Report.
- Fundraising – Mother’s Day, Ent Book (JJ)
JJ – will discuss in Fundraising Report later.
- WACSSO notification of Office Bearers (JJ)
JJ – completed.
- WACSSO training (MM)
MM – there is training at a Local School in April. Can book in for those who wish to attend; Also looked into us Hosting training and we can do this if we get enough interest. Will leave for now.
- Community Group (MM)
MM – would like to look into running a Community Group/Parent’s Group for parents to get together without it being a P&C meeting, and also allow parents to network. Could be held in the Library on a day that students don’t use it.

4. **Correspondence** –

JJ – Canteen Associate has sent some documents – a magazine, our certificate of registration and some general information for running a canteen. Will keep this documentation with other Canteen documents.

5. **Reports**

- **Treasurer (JR)**

P&C has just given the School \$15,000 towards the cost of the notebooks (as agreed at previous meeting).

The Sausage Sizzle for the Election raised about \$950.00

The School pays for Mathletics in advance (for 3 years) and we will reimburse on an annual basis.

Need approval to pay \$2,000 for 2017. Voted Yes: JJ, FW, SS

Action Item: JR – cheque to School \$2,000 for Mathletics

We are currently paying a \$10 monthly fee on the Market Account that was set up last year for the Twilight Markets. As we no longer need this account,

and it costs us, suggest closing it down and moving balance (minimal) back to the General Account.

Need approval to close this account. Voted YES: JJ, SO, SS

Action Item: JR – arrange closure of Market Bank Account

The General Account is now looking a bit low (after Mathletics and Notebooks). Suggest moving \$2,000 from the Uniform Account to the General Account.

Need approval to move funds from Uniform to General. Voted YES: JJ, SO, SS

Action Item: JR – transfer funds from Uniform to General account

- **Fundraising (JJ)**

Refer written report (final page).

After looking into Mother's Day stalls, there is no consignment options for WA (only found ones for VIC). Have decided to not hold a stall this year as don't want to purchase stock that cannot be returned.

Entertainment Books will be coming out in Early June. Cost has gone up to \$70 per book/membership, but the School will get \$14.

Action Item: MM – Will look further into a movie night option for Term 3
SS - Market/Food Truck Event – Term 4

We will need to get a team together to start looking into this as soon as Term 2 comes back, as it will require a fair amount of planning (and approvals).

ES – may be able to source the Scouts Blow-up Kids Activity Centre. Will look into it further and provide back more information.

JJ – Utilise the School Reps for this Fundraiser. They could work together to be in charge of an activity or station on the night/day.

ES – Would the Art Space be involved? Also has a friend who does the Book Swap – place for kids to read, sit, families to do something together.

SS – Face Painting for the kids. Is happy to help coordinate the event.

Action Item: Need to start a "Team" for this in Term 2 (next Meeting)

- **Uniform Shop (SS)**

Advised that TS is shadowing SS this year in order for hand over in 2018 as this is SS's last year at SPS. TS has been doing a great job and SS is confident that she'll be great.

Approx \$5000 in uniform bank account and lots of stock in at the moment. Can move \$3000 across to the General Account without impacting on current position. May need to order more jumpers before winter kicks in.

Action Item: SS / TS – arrange purchase of Jumpers

- **Canteen (JJ)**

From the survey results, the main reason that people aren't ordering is menu options (50%) and the free text comments often related to the menu items, preferring healthier options or advance notice - eg baked item. We have joined the Canteen Association and have had our menu assessed against the Dept of Ed Healthy Food and Drink Policy (which is what our School policy is based upon). Our current Term 1 menu is not compliant, with a rating of 53% green. Min is 60% but we should be aiming for a higher %.

Guidelines state we should be using reduced fat dairy (cheese, milk) and that there should be three salad items with a pre-prepared meat product (like our chicken burgers). We should also be using wholemeal breads or high fibre white option.

We need to address the survey results, starting with our menu and compliance with the Dept of Ed and consolidating our deficit down. To achieve this, we need to go to one day a week, get our menu up to scratch, provide a better service to our school community, and hopefully more students and teachers will order from the Canteen. If all goes well, we may be able to increase our open days again, but at this stage one day a week is all that is financially viable. Also the indication from the survey for Online Ordering was 70% Yes and 30% No.

The ultimate aim would be that the canteen is able to generate a profit for the P&C, but if we could break even that would be wonderful. We cannot continue to run at such a loss at the cost of other P&C funded initiatives, and given that more sales appear to happen on Friday and that was the preferred day in the survey, we should close the Tuesday and only open on Fridays for Term 2.

Need approval to open Fridays only. Voted YES: BH, SS, MM, JR

Action Item: Advise HH of decrease to Fridays only for Term 2

SS – as HH said she wouldn't be able to work for one day at the last meeting, what will happen if we are only open 1 day?

JJ – we will let HH know, and depending on her position, we may have to advertise and recruit or run with volunteers. Given the financial position, volunteers would save the P&C funds as wages/super is the largest expense.

- **Principal's Report (ES)**

Refer written report attached.

Shed 5 – do we remind in the newsletter/App for more items. Use the P&C Notice Board.

6. General Business

ArtSpace (SS)

SS and MM – Met with ArtSpace. ArtSpace would like to work with SPS, a support role for both us and them, and are hoping we can assist with some photocopying (Costs or being able to do it). Our Art students could also then visit (incursions) or ArtSpace could hold events at the school. SS also asked for access to the P&C Facebook Page to post for ArtSpace events.

JR – advised she's happy to help copy (at work)

Need to vote to approve P&C also bearing some costs. Voted YES: JJ, HR, BH

SkoolBag App (SS)

SS – mentioned that she's having trouble with the SkoolBag App – not notifying. ES will also look into this. FW mentioned it could be notification settings.

Vege Patch (FW)

Would like to add pots. Needs some funds to continue it. JR advised that provide receipts and she will be reimbursed. Agreed YES: JJ, MM, JR

ES said to speak with Bev Martin (Year 5/6) as she is also applying for a grant which may be useful.

Was asked whether we wanted donated seedlings, plants, etc. FW advised it's still too small at this stage.

Friendship Bench (MM)

Something like a Buddy Bench that could be placed in the Nature Play Area to allow kids to indicate that they have no one or nothing to play/do at recess or lunch, and hopefully someone will join them or include them. Will look at getting a price to build/buy one.

ES – we have a buddy bench that was dismantled and used as an art project by Mrs Jones. This could be all we need, but it needs to go back together. Mr Gordon has it in his shed.

JJ – offered to look at varnishing and putting back together in the holidays.

FW – also offered to help with the bench. Advised that FW's dad builds benches – so may be able to source one through him if the existing bench is unusable.

Action Item: JJ/MM/FW – investigate the current bench and whether it is suitable

7. Next Meeting

Next meeting will be 2nd week of Term 2, Wednesday 10th May at 6:30pm in the Library.

8. Closed Meeting

Meeting closed at 7:45pm

Minutes Approved at meeting on 17/05/2016

Fundraising Report (JJ)

Pizza Party

Very successful!! We had over 210 RSVPs for adults and kids, and I ordered 85 Dominoes pizzas – all of which got eaten. Compared to our Welcome BYO Picnic on the oval for 2016, which only had 30 or so people, this event did well.

The P&C funded the kids with \$5 cost to adults, and the overall out of pocket amount was less than \$100 – cheap school community event that was well received.

Election Day Sausage Sizzle and Bake Sale

I wasn't here for this one – but by all reports it was a successful event. Thanks to those who helped on the day – I believe we raised \$950.

Mother's Day Stall

Have contacted three suppliers, none of which can do consignment (one in VIC does consignment, but only for VIC schools).

One supplier has all items for \$1.00, can buy as little or as much as we like, but their items are very budget. Things like emery boards, garden gloves, candles, scented drawer sachets.

Entertainment Books

Our order page is now live and those that purchased last year may have already received an email about Early Bird Subscriptions for next year with added bonus vouchers. Will organise for paperwork to be sent home next week before holiday break up.

Membership cost is \$70 this year, we get 20% - \$14 each membership.

I haven't put together a list of what's coming up for helper requests, but will get onto this at the start of Term 2 (I'm away for the holidays) unless someone else wants to do it?