

Scarborough Primary School P&C Association

Minutes of General Meeting 26th May 2020

Held: In the library at Scarborough Primary School

Meeting Opened: 6.30pm

1. ATTENDANCE

Leah Manuel (Chairperson)	Daniel Marchesi (via phone until 7.20pm)	Rebecca Rey
Lauren Christensen (6.40pm)	Laura Harrey	Bianca Hogan
Susie Hinton	Kirsty Haywood (phone)	Dave Contencin
Sarah Firth	Maria van der Plas	Shannon McKenzie
Ally Tehan (new member)		

APOLOGIES

Fiona Geange
Karen Westaway

ITEMS

ACTION (NAMES)

<p>2. Confirmation of Minutes of Previous Meeting</p> <p>2.1 Resolution: That the minutes of the previous General Meeting of Scarborough Primary School P&C Association on 25th February 2020 be taken as read and confirmed as a true and accurate record. Carried</p> <p>2.2 Resolution: That the minutes of the previous Special General Meeting of Scarborough Primary School P&C Association on 24th March 2020 be taken as read and confirmed as a true and accurate record. Carried</p>	
<p>3 Business Arising from Previous Minutes</p> <p>3.1 Containers for change Launch date October 1st Vanessa (City of Stirling) to arrange a meet, we're awaiting Vanessa to contact us. Registration necessary, Leah has the rego forms to fill out.</p> <p>3.2 Update on discontinued uniform stock held with suppliers We currently have 3 suppliers. The main supplier is Aspire. Aspire has overstock – the majority of which we don't use anymore. There is approximately \$12,000 worth held. Should only have a limit of \$5000. Aspire doesn't require us to take it all now, but as needed. There are hardly any small sizes left. Minimum purchase is 120 units at a time is excessive for a small school. Sarah Firth supplied stocktake sheets. The question is how do we reduce stock? Proposal – sale at cost or small mark up of discontinued items later in the year with plenty of notice once parents are allowed on site and restrictions are further lifted. Sarah F will look around for other suppliers with smaller purchase requirements and provide samples for consideration.</p>	<p>Sarah to get samples from other suppliers</p> <p>Sarah D to look into transfers</p>

<p>The option of a transfer logo on green Kmart/Target etc shirt if stock is not held in the uniform shop as an interim measure. Parents to buy school colours. Sarah D to look into the transfers</p> <p>To be re-addressed at the next meeting</p>	
<p>4 Correspondence:</p> <p>4.1 Correspondence In: E-mail from WACSSO advising urgent action required on constitutional requirements from 2019. E-mail from WACSSO confirming approval of our 2019 P&C Constitution. E-mail from WACSSO with the affiliation invoice due 2020. WACSSO 2020 P&C Handbook WACSSO P&C Voice Term 1 2020 Primary School Canteen Network Meeting Invitation (cancelled)</p> <p>Resolution: That Correspondence In be received as per attached list. Carried</p> <p>4.2 Correspondence Out: E-mail to WACSSO with paperwork required to adopt the 2019 P&C Constitution</p> <p>Resolution: That Correspondence Out be received as per attached list. Carried</p>	
<p>5 Treasurer's Report</p> <p>Resolution: That the attached Treasurer's Report be adopted. Carried</p> <ul style="list-style-type: none"> • Majority of monies for booklists was received in December • Credit is held with Ziggles • Purchases made clear on report • Canteen income dropped due to covid-19 	
<p>6.1 President's Report</p> <p>Resolution: That the attached President's Report be adopted. Carried</p>	
<p>6.2 Principal's Report</p> <p>Resolution: That the attached Principal's Report be adopted. Carried</p>	
<p>6.3 Canteen Committee's Report</p> <p>Resolution: That the Canteen Committee's Report be adopted. Carried</p> <p>Additional Notes</p> <ul style="list-style-type: none"> • QuickCliq – good result with takings of \$436 with reduced menu. Usual Friday is between \$450 to \$500. Only one order with cash and advised last time. There has been positive feedback from new users. • Look for volunteer, especially this Friday – Laura Harrey to help out • Feedback: can't do multiple orders in one go. Need to contact QuickCliq directly as this is their process. • No cash orders • Cut off time 8.30am as per Laura's wishes – SOCIAL MEDIA, SKOOLBAG 	<p>Leah/Shannon/Rebecca Canteen cut off time to be communicated to school via SkoolBag, class reps and social media</p>

