1. **Open. Welcome. Attendance and Apologies**

**In Attendance**
Laura Cargill (chairperson), Lee Simes, Michelle Dalitz, Milly Sayer, Kate Duncanson, Cheryl Peck, Andrea Lisewski, Sarah Levalds, Lisa Dentith, Liz Cumming, Sjaak Lemmens.

**Apologies**
Debbie Thackray.

2. **Confirmation of minutes of the previous meeting**

**Amendment:** Pnt. 3.1 should have read “Play Equipment” instead of “Year 1-3 Playground”.

**Motion:** That the minutes of the General Meeting of Richmond Primary School P & C Association held on the 16th November 2010 at 7.30pm be taken as read and confirmed as true and correct.

*Moved:* Laura Cargill  
*Seconded:* Lee Simes  
*Motion Carried*

3. **Elections**

All in attendance made a donation, totalling $2.70. All present are financial P&C members.

**3.1 Office Bearers**
- Laura Cargill (**President**), Richard Hicks (**Treasurer**) and Sjaak Lemmens (**Secretary**) have indicated that they will not renew their nominations for 2011.

- Although a number of parents have indicated their interest in taking an active role within the P&C, none have formally nominated for a position. A number of parents expressed an interest in taking on a specific task, but are unable to attend P&C meetings in the current format for family reasons, or because of other commitments.
• Laura Cargill indicated that she is willing to take on the role of vice-president if no other nominees are received.

• Kate Duncanson has re-nominated as Executive Member, continuing her role as Canteen Treasurer.

• Milly Sayer indicated her willingness to nominate as P&C Secretary.

• Lidia Cesconnetto indicated her willingness to nominate as Executive Member.

• All nominations were accepted by show of hands.

• Cheryl Pech indicated an interest in a role as Executive Member, but requests some further time to think.

• The positions of P&C President and Treasurer will be advertised in the next RPS Newsletter. All agreed that a new format for P&C Meetings may be considered by incoming P&C executive, including different timing (daytime?) and/or different location (local coffee-shop / café?).

4. Business arising from previous meeting

3.1 New playground - update
• Activo range Deluxo equipment is expected to be delivered shortly.

• RPS has accepted costs associated with ground works (~$18k), thereby saving P&C $6k set aside for this (see previous minutes).

• Sensory Garden design received and circulated (cost: $5k – Josh Byrne). Design accepted by all present, with addition that a water-feature with pump be added (current design dependents on rainwater only). P&C to stipulate that water depth (current 300 mm) to be reduced to maximum allowable depth, assuming this is still sufficient to sustain plants. Also, use of dry garden bed.

• All agreed that $6k set aside for ground works (see above) may be added to budget for sensory garden ($20k approved – see previous minutes; $5k spent on design, so $15k + $6k = $21k remaining to be spent).

Action: Laura to follow up on Sensory Garden.

5. Correspondence

4.1 Incoming
• Rita Crooks has tendered her resignation from 11 March 2011. As per agreed P&C formula, about $100 can be spent on a farewell present ($75 of >5yrs service + $15/yr ). All agreed that Rita has done an exceptional job in the way she has run the canteen, how she has implemented the new healthier food standards for canteens, and how she has improved the quality of the food sold.
**Actions:** Laura to draft a thank you letter; Laura & Lisa to organise advertise for position; Laura, Lisa & Rita to interview and select preferred candidate.

4.2 **Outgoing**
- Various cheques.

6. **Reports**

6.1 **Treasurer’s Report**
No treasurer report. Awaiting appointment of new treasurer. Canteen treasurer reports that canteen is in the black despite funds transfer to main P&C account, and that new BBQ is in place.

6.2 **Principals Report**
Lisa reported that start off 2011 has been somewhat problematic, mainly because of large number of sick days.

6.3 **Committee Reports**
Roadwise: expenditure of remaining funds ($3,200) finally approved. Money set aside for footsteps initiative (postponed until building activities have been completed) and bicycle safety program.

**Action:** Lisa / Sarah to see if additional stickers are left over from last year, so that these can be handed out to occupants of Frazer Street

7. **Appointments**
- **Honorary Auditor, District Council Representative, Delegates to WACCSO**

Appointments carried over until new executive has been appointed.

Sarah Levalds reported on WACCSO activities during 2010, including major event at Burswood, ongoing activities in support of P&C, appointment of new regional representative.

8. **General Business**

8.1 **Aussie Farmers Direct**
Michelle Dalitz and Milly Sayer to follow up.

8.2 **PP Fruit invoices**
Supplier will be asked to deposit delivery dockets into P&C letter box from now, to avoid these getting lost, or not getting paid on time.

9. **Thank you and next meeting**
Laura thanked those in attendance.
The next meeting will be held on Tuesday 15th March 2011, 7:30 PM.

10. **Close**
The meeting closed at 8:40 PM.