Richmond Primary School
P & C Association Inc

The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 18th November 2008 in the School Library at 7.30pm.

1. Open. Welcome. Attendance and Apologies
Meeting commenced at 7:45pm.

In Attendance
Laura Cargill (chairperson), Tania Radich, Mandy Martin, Lee Simes, Narelle Guest, Milly Sayer, Hilary Holliday, Rita Crooks, Alison Plowman, Michelle Dalitz, Sjaak Lemmens, Lisa Dentith, Richard Hicks, Suzy Nicholson, Debbie Murphy, Kate Bailey, Sharon McVey, Bridget Marshall.

Apologies
Mary Reynolds, Kate Duncanson, Kirsty Le Gassicke, Patsy Richards, Jane Ahern.

2. Confirmation of minutes of the previous meeting

• Motion: That the minutes of the General Meeting of Richmond Primary School P & C Association held on the 21st October 2008 at 7.30pm be taken as read and confirmed as true and correct.

Moved: Michelle Dalitz
Seconded: Sjaak Lemmens
Motion Carried

3. Business arising from previous meeting

3.1 Pre Primary Painting/Maintenance
Richard Hicks to follow up with East Fremantle council.

3.2 P&C Family Picnic
Carol booklets are being given out to the school children to bring home. An iPod has been purchased for the music room. The Carol music will be downloaded onto the iPod for the DJ to play though his sound system on the picnic night.
Thank you to Meredith Fonti for organising this event.

4. Correspondence

4.1 Incoming

• Family School Partnerships Framework.
4.2 Outgoing

- Nil.

5. Treasurer’s Report

Report tabled and presented as attached.


- Cheque Account $11,267.00
- Cash Management Account $14,852.53
- Canteen Accounts/Report
- Balance approximately $8,600.

6. General Business

6.1 Library Books
The motion was put to the meeting to fund $3000 for the purchase of books for the library. The motion was passed.

6.2 Citizenship Awards
The motion was put to the meeting to fund $35 for Year 7 Citizenship award for 2008. The motion was passed.

6.3 School Safety Concerns
There was a general discussion on ensuring the safety of the school environment. Discussion points included an absenteeism follow up system (i.e. contacting parents if they fail to inform school of child’s absence) and carers signing in at the front office for all visits to the school during school hours.

6.4 Feedback To School Principal
Lisa Dentith requested feedback from current parents on the functioning and daily routines of school from a parent’s point of view, to ensure information for new parents is inclusive of all aspects of school life.

6.5 Teachers Leaving
A number of staff are leaving at the end of 2008. Of these Patrick Laidler has been at the school for longer than 5 years (6-7 years). (RPS Gift Policy tabled 17th June 2008). Action: Laura Cargill to purchase thank you gift for appropriate amount.
6.6 **Thank You To P&C Office Holders**

A vote of thanks was given to the P&C office holders of 2008.

7. **Principal’s Report**

- After school care - There have been about 15 expressions of interest from families in using an after school service. Lisa Dentith is to meet with after school care provider Camp Australia.
- LOTE – the school council has ratified Italian.

8. **Committee Reports**

8.1 **KPP**

- Toy catalogues raised $208 voucher for the KPP teachers to spend.
- Art exhibition night on 5th December.
- A formal end of year meeting planned to encourage volunteers for the 2009 committee. Milly Sayer to attend meeting for new Kindy parents.

8.2 **School Council**

- Reported and tabled in the school newsletter.

8.3 **Library**

- Thank you to Narelle Guest for covering the new reading chair.
- Beanbags have been purchased.
- A vote of thanks from the P&C was given to the library officer Ali Menegola for all her hard work on the library improvements.
- Library fund may be used to purchase resource materials, office equipment, furniture and computers. There was a general discussion re library fund. The motion was put to the meeting to trial a library fund for a 12-month period. The motion was passed. Sjaak Lemmens would run the fund.

8.4 **Grants**

- Nil report.

8.5 **Road Wise**

- Report tabled and attached.

8.6 **Canteen**

- Flooring – Instead of replacing the canteen floor, it will be professionally cleaned. Quote to be obtained. The oven and BBQ also require cleaning. The motion was put to the meeting to fund up to $300 for the floor cleaning. The motion was passed. Funding previously approved for oven/BBQ cleaning.
- Canteen committee - Bromwen Milson and Mel Neale have resigned. Thank you to the 2008 committee. The nominated committee members for 2009 are Mel Massey, Michelle Dalitz, Tania Radich and Janine Severin. Elections at AGM 17th February 2009.
• Thank you morning tea 8:30am Thursday 20\textsuperscript{th} November.

8.7 Uniforms
• All 2009 orders have been sent out.
• Stock take will be done before the end of the year.
• Uniform committee - A vote of thanks from the P&C meeting was given to the out going committee Sharon McVey and Jane Ahern. The nominated committee members for 2009 are Narelle Guest, Kirsty Le Gassicke, Kate Bailey and Lisa Cronin (from term 2). Elections at AGM 17\textsuperscript{th} February 2009.

9 Thank you and next meeting
Laura thanked those in attendance.

The next meeting will be held on Tuesday 17\textsuperscript{th} February 2009 Annual General Meeting.

10 Close
The meeting closed at 9:40pm.