Richmond Primary School
P & C Association Inc

The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 20\textsuperscript{th} May 2008 in the School Library at 7.30pm.

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

Meeting commenced at 7:40pm.

**In Attendance**
Laura Cargill (chairperson), Debbie Murphy, Milly Sayer, Lee Simes, Mandy Martin, Elaine Bradley, Hilary Holliday, Rita Crooks, Jo Fleming, Sharon McVey, Alison Plowman, Michele Dalitz, Richard Hicks, Sarah Levalds, Mary Reynolds, Lisa Dentith, Sjaak Lemmens, Jenny Crawford, Bridget Marshall.

**Apologies**
Tania Radich, Suzy Nicholson, Andrea Lisewski, Patsy Richards, Narelle Guest, Lia Barnett, Kate Duncanson, Jane Ahern, Tania Giles, Lindy Brookes

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 18\textsuperscript{th} March 2008 at 7.30pm be taken as read and confirmed as true and correct.

Moved: Hilary Holliday
Seconded: Milly Sayer
Motion Carried

3. **Business arising from previous meeting**

3.1 **Road Safety Guidelines**
Sarah Levalds has volunteered for the Roadwise sub-committee, (see committee reports).

3.2 **Gifts for Teachers Policy**
The guidelines of the policy was discussed and approved by the meeting. Richard Hicks will table the policy at the June P&C meeting.

3.2 **Pre-primary Painting etc**
The school has a commercial lease for the pre-primary building with the East Fremantle council. Responsibility for maintenance of the building depends on the lease conditions.
Action: Richard Hicks to view lease to clarify the conditions of the lease agreement.
3.4 **Year 1-3 Playground**
There was a general discussion regarding the cost of replacing the year 1-3 playground (fundraising or grant application required), adding to existing playground and the age of the year 1-3 playground. Debbie Murphy has volunteered for the Grants sub-committee and will look for relevant grants.

3.5 **Crunch ‘N’ Sip Trial**
The teachers were surveyed following the trial of the Crunch ‘N’ Sip programme. It has been decided to implement brain food snack time (fruit or vegetables) at 10am in place of the formal Crunch ‘N’ Sip programme. (Extensive planning and documentation are required to meet the Crunch ‘N’ Sip criteria).

4. **Correspondence**

4.1 **Incoming**
- Thank you letter from M. Bamblett – donation to Richmond Rockets.
- Fundraising information.
- Invoice – Playground repairs - $500
- Invoice – WACCSO Fees - $739.
- State Teachers Union of WA.

4.2 **Outgoing**
- Thank you letter to M. Bote for audit.
- Crunch ‘n’ Sip request to school for a trial.

5. **Treasurer’s Report**

Report tabled and presented as attached.


- Building Fund Account $4,300.51
- Cheque Account $5,252.77
- Cash Management Account $19,799.61

- Uniform stock - the uniform insurance does not cover the current levels of uniform stock held.
Action: Reassess stock levels at the end of June and consider changing insurance premium as required.
• **Canteen Accounts/ Report**
  
  Balance $7,462.10

6. **General Business**

6.1 **Disco**
There have been problems with hiring a DJ and venue. The East Fremantle Baptist Church was suggested as an alternate venue (Tricolore is not available on the nights a DJ is available). Information will be passed on to Bronwen Milsom.

6.2 **Graduation Fundraising**
The wine fundraiser made $950.
A family portrait photograph fundraiser (with Advance Photographers) is being organised by Sheelagh Loss, tentative date 23rd August. The motion was put to the meeting to approve this fundraiser to be held on the school grounds. The motion was passed.

6.3 **Canteen Air Conditioner**
A new quote of $3,400 for has been obtained, currently waiting on a second quote. The supplier will need to be approved by the education department.
Action: Rita Crooks to follow up.

6.4 **Pizza Oven**
Paul Tindale’s class are planning on building a cost neutral pizza oven on the school grounds. It will require approval by the East Fremantle Council to meet council health and safety requirements.

6.5 **P&C Records**
The P&C records stored in the library need to be reorganized.
Action: Bridget Marshall and Laura Cargill.

6.6 **Interschool Winter Sports Uniforms**
The football team have team jerseys organised by Max Sneddon, but neither the netball or soccer teams have team shirts. It was agreed that the netball team does not need team shirts.
Action: Bridget Marshall and Sharon McVey to investigate obtaining soccer team shirts before 2009 winter season.

7. **Principal’s Report**

• The toilets are nearly completed.
• The refurbishment of the library is continuing.
The year 6/7 camp to Bridgetown will be taking place, week 10.

8 Committee Reports

8.1 K/PP
Report tabled and presented as attached.
- Consumable money of $150 per class per term.
- Garden busy bee at pre-primary.
- Kindy – shelving, tapping sticks, new stove.
- Disco in school undercover area.
- Fundraising – party goods fundraiser by pre-primary parent Leanne Wade.

The motion was put to the P&C meeting to approve funding for the Kindy and Pre-primary (See attached report for funding requirements). The sub-committee will prioritise the requests for spending as needed. The motion was passed.

8.2 School Council
No report.

8.3 Library
The library sub-committee are seeking help with the moving of the library contents.

8.4 Grants
Debbie Murphy and Laura Cargill to meet with North Fremantle primary school grants committee representative.

8.5 Road wise
Sarah Levalds presented items for discussion on road safety issues at the school. (See as attached).

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

The next meeting will be held on Tuesday 17th June 2008.

10 Close and Supper
The meeting closed at 9:35pm.