



# Scarborough Primary School P&C

An Independent Public School

60 Hinderwell Street, Scarborough WA 6019

Phone 9222 9200

Email [scarboroughprimarypc@gmail.com](mailto:scarboroughprimarypc@gmail.com)

## Minutes of General Meeting 17<sup>th</sup> March 2025

**Held:** In the SPS Library

**Meeting Opened:** 6:09PM

### ITEMS

Items	Action
1. <b>Attendance:</b> Ele Fazio, Philippa Critchley, Rachel Doohan, Alex Warris , Mel Fogarty, Julia Koehn, Pahnia Baldwin, Carrie McIntosh, Tarryn Sheffield, Johnny Kyi <b>Apologies:</b> Sarah Quantock, Teneke Spencer	
2. <b>Confirmation of Minutes of Previous Meeting</b>  Resolution: That the minutes of the previous General Meeting of Scarborough Primary School P&C Association on 17 <sup>th</sup> February 2025 be taken as read and confirmed as a true and accurate record.	Amending minutes for bank signatories of exiting committee to be noted for bank. Mel agreed Ele seconded
3. <b>Business Arising from Previous Minutes</b>  3.1 Election Day Cake Stall Great success. Tiny overheads so mainly profit \$1084. If we do sausage sizzle for federal election, get orders in ASAP & then possible donations will come in from companies. Need to find P&C BBQ as it couldn't be found on local election day and a new one was bought and donated by a parent.  3.2 Lunch Orders Currently Julia & Johnny doing this every week along with 2 x Yr 6 students. Could utilise MSC to put together a roster.  3.3 Uniform Shop In talks to use a different platform for uniforms but at the moment sticking to MSC. Few ways of ordering uniform which is not ideal, streamlining would be great – especially for stocktake.	3.2 Tarryn to put a msg together for Year reps group to try get a set group of volunteers to do lunches – then Julia can create a Whatsapp group for them. Needed 12:30 – 1pm. Can utilise MSC volunteers but try above first.
4. <b>General Business</b>  4.1 Up to \$200 spend in any transaction without approval – Motion carried.  4.2 Move noticeboard to undercover area – Motion carried. 4.3 Appreciation for exiting committee - Nice to acknowledge. Ideas: plant in community garden in their honour, or a plaque, or honour board. All agreed. Will decide on exact gift in Whatsapp chat.  4.4 Mothers Day Raffle – 3 possible prizes. Week 2 of Term 2. Need all organised by end of this term.	4.2 Ele to discuss further with Sarah. Not seen by anyone in current location.  4.4 Julia to talk to Rendezvous manager. Mel to check Eagles

<p>4.5 Canteen Ideas - Cupcakes special or large vat of hot chocolate / soup. Possible pizza day – split up year groups. Julia has spoken to Il Locale. Need to keep labour intensity down though and balance with costs.</p> <p>4.6 School Wishlist - Sarah absent so to be discussed next meeting.</p> <p>4.7 P&amp;C Contribution - Already been issued. Need Sarah to discuss further.</p> <p>4.8 Future Fundraisers -</p> <ul style="list-style-type: none"> <li>- Fed election – If doing sausages, we need to order more than 2 weeks in advance. Need a lot of manpower so need sub-committees.</li> <li>Coffee van – Ele to try book in advance one company (contact in Gmail) and Pahnia to check with her friend. Agreed to do cake stall again also as received so many donations last time and was great profit margin. Possible seating areas for people to stay longer.</li> <li>- Easter – no hot cross buns. Lot of hassle for not much profit.</li> <li>- PJ day Thurs 10<sup>th</sup> Apr for gold coin donation (to be collected in class by teacher) plus a jar of chocolate eggs to guess the amount in the jar for another gold coin donation, run by P&amp;C. Have on display to guess Tues/Weds/Thurs morning of that week. Announce winner on the Thurs.</li> </ul> <p>4.9 Other Ideas</p> <ul style="list-style-type: none"> <li>- Possible Grilld quiz - Weds 11<sup>th</sup> June. Easy to organise. Grilld can write the quiz.</li> <li>- Fathers Day raffle September. Received a belated Bunnings voucher for \$100 (Alex passed on this evening) so could be possible prize.</li> <li>- School kids disco possibly week 9 term 3.</li> <li>- Colour Run possibly week 9 of term 4; look at different prizes options as not communicated well that these funds raised went into P&amp;C and also some kids got so many prizes. Was also high labour demand on some P&amp;C members to get the prizes and distribute from the company to students – hence early cut-off of fundraising.</li> <li>- Possible term 4 tea towels – your own child’s drawing – as Christmas gifts.</li> </ul> <p>4.10 MSC Designated person - At the moment this is to stay with Ele in case we move away from or amend MSC.</p>	<p>tickets &amp; possible Mothers Day photoshoot &amp; coffee/babycino keepy cups. Ele to talk to Serene. Johnny possible vouchers for Little Bay.</p> <p>4.8 Ele to discuss PJ day with Sarah as to whether for whole school or also just K-3 in line with scavenger hunt.</p> <p>4.9 Teneke to get in touch with Grilld re: quiz.</p>
<p><b>5. 5. Reports</b></p> <p><b>5.1 Treasurer’s Report</b> See attached report</p> <p><b>5.2 President’s Report</b> See attached report</p> <p><b>5.3 Principal’s Report</b> No report received. Principal not present at meeting.</p> <p><b>5.4 Canteen Committee’s Report</b> – See 3.2</p> <p><b>5.5 Uniform Shop Report</b> – See 3.3</p> <p><b>Resolution:</b> That the attached reports be adopted.</p>	
<p><b>6. Correspondence:</b></p> <p><b>6.1 Correspondence In</b></p> <p>6.1.1 CoS Food Business closure - Not enough time to discuss. Discuss in Whatsapp chat.</p>	

<p>6.1.2 QuickCliq still operating - Julia to ask Laura to see if she can log in to QuickCliq and find out who has put these orders through between 28/2 - 7/3. No-one has come forward but would like to ID and offer refund.</p> <p><b>Resolution:</b> That Correspondence In be received as per attached list.</p> <p><b>6.2 Correspondence Out</b>  <b>Resolution:</b> That Correspondence Out be received as per attached list.</p>	
<p><b>7. Other Business</b></p> <p>7.1 Modify AGM minutes to show exiting committee for bank signatories. Close canteen account if easy enough for treasurer to manage accounts.</p> <p>7.2 Need to trial meeting only once per term and see if this works.</p> <p>7.3 MSC funds – need to move monies in and out regularly so shows as still active. Discuss with Jaqui if need assistance.</p> <p>7.4 Few incoming questions from parents re: what the P&amp;C is and where the funds go. Tarryn has already made a flyer which will be put in noticeboards.</p>	<p>7.3 Ele to discuss with Jaqui</p> <p>7.4 Phil to send out new flyer with next newsletter also</p>
<p><b>8. Date of next Meeting</b> 12<sup>th</sup> May 2025</p>	
<p><b>9. Meeting closed 7:57pm</b></p>	