

Scarborough Primary School P&C Association

Minutes of General Meeting

23rd June 2020

Held: In the library at Scarborough Primary School

Meeting Opened: 6.32pm

1. ATTENDANCE

Leah Manuel (Chairperson)	Jo Robinson
Dan Marchesi	Rebecca Rey (Secretary)
Sarah Dawson	Lauren Christensen
Maria van der Plas	Kirsty (Messenger Rooms)
Shannon McKenzie	Karen Westaway
Ally Tehan	

APOLOGIES

Fiona Geange
 Laura Kos
 Laura Harrey
 Sarah Firth
 Dave Contencin
 Bianca Hogan

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 26th May 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 Uniform samples from alternative suppliers</p> <p>3.2 Information on Audit/Review Requirements</p> <p>What we did in the past was not an Audit or Review. We have done a “check” by someone with financial skills. According to WACCSO we can continue to do so. This is cheaper than an audit as usually free. We can wait till the end of the year and see what and where we stand before we make a decision regarding the audit or check. We could also ask the school community if someone could do a check/audit for a reduced price? Leah to respond to Mike Procos (the accountant offering an audit, see correspondence in) to ask if he would volunteer his time. An audit costs between \$1500 and \$3000. Mike Procos has offered a reduced rate of \$950.00. A review costs between \$300 and \$600.</p> <p>3.3 P&C Facebook Currently ok with communications going out via SkoolBag. The idea of a FB page are just too tricky to monitor. Custody etc. We feel we can continue what we’re doing right now.</p>	
<p>4 Correspondence:</p> <p>4.1 Correspondence In:</p> <p>4.1.1 Email from Grange Insurance Solutions – Insurance Renewals 4.1.2 ATO – Single Touch Payroll end of financial year changes</p>	

<p>4.1.3. Accountant (Mike Procos) offered his services for an Audit at a reduced rate 4.1.4 Hard Copies of President, Secretary and Treasurer guides for 2020 from WACSSO</p> <p>Resolution: That Correspondence In be received as per attached list. Carried</p> <p>4.2 Correspondence Out:</p> <p>Resolution: That Correspondence Out be received as per attached list. Carried</p>	
<p>5 Treasurer's Report Reports for the General and Uniform account were tabled.</p> <p>Resolution: That the attached Treasurer's Report be adopted. Carried</p>	
<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: No report was presented.</p> <p>Additional Notes Laura did advise takings were back to a normal level.</p>	
<p>6.4 Fundraising Committee's Report</p> <p>Resolution: No report was presented.</p> <p>Additional Notes N/A</p>	
<p>6.5 Uniform Committee's Report</p> <p>Resolution: That Uniform Committee's Report be adopted. Carried</p> <p>Updated stocktake with Aspire handed out</p> <p>Additional Notes</p>	
<p>7 General Business</p> <p>7.1 Proposed canteen Volunteer Sign Up Online Online volunteer sign up platform Easy way for people to volunteer and commit Communicate through SkoolBag and FB</p> <p>Resolution: Sign Up Online to be adopted. Carried</p> <p>7.2 Non-contact fundraising ideas Various ideas discussed</p> <p>PJ Day tentatively Friday 31 July (week 2 term 3) – confirmed Book week/ Book fair 17 August (week 5 term 3) ?? Crazy hair day 25 September (last day term 3) – confirmed Sports carnival week 8/9 term 3 possibly?? Bake sale?</p> <p>Swimming week 9/10 term 4</p>	<p>Rebecca to add to newsletter and website Shannon to add to FB</p> <p>Rebecca to add PJ day to newsletter</p>

<p>No swimming carnival No interschool carnivals</p> <p>School photo options to be discussed next meeting, Sarah D to look into alternatives.</p> <p>Colour run – term 4 – last year was good, but had some issues. Might want to look at no gift options (P&C will keep more money), other company. Perhaps look at different company. Source colour ourselves. Look at term 1 next year? Revisit next meeting.</p> <p>Father’s Day stall – 2,3,4 September. <u>Budget \$300 to be approved next meeting</u> – confirmed</p> <p>Booktober? – next meeting</p> <p>Scoop, bake, serve – Shannon to look into</p> <p>End of school concert – a lot of parents there, perhaps a good opportunity to offer sausage sizzle, coffee van etc. Revisit term 4.</p>	<p>Sarah D to look into photographers</p> <p>Shannon to look into “scoop, bake, serve” fundraising</p>
<p>8 Other Business</p> <p>8.1 Treasurer Lauren stepping down per tonight Bookkeeping skills necessary, excel First: SkoolBag this Friday Second: Putting out to the community if no suitable nominations.</p> <p>8.2 Entertainment Book Entertainment Book – SkoolBag and FB</p> <p>8.3 Insurance renewals Workers comp to be paid before July 11, no amount as yet Stocktake Laura and Sarah for insurance Payroll to be done end of financial year</p> <p>8.4 Facebook page Make the information broader to attract people to visit the page more often, general activity that is not P&C related. Like and follow and comment on the page</p>	<p>Rebecca to add to newsletter</p> <p>Rebecca to add to newsletter</p> <p>Shannon to add entertainbo ok to FB and supply general activity on FB.</p>
<p>9 Next Meeting Monday 27 July 6.30pm Library</p>	
<p>10. Meeting Closed: 7.55pm</p>	