Richmond Primary School
P & C Association Inc

The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 17th November 2009 in the School Library at 7.30pm.

1. Open. Welcome. Attendance and Apologies

Meeting commenced at 7:35pm.

In Attendance
Laura Cargill (chairperson), Lee Simes, Michelle Dalitz, Rita Crooks, Suzy Nicholson, Richard Hicks, Lisa Dentith, Sarah Levalds, Lindy Brookes, Alison Plowman, Jenny Crawford, Kelly Green, Jane Baker, Hilary Holliday, Milly Sayer, Elaine Bradley.

Apologies
Janelle Duncan, Sjaak Lemmens, Andrea Lisewski, Marion Bamblett, Debbie Murphy, Kate Duncanson

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 20th October 2009 at 7.30pm be taken as read and confirmed as true and correct.

Moved: Richard Hicks
Seconded: Lee Simes
Motion Carried

3. Business arising from previous meeting

3.1 Ongoing maintenance years 4 - 7 playground
Laura Cargill to follow up with Lia Barnett.

3.2 Bike shelter
Ongoing - Richard Hicks to follow up.

3.3 Hats
The school council approved having the school logo on the hats. Action: Jenny Crawford to obtained cost of having the logo embroidered on the hats.
The motion was put to the meeting for the P&C to purchase hats for year 7 students and teachers. The motion was passed.
Discussed idea of P&C purchasing hats for all students, (supported by the school council) no decision reached. **Action:** Reconsider once costs have been determined.

### 3.4 Movie Night/P&C Picnic Night

Booking confirmed for the 12th December. Final selection of movie - will be one of three Christmas themed movies (depending on availability). The coffee barista will set up from 6:30pm (needs to sell 75 hot drinks to cover costs). Movie will commence at 7:30pm, approximately 90 minutes long.

Lee Simes has purchased glow sticks to give away on the night.

It was suggested that separate areas for blanket seating and chair seating be set up.

There will be a raffle of prizes remaining from the fete.

Thank you to Lee Simes for organisation of the outdoor movie.

Laura Cargill presented to the meeting a petition from students requesting that Mr Keady’s band play at the P&C picnic night. **Action:** Laura Cargill to respond re entertainment is varied from year to year.

### 3.5 Uniform Shop

Second hand uniforms will stay in the under cover area with the same opening times.

### 4. Correspondence

#### 4.1 Incoming

- West Australian Newspapers – offer of free computers for the school, following discussion it was decided that they are probably too old to be useful.
- WACCSO school council training
- P&C Survey – Laura Cargill to respond.

#### 4.2 Outgoing

- Nil

### 5. Treasurer’s Report

No report

### 6. General Business

#### 6.1 Fete

Thank you and congratulations to Jane Baker and Randy Salmond for their fantastic efforts in organising and running the fete. Thank you to all parents involved in the fete. Thank you to Jenny Crawford the fete treasurer for all her hard work.
The money taken from the fete is still being finalised. The amount banked from the fete was $51,709.80 this figure includes the float of $4,000. Taking out the float the gross sales on fete day was $47,709.80. Some items are still being sold. There will be items from the Craft and the Art stall for sale on Friday at the assembly.

6.2 P&C Financial Security
Recent fraud at a local primary school was discussed. To reduce the risk of fraud by any future treasurer/P&C committee members the following motion was put to the P&C meeting; that the financial statements presented to the monthly meeting include a copy of the most recent bank statements with reconciliation to the financial statements bank account balances. To include all bank accounts – main, canteen, KPP and fete. The motion was passed.

6.3 Squad Swimming Training
A parent is required to coordinate duty of care paper work and parent rosters for duty and breakfast. Squad swimming training starts week 2 term 1 2010 Monday and Thursday 7am – 7:45am.
Action: Advertise in the school newsletter.

6.4 Wish Lists from Teachers
Any funding requests from the school staff need to go through Lisa Dentith.

6.5 Class Awards
The motion was put to the meeting to fund $520 for end of year class awards and year 7 graduation awards. The motion was passed.

6.6 Community Savers
Laura Cargill presented to the meeting a fund raising project called Community Savers. For consideration by those interested 2010.

8 Committee Reports

8.1 Uniform - Nil report

8.2 Fete – Nil report (see General Business 6.1)

8.3 School Council
• Mathletics - A presentation will be given to staff early 2010. If they are interested in implementing Mathletics, the program will be costed and brought back to the P&C committee.

8.4 Grants – Nil report

8.5 Roadwise
• Post survey for bin sticker project to be carried out before the end of the year. Remaining grant money to go towards follow me footprints project
and bicycle safety program. **Action:** Sarah Levalds to obtain approval from Roadwise.

- Community speed signs 50km/h – The general consensus was that too many different speed signs could be an impediment against safe driving.
- Road Safety presentations to the school from WA police 2010.

### 8.6 Canteen

- Volunteer numbers down over 2009. There were a number of suggestions of ways to increase volunteers – targeting year 1/ new mothers, year one week, pre-primary ordering their lunch. **Action:** Rita Crooks to meet with Lisa Dentith to discuss these ideas.
- Canteen will be closed the last week of school, last canteen day Friday 11th December.
- Prices to remain unchanged for 2010.
- Fete aprons – 6 have been donated to the canteen, the remainder will be available for purchase at the canteen $6 half apron, $10 full apron. The fete tablecloths will be stored in the canteen.

### 8.7 KPP

- Funding requests from teachers - to be passed onto Lisa Dentith.

### 9 Thank you and next meeting

Laura thanked those in attendance.

The next meeting will be the AGM held on Tuesday 16th February 2010.

### 10 Close

The meeting closed at 9:10pm.