

Port Kennedy Primary School P & C Association Inc.

General Meeting held on Wednesday 10 May 2017 at 7:00pm in the Staffroom.

Present:

Graeme Thorpe	Emma Whakaruru	Riria Grant	Julia Weston
Jessica Willingham	Vanessa McRae	Camilla Provost	Nola Patricia
Gary McRae	Heidi Quilty	Colin Johns	Ana Whakaruru
Marlize Pretorius	Michelle Smedley	Radmila Popovic	Alex Bell
Eve Fontana	Melinda Hansson	Leah Spark	Cherry Butler
Ash Stevenson			

Apologies:

Laura Chaffey	Jennifer Hocking	Angie Hart	Rhonda Slattery
Pam Borsi			

1. **Welcome:**

Welcome to all. Meeting opened at 7:05pm.

2. **New Memberships:**

Melinda Hansson

3. **Additional Agenda Items:**

- 3.1 Handed out P&C Constitution & By-Laws
- 3.2 Resignation from position of Vice President
- 3.3 Nomination to fill vacant position Vice President
- 3.4 Walk to School & Healthy Lunchbox Events
- 3.5 Shade Shelters yearly donation
- 3.6 Picture Products (Promotional Material)

4. **Confirmation of Previous Minutes:**

Resolution: That the Minutes of the General Meeting of the Port Kennedy P&C Association held on Wednesday 5 April 2017 at 7:00pm be taken as read and confirmed as a true and accurate record.

Resolution carried.

Resolution: That the Minutes of the Executive Committee Meeting of the Port Kennedy P&C Association held on Monday 24 April 2017 at 7:00pm be taken as read and confirmed as a true and accurate record.

Resolution carried.

Resolution: That the Minutes of the Executive Committee Meeting of the Port Kennedy P&C Association held on Friday 5 May 2017 at 2:00pm be taken as read and confirmed as a true and accurate record.

Resolution carried.

5. **Business Arising from Previous Minutes:**

5.1 Nil

6. **President's Report**

6.1 The school community was advised on Monday 8th May of the temporary closure of the canteen. The President has always had an open door policy to discuss any matter. She made herself available to discuss this issue at 6.30pm prior to the committee meeting and unfortunately no one took up this opportunity. The committee was informed of the timeframe in which the Canteen Committee had been established, when and why WASCA were engaged, when recommendations were received from WASCA, performance and attitude of our canteen staff and why the Executive Committee voted to temporarily close. After many hours of discussion, seeking professional advice and after careful consideration resulted in the temporary closure of the canteen. An hour long discussion was had by Committee members who expressed their feedback about the closure and their disappointment with the conduct of some of our committee members. It was expressed the importance of coming together and moving forward to create a better canteen in future for our school community.

7. **Correspondence Report:**

7.1 All correspondence received to be approved at next Committee.

7.2 Outgoing correspondence:

- Letter to canteen employees explaining recommendations from WASCA, temporary closure of the canteen and breach of health and hygiene standards.

8. **Treasurer's Report:**

8.1 A detailed bank reconciliation and report for the month of April is available from the Treasurer.

8.2 P&C financial documents between July 1995 and December 2002 have been shredded. Annual financial summaries for those years have been scanned and archived on Google drive.

9. **Canteen Report:**

9.1 April saw a loss of \$125.04. A detailed profit and loss report for the month of April is available from the treasurer.

10. **Uniform Report:**

10.1 Uniform shop forms have been updated. A detailed profit and loss report for the month of April is available from the treasurer.

11. **Safety House Report:**

11.1 The Safety House show has been booked for September. The Safety House Team Leader requested for a volunteer to assist with organising the Safety House show, Melinda Hansson volunteered to assist.

12. **Fundraising Report:**

- 12.1 Ana has volunteered to manage the Mother's Day stall on Friday 12 May. Volunteers are required for the stall on Friday 12 May.
- 12.2 The P&C will offer a healthy lunch option for the CHAMPS launch on Monday 15 May. Nola has offered to do the poster for the lunch. Nola and Emma will also prepare the lunch items for the day. Volunteers are required for the stall on Monday 15 May.
- 12.3 It was suggested we run a Colour Run event in December. All members present at the meeting were in favour of this event going ahead. Ash, Eve, Rad, Ana and Jess all volunteered to assist with putting this event together.
- 12.4 Proposed to start organising a disco towards the end of term two.

13. **School Banking Report:**

- 13.1 First Account opening day is coming up on Thursday 18 May after senior assembly. Twenty eight students made deposits which we received \$232.88 commission.

14. **Social Media Report:**

- 14.1 We have been receiving great feedback from parents and the community regarding the informative posts on the Facebook page. Current focus is on Mother's Day Store, Champs Launch, Healthy breakfast for Walk to School Day and Healthy Lunchbox event. Please forward any future events or information for facebook to Rad as soon as available.

15. **Principal's Report**

- 15.1 It has been a smooth start to the term, including the NAPLAN testing which is currently underway. The final day of testing is tomorrow with Friday being a catch-up day.
- 15.2 Next week will be an important week for Port Kennedy being our CHAMPS launch week, with things happening throughout the week.
- Monday – We have our CHAMPS assembly commencing at 12.00pm followed by our CHAMPS family picnic lunch from 12.30 – 1.30pm. The P&C are helping by offering a healthy lunch, so thank you.
 - Monday – C – Caring – Including the giving tree and Buddy Session
 - Tuesday – H – Healthy –including Healthy lunch session with Marlize, fruit platters, walk to school, and staff Pilates session.
 - Wednesday – A – Active – Champs Boot Camp with Colin, Promotion of CHAMPS clubs.
 - Thursday – M – Motivated – Promoting attendance, Raffle prizes for students at school, Team Building activities.
 - Friday – P – Positive – Introduce the concept of random acts of kindness, including class activities

- 15.3 Our 3 ICT ladies have been working in classrooms with very positive feedback, several teachers have mentioned the engagement of the students, but more importantly for the purposes of this program – that they are being are developing new skills.
- 15.4 Finally our data projector and large screen is going to be installed, work is to be done on Monday May 22.

16. **General Business:**

- 16.1 A copy of the P&C Constitution and updated By-Laws were handed out to all members who attended the meeting. All members were advised to read and return sign off sheet. Those who were not in attendance will be emailed this information.
- 16.2 Kara Walters resignation from the Vice President position was accepted.
- 16.3 Motion to appoint new Vice President Nola Patricia.
Mover: Eve Fontana Seconder: Radmilla Popovic Resolution carried
- 16.4 Healthy Breakfast to coincide with Walk to school day confirmed before school for Tuesday 16 May (CHAMPS “H Healthy” day). Heidi volunteered to co-ordinate the breakfast and volunteers will be required. In the afternoon the Healthy Lunchbox event will be happening as the next Parent Workshop.
- 16.5 The school asked if the P&C could commit to donation \$2000 to upgrade the shade shelter for Waller. It was raised that we may not have the funds to commit to this donation this year but it would be reviewed at the next meeting. It was suggest that it maybe an option to apply for a grant.
- 16.6 Picture Products supply promotional material for children’s artwork to go on plates, cups, etc. It was suggest that this maybe an option for fundraising events next year. Melinda to discuss with the fundraising committee.

17. **Date of Next Meeting:**

The next General Meeting will be held on Wednesday 14 June at 7:00pm in the Staffroom.

18. **Closure of Meeting:**

There was no further business, the Meeting was declared closed at 8.30pm. Thank you for attending.