Richmond Primary School
P & C Association Inc

The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 20th October 2009 in the School Library at 7.30pm.

1. Open. Welcome. Attendance and Apologies

Meeting commenced at 7:40pm.

In Attendance
Laura Cargill (Chairperson), Pia Leeming, Lee Simes, Michelle Dalitz, Alison Plowman, Jane Baker, Richard Hicks, Kate Duncanson, Sjaak Lemmens, Jenny Crawford, Bridget Marshall.

Apologies
Lisa Dentith, Debbie Murphy, Sarah Levalds, Janelle Duncan, Tania Radich, Andrea Lisewski, Milly Sayer, Patsy Richards, Kirsty Le Gassicke.

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 15th September 2009 at 7.30pm be taken as read and confirmed as true and correct.

Moved: Michelle Dalitz
Seconded: Laura Cargill
Motion Carried

3. Business arising from previous meeting

3.1 Ongoing Maintenance Years 4-7 Playground
Lia Barnett waiting on email to confirm date for maintenance to be completed.

3.2 Bike Shelter – Ongoing

4. Correspondence

4.1 Incoming

• WACCSO re Safety House
• P&C Voice
• Youth Care re funding for Chaplaincy program. Action: Laura to write in support of Chaplaincy program.
• Generation Next – seminar on Wellbeing for Young Adults
• Fundraising material

4.2 Outgoing

• Nil

5. Treasurer’s Report

Report tabled and presented as attached.

Reports presented: Treasurer’s Report, Receipts and Payments Report and Canteen Report ending 20/10/09

• Cheque Account $23,422.60
• Cash Management Account $14,931.86

Recent uniform sales - $5000 income.
Year 7 graduation - general discussion re funding required.
Reminders to be sent out for outstanding P&C voluntary contributions. **Action:** Sjaak to follow up.
KPP fruit money – paid into KPP account.

6. General Business

6.1 Building work
Start date to be around Easter 2010.

6.2 Hats
There was a general discussion re the P&C funding the purchase of the Sunsmart hats for each student and whether to have the school logo on the hats. The general consensus of the meeting was to fund the school hats for the year 7 students only and to have logos on the hats.
The motion was put to the meeting to recommend to the school council for the logo to be on the hats and for the P&C to purchase hats for the year 7 students in 2010. The motion was passed.
The issue was raised re year 7 students being able to personalise their hats. **Action:** To be discussed by the school council and Lisa Dentith.

6.3 Movie Night/P&C Picnic
The outdoor movie company have made a double booking on Friday the 11th December. The days are available either side of 11/12/09, other companies have 11/12/09 available. There was a general discussion re date of movie night and the booking of mobile pizza and coffee vans.
The motion was put to the meeting to have the movie night and P&C picnic on Saturday 12/12/09. The motion was passed.
**Action:** Lee Simes to confirm the date with Lisa Dentith.
7  Committee Reports

7.1 Uniform Shop
- Handover to Willetton Uniforms completed.
- Willetton uniforms will sell the majority of stock on consignment. They will buy remaining stock of shorts and cargo shorts at $10 per unit.
- Nylon jumpers (21 remaining) will be sold in the second hand shop.
- The motion was put to the meeting to place remaining long cargo pants on second hand clothing stall at the fete, and then to donate those not sold. Motion passed.
- Second hand uniform shop will operate with donations only, not on consignment. There was a general discussion re location of second hand uniform shop and opening times and day. Action: Uniform committee to liaise with Lisa Dentith.
- Sjaak Lemmens to cancel credit card facility.
- Uniform stock insurance will no longer be required. Action: Laura Cargill.
- Thank you to Jenny Crawford and the uniform committee for their work on the hand over.

7.2 Fete
- Beth Carrello helping with marketing.
- Advertising banners and posters to go up soon, council informed re banners.
- Advertising in the local papers and around the community.
- Council will supply rubbish bins.
- Some businesses that have placed adverts in the cookbook have expressed interest in selling the cookbook. The motion was put to the meeting for interested business to be able to sell the cookbook, purchased from the P&C up front for $35. The motion was passed.
- Thank you to Jane Baker for work on the Fete.

7.3 School Council – Nil report.

7.4 Grants – Nil report.

7.5 Roadwise
- Sarah Levalds not present at the meeting. Roadwise report attached to minutes.

7.6 Canteen
- Requires more volunteers.
- Paying suppliers via direct debit.

7.7 KPP
- Cookie dough fundraiser raised $600
• Pre Primary Projects — Alison Plowman to follow up with PP teachers/ Lisa Dentith.

8. **Thank you and next meeting**  
    Laura thanked those in attendance.  
    The next meeting will