



# Scarborough Primary School P&C

An Independent Public School

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## Minutes of General Meeting 20th February 2024

**Held:** In the SPS Library

**Meeting Opened:** 6:36pm

### ITEMS

Items	Action
<b>1. Attendance:</b> Sarah Dawson, Susie Hinton, Teneke Spencer, Jaqui Smith, Ele Fazio, Shannon McKenzie, Emma Bitmead, Fliss O'Brien <b>Apologies:</b> Meave McDonald, Carrie McIntosh, Tania Hart	
<b>2. Confirmation of Minutes of Previous Meeting</b> 2.1 Resolution: That the minutes of the previous General Meeting of Scarborough Primary School P&C Association on 21st November 2023 be taken as read and confirmed as a true and accurate record.	
<b>3. Business Arising from Previous Minutes</b> 3.1 P&C Notice Board Update More things to be put up- canteen, uniform and important dates  3.2 Food Safety Handling Training Update Laura has done the online component, Susie needs to sign her off. Volunteers need to do it as well- to be confirmed	<b>Jaqui and Susie to make posters</b>
<b>4. General Business</b> 4.1 Hot Cross Bun Fundraiser Term 1 Jaqui has been in touch, they will be delivered on Tuesday 26th March. OSHC can keep Coles bag aside for distribution. Forms go out week 7. Sell for \$9, to make \$2 per packet. Will need people to help with distribution  4.2 Possibility of Grill'd Quiz night Term 1 in lieu of Colour Run  Colour Run Term 4 instead. Quiz night is locked in for Wednesday 20th March 6:30 arrival, 7:00 start. \$35 tickets including burger and fries. Book in advance, pay on the night. Social event  4.3 Netball Uniforms - Teneke The netball team is in the winter competition, they would like dresses. Netball team could do a fundraiser. Talk to Carrie about getting uniforms at cost. Shannon might have a contact as well- Dynamic Sublimation  4.4 Canteen- needs some maintenance and a new chest freezer	<b>Notes to be distributed to parents in Week 7 (11th March). Forms due back 20th of March</b>  <b>Newsletter on Friday- Jaqui</b> <b>Susie and Shannon will write questions and not participate on the night</b>  <b>Sarah to ask other schools how they get uniforms</b>

<p>Drawers don't shut properly, paint is chipping, deep freezer isn't freezing as well as it used to. unsure where the responsibility lies with painting and maintenance of the drawers. Volunteer checklist needed to be made so the jobs are clear.</p>	<p><b>Susie will quote up a new freezer</b>  <b>Sarah will check to see who is responsible for maintenance of the building and what DoE will provide</b></p>
<p><b>5. 5. Reports</b>  <b>5.1 Treasurer's Report</b>  See attached report  <b>5.2 President's Report</b>  See attached report  <b>5.3 Principal's Report</b>  See attached report  <b>5.4 Canteen Committee's Report</b>  We have changed the cut off time to 8am from this week due to the number of orders.  Crunch and sip: times are different per classroom and it isn't being collected by students. We may have to stop providing this  Pre Primary: Recess is slightly earlier, so they aren't able to have canteen orders for this   Laura will be away the first 3 weeks of term 4. An option to have fundraising these weeks- sausage sizzle, pizza, sushi etc   <b>5.5 Uniform Shop Report</b>  New shelving has been installed, everything running smoothly</p> <p><b>Resolution:</b> That the attached reports be adopted.</p>	<p><b>Sarah to check with teachers what time each class has crunch and sip</b></p>
<p><b>6. Correspondence:</b>   <b>6.1 Correspondence In</b>  6.1.1 Grill'd Scarborough - Local Matters Jar  6.1.2 Fun Gift Co- New premises opening  6.1.3 Emma- Picture Products information  6.1.4 Bakers Delight Woodlands- Hot Cross Bun Fundraiser   <b>Resolution:</b> That Correspondence In be received as per attached list.   <b>6.2 Correspondence Out</b>  6.2.1 Bakers Delight- Arranging dates for Hot Cross Bun Fundraiser   <b>Resolution:</b> That Correspondence Out be received as per attached list.</p>	
<p><b>7. Other Business</b>   7.1 Farmers Market- suggestion to have a 'big' recurring event to fundraise.   7.2 Disco on site- Problems with older children. Need to talk about processes   7.3 Year reps- ask for nominations through Whatsapp groups. Would be good to have a Parent Rep WhatsApp group</p>	<p>Sarah will contact Stuart to get the wheels in motion</p> <p>Discuss at the next meeting</p>

7.4 Camp Australia Newsletter info- send to Chenoa Fete idea from Syakira	
<b>8. Date of next Meeting</b> 19th March 2024	
<b>9. Meeting closed 7:51</b>	