<p>6.4 Fundraising Committee's Report</p> <p>Resolution: That the Fundraising Committee's Report be adopted. Carried</p> <p>Additional Notes</p> <ul style="list-style-type: none"> • Reschedule pizza night to Term 4. • Tentative date Friday 6 November • Bank the money as pizza receipts • We need to look at non-contact and online fundraising. Send ideas to Maria – agenda next meeting • Week 5 term 3 Book week fundraiser? Readathon? 	<p>We all need to come up with fundraising ideas for discussion at the next meeting.</p>
<p>6.5 Uniform Committee's Report</p> <p>Resolution: That Uniform Committee's Report be adopted. Carried</p> <p>Additional Notes</p> <ul style="list-style-type: none"> • Uniform shop email address to be advertised for orders - Newsletter 	
<p>7 General Business</p> <p>7.1 Processes and procedures to ensure compliance and efficient running of the P&C</p> <ul style="list-style-type: none"> • All correspondence out to P&C members and the school community to go out via the secretary or president. • We have all the office bearer roles filled this year and that is something we need to maintain to function as a P&C. Please respect the positions. We are all approachable. • This includes items for the newsletter. If you have something to include please email Rebecca via the P&C inbox. • Please remember just because an activity was undertaken last year it doesn't automatically always happen this year without being presented at a meeting and approved. If unsure please ask. • We cannot make decisions by email chain especially expenditure of P&C funds. If you have any matters, ideas or agenda items please contact myself or Rebecca or email the P&C inbox. • The meeting agenda must go out 7 days prior to the next meeting. All financial decisions are required to be on the agenda as they require 7 days notice. Other decisions are able to be added 2 days before the meeting. <p>7.2 Future auditor and Annual Information Statement (ACNC) requirements as per the 2019 constitution.</p> <ul style="list-style-type: none"> • Revenue less than \$250000 no external audit. We are less than \$50000. We can self audit. We can decide if we use an auditor or not. Handouts by Leah. Financial report still needs to be made. Decide later date <p>7.3 Entertainment Books</p> <p>Resolution: To begin advertising Entertainment Books. Carried</p> <ul style="list-style-type: none"> • Advertise – next newsletter <p>7.4 P&C private Facebook Group</p> <ul style="list-style-type: none"> • Leah proposes a closed Facebook group • Shannon no capacity to police new group • More communication out to the community • SkoolBag • Topic snapshots • Shannon to have meet up with Leah – next meeting 	<p>Leah to obtain more information</p> <p>Rebecca to add Entertainment Book to SkoolBag notice</p> <p>Shannon, Ally and Leah to meet prior</p>

<ul style="list-style-type: none"> • Ally to join in with meeting for social media outreach • Newsletter – Facebook and Instagram • Roll over to next meeting <p>7.5 Social Media Campaign to introduce new Executive Committee Members</p> <ul style="list-style-type: none"> • Part of discussion with Ally and Leah and Shannon • Roll over to next meeting <p>7.6 Arbonne Fundraising proposal from Kylie Hodgkinson to be carried over to the next meeting</p> <p>7.7 Payment of the WACSSO affiliation invoice by 30th June to receive a discount. Resolution: That the P&C approve payment of the WACCSO affiliation invoice for \$437.98 prior to 30th June 2020. Carried</p> <p>7.8 Changes to P&C services within the COVID19 environment to be carried forward to the next meeting.</p>	to the next meeting to look at options
<p>8 Other Business</p> <p>Transactions can be authorised from different locations and on our own devices. The Commonwealth Bank advised we need register for Commbiz to be able to do this. The process is simple and no changes to the operating authority or bank accounts is necessary. As a registered charity we receive 300 free transactions per month which is way beyond our usage.</p>	Leah to register.
<p>9 Next Meeting</p> <p>The next General Meeting will be held: Tuesday 23 June 6.30pm library</p>	
<p>10 Meeting Closed: 8.05pm</p>	