



# Scarborough Primary School P&C

An Independent Public School

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## Minutes of General Meeting 31<sup>st</sup> August 2020

**Held: In the library at Scarborough Primary School**

**Meeting Opened: 6:30**

### 1. ATTENDANCE

Leah Manuel (Chairperson)	Sarah Firth
Nicola Egan	Susie Hinton
Dan Marchesi	Bianca Hogan
Sarah Dawson	Fiona Geange
Kirsty Haywood (via Messenger Rooms)	

### APOLOGIES

Rebecca Rey	Dave Contencin
Maria van der Plas	Shannon McKenzie
Laura Harrey	Laura Kos
Karen Westaway	Ally Tehan

### ITEMS

### ACTION (NAMES)

<b>2. Confirmation of Minutes of Previous Meeting</b> <b>2.1 Resolution:</b> That the minutes of the previous General Meeting of Scarborough Primary School P&C Association on 27th July 2020 be taken as read and confirmed as a true and accurate record. <b>Carried</b>	
<b>3 Business Arising from Previous Minutes</b> <b>3.1 School Uniform update</b> – Aspire have offered 30% discount, SPS taking all logo'd items. <b>Resolution</b> Approve purchase of up to \$5,500 of logo'd uniforms held with Aspire. <b>Carried</b> <b>Resolution</b> To increase insurance value of uniforms by \$5k. <b>Carried</b>	Sarah will purchase all stock held with Aspire with a logo.  Nicola will arrange for insurance cover to be increased when stock is held.

<p><b>3.2 Volunteers for Father's Day stall</b> – Volunteers received</p> <p><b>3.3 Containers for Change update</b> – SPS Registered and scheme ID has been advised to City of Stirling. We are now just waiting on bins and further instruction from COS.</p> <p><b>3.4 Upgrade library update</b> – Approx \$30k for library - \$20-\$25k for shelving, \$5-\$7k for desks/chairs. Further costings to be provided by Sarah.</p> <p>We will be transparent with the school community prior the commitment of funds by the P&amp;C to ensure anyone interested in the decision is aware of the meeting date.</p>	<p>Sarah D will provide further information</p>
<p><b>4 Correspondence:</b></p> <p><b>4.1 Correspondence In</b></p> <p>4.1.1 Email from Grange Insurance confirming canteen/uniform insurance for 2020/2021.</p> <p>4.1.2 Email from Brighton Road Community Garden – Planting Day</p> <p>4.1.3 Various fundraising emails.</p> <p><b>Resolution:</b> That Correspondence In be received as per attached list.</p> <p style="text-align: right;"><b>Carried</b></p> <p><b>4.2 Correspondence Out</b></p> <p>4.2.1 E-mail to Grange Insurance with completed canteen/uniform insurance application.</p> <p>4.2.2 E-mail to WACSSO with the amended 2019 Annual Financial Statement</p> <p>4.2.3 E-mail to City of Stirling confirming Containers for Change Scheme ID.</p> <p><b>Resolution:</b> That Correspondence Out be received as per attached list.</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>5 Treasurer's Report</b></p> <p><b>Resolution:</b> That the attached Treasurer's Report be adopted.</p> <p style="text-align: right;"><b>Carried</b></p> <p>There was an addition error in the 2019 Annual Finance carried at the AGM. The individual columns were correct. An expense amount of \$1200 from the General column was not carried to the Total column.</p> <p><b>Resolution:</b> That the attached amended 2019 Annual Financial statement be adopted.</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>6.1 President's Report</b></p> <p><b>Resolution:</b> That the attached President's Report be adopted.</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>6.2 Principal's Report</b></p> <p><b>Resolution:</b> That the attached Principal's Report be adopted.</p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>6.3 Canteen Committee's Report</b> The canteen is running smoothly. Takings \$550 per week.</p>	
<p><b>6.4 Fundraising Committee's Report</b> Maria is ready for the Father's Day Stall.</p>	

<p><b>6.5 Uniform Committee's Report</b></p> <p><b>Resolution:</b> That an initial order of 25 shirts be made in the new style to review embroidery and display to parents/carers.</p> <p style="text-align: right;"><b>Carried</b></p>	<p>Sarah F will order 25 shirts</p>
<p><b>7 General Business</b></p> <p><b>7.1 Uniform Pricelist for 2021</b> Most items will reduce in price with the new supplier LW Reid.</p> <p><b>Resolution:</b> That the pricelist presented be adopted for 2021.</p> <p style="text-align: right;"><b>Carried</b></p> <p><b>7.2 Discontinued Uniform Stock</b> We will look at holding a sale of discontinued stock in term 4.</p>	
<p><b>8 Other Business</b></p> <p><b>8.1 P&amp;C Sausage sizzle or other ideas for the Sports Carnival.</b> It was decided not to hold a sausage sizzle this year as the carnival in held over multiple days. We will open the canteen and ask Laura to look at adding a menu item/something special. Maybe coffee/cake. We could provide an additional volunteer. We will look at sausage sizzle at the Cross Country in term 4.</p> <p><b>8.2 Book list packing for 2021.</b> This was a good fundraiser in 2020. <b>Resolution:</b> That the P&amp;C to undertake this again as per 2020</p> <p style="text-align: right;"><b>Carried</b></p> <p><b>8.3 A brief CV has been provided by John Misztal. The volunteer prepared to undertake a financial check for 2020.</b></p>	<p>Kirsty will liaise with Laura.</p>
<p><b>9 Next Meeting</b> 21<sup>st</sup> September 2020 at 6.30pm</p>	
<p><b>10 Meeting Closed: 8pm</b></p>	