



Scarborough Primary School P&C

An Independent Public School

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Minutes of General Meeting 7th December 2020

Held: In the library at Scarborough Primary School

Meeting Opened: 6:32pm

1. ATTENDANCE

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|---------------------------|--------------------|
| Leah Manuel (Chairperson) | Susie Hinton |
| Rebecca Rey (Secretary) | Shannon McKenzie |
| Nicola Egan | Sarah Firth |
| Sarah Dawson | Maria van der Plas |
| Dan Marchesi (on phone) | |

APOLOGIES

Kirsty Haywood
Laura Kos
Dave Contencin
Fiona Geange

ITEMS

ACTION (NAMES)

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| 2. Confirmation of Minutes of Previous Meeting 2.1 Resolution: That the minutes of the previous General Meeting of Scarborough Primary School P&C Association on 26 th October 2020 be taken as read and confirmed as a true and accurate record. Carried | |
| 3 Business Arising from Previous Minutes 3.1 Booklist packing It is suggested to do the packing from 3pm-9pm Packing could be broken up in shifts – 3pm-6pm and 6pm-9pm All orders need to be checked by a second person so we ideally need a dozen people to help Ideally Tues 19, Wed 20, Thurs 21 January for packing We could ask all parents to help – newsletter and via Skoolbag in January. Pick up: Wednesday 27.01 (9-12pm) Thursday 28.01 (12-3pm) January and perhaps the Saturday 30 th morning as well (10-12pm) Uniform orders will be available for pick up as well, and the uniform shop will be open too. 3.2 Containers for change update Bins are full. They will be emptied this week for the first time. | Rebecca to include in Newsletter text. Leah will liaise with Sarah D in January for Skoolbag |
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| <p>Correspondence: 4.1 Correspondence In 4.1.1. P&C The Voice 4.1.2. ATO SGC Statement and payment advice. Resolution: That Correspondence In be received as per attached list.</p> <p style="text-align: right;">Carried</p> <p>4.2 Correspondence Out Nil</p> | |
| <p>4 Treasurer's Report Payment of Booklists and P&C Voluntary Contribution – it would make the job much easier for Nicola if the 2 x payments were made separately due to the high volume of transactions. We will include this in the newsletter post and FB post. Something to keep in mind for next year.</p> <p>Resolution: That the attached Treasurer's Report be adopted.</p> <p style="text-align: right;">Carried</p> | Rebecca to include in Newsletter text for Friday. |
| <p>6.1 President's Report</p> <p>Resolution: That the attached President's Report be adopted.</p> <p style="text-align: right;">Carried</p> | |
| <p>6.2 Principal's Report</p> <p>Resolution: That the attached Principal's Report be adopted.</p> <p style="text-align: right;">Carried</p> | |
| <p>6.3 Canteen Committee's Report</p> <p>New menu doing well Good income flow, similar to last month (\$450-\$550) Unfortunately, we haven't received any queries with regards to the "buddy system" – will try again next year</p> <p>Resolution: Canteen's Report be adopted.</p> <p style="text-align: right;">Carried</p> | |
| <p>6.4 Fundraising Committee's Report</p> <p>Pizza night made a profit! Good learning curve for next year with regards to the items ordered etc which was made difficult with many orders being placed in March. Good night!</p> <p>Resolution: Fundraising Report be adopted.</p> <p style="text-align: right;">Carried</p> | |
| <p>6.5 Uniform Committee's Report</p> <p>New orders are coming in soon Lots of new hats are coming which we were to have supplied with free logos.</p> <p>Resolution: Uniform Committee report be adopted.</p> <p style="text-align: right;">Carried</p> | |
| <p>7 General Business 7.1 Uniform Shop bank account We will be voting: - 1) For Sarah Firth to be allowed access to view the Uniform Shop bank account</p> <p style="text-align: right;">Carried</p> | |
| <p>8 Other Business 8.1 If anyone has suggestions to make any volunteer roles easier, please let us know.</p> | |
| <p>9 Next Meeting</p> | |

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| <p>The next General Annual Meeting and AGM will be held Monday 22 February 2021 at 6.30pm in the school library.</p> | |
| <p>10 Meeting Closed</p> <p>The meeting was closed at 7.28pm</p> | |