Richmond Primary School
P & C Association Inc

The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 19th August 2008 in the School Library at 7.30pm.

1. Open. Welcome. Attendance and Apologies

Meeting commenced at 7:40pm.

In Attendance
Laura Cargill (chairperson), Lisa Dentith, Kate Duncanson, Rita Crooks, Lanie Coutts, Elizabeth Sorensen, Alison Plowman, Lee Simes, Sjaak Lemmens, Helen Vandersteen, Hank Vandersteen, Sarah Levalds, Bridget Marshall, Jenny Crawford, Richard Hicks, Mary Reynolds, Michelle Dalitz.

Apologies
Suzie Nicholson, Tania Radich, Andrea Lisewski, Penny Young, Hilary Holliday, Debbie Murphy, Marion Bamblett, Elaine Bradley.

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 17th June 2008 at 7.30pm be taken as read and confirmed as true and correct.

Moved: Kate Duncanson
Seconded: Alison Plowman
Motion Carried

3. Business arising from previous meeting

3.1 Pre-primary painting
Carried over, Richard Hicks to follow up.

3.2 P&C Records
Have been reorganized and are now stored in the library.

3.3 Canteen Air Conditioner
The Department of Education supplier has matched the lower quote previously obtained from outside supplier. Installation planned for August.
4. Correspondence

4.1 Incoming

• Fundraising material

4.2 Outgoing

• Nil

5. Treasurer’s Report

Report tabled and presented as attached.


• Cheque Account $9,497.55
• Cash Management Account $14,812.84

• Canteen Accounts/ Report
• Balance $5,243.15

6. General Business

6.1 Canteen Computer Ordering System
A parent at the school has offered a computer based ordering system to order and pay for canteen lunches via email. There was a general discussion re practicalities.
Action: Rita and canteen sub committee to meet with the parent.

6.2 Chess Awards
The motion was put to the meeting to fund $75.80 for trophies for the annual chess awards. Motion passed.

6.3 Halloween Disco
Penny Young has volunteered to run the Halloween Disco again this year. The P&C meeting ratified the Halloween disco.

6.4 Pre Primary Drinking Fountain
Dogs have been observed drinking from the water fountain outside the Pre Primary. The hygiene implications were discussed.
**Action:** Laura Cargill to write to the East Fremantle Council re hygiene concerns with this drinking fountain.

6.5 **Parent Complaint**
A parent has complained that their child returned from the school camp with nits and bed bugs. No other children were affected. **Action:** Parent to follow up with the school camp facility.

6.6 **P&C Contact for the Tax Office**
The P&C meeting ratified the appointment of Jenny Crawford as the tax agent for the P&C. The P&C contacts for the tax office are Kate Duncanson, Sjaak Lemmens, and Laura Cargill. The Australian Business Register will need to be updated.

7. **Principal’s Report**

- LOTE Survey (results attached) – results of the LOTE survey show that a majority would like a change of language. The recommendations made to the School Council were to request a change of LOTE to Italian.
- The football mural celebrating 150 years of Australian Rules football will be installed at the East Fremantle football ground on 29/08/08. The school students will be attending for a morning of activities.
- P&C Family Picnic, tentative date Friday 12th December. A parent has suggested incorporating Christmas songs as part of the event. There was a general consensus that further discussion was required re format of the end of year picnic. **Action:** Laura Cargill and Helen Vandersteen to meet with the parent concerned.
- Polling Station will be at the school under cover area for the state election 5/09/08. **Action:** Michelle Dalitz and Alison Plowman to organise a fund raising cake stall. Jenny Crawford volunteered to investigate a coffee machine.

8 **Committee Reports**

8.1 **KPP**
- Fund Raising activities - Art Exhibition; Parents Direct/ Chalk toy catalogues; Party Zone party products; picture plates; tea towels.
- Disco raised $500. The motion was put to the meeting to spend the money raised at the disco on sand toys. Motion passed.
- Kindergarten teacher wishes to purchase shelving and tapping sticks, Milly to follow up.

8.2 **School Council** - LOTE decision, see Principal’s report.

8.3 **Library**
- Painting now completed.
The motion was put to the meeting to fund new pin-up boards ($980) and library furniture ($1185). Motion passed.

Library Fund – For a library fund to be set up for donations it requires the library to be considered a public space. **Action:** Sjaak Lemmens to follow up.

8.4 **Road Wise**
- Sarah has written to East Fremantle Council re congestion/parking issues on Windsor Rd, waiting on reply.
- To investigate bin stickers (speed limits) from the East Fremantle council (as per those available from Melville Council).
- Presented a petition supported by WACCSO re lowering speed limits all day around schools.
- To investigate courtesy speed monitor screens.

8.5 **Grants** - Nil report

8.6 **Canteen**
- Price rises are due (increased food costs). There was a general discussion re increasing prices in term 4 and the need for the P&C to underwrite any major costs incurred before prices can be raised next year. **Action:** Prices to be increased at the start of 2009.
- Insurance claim – due to a power shortage there was a loss of $300 worth of stock, payment of the claim is in dispute. **Action:** To follow up further with the insurance company.

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

The next meeting will be held on Tuesday 16th September 2008.

10 **Close**
The meeting closed at 9:30pm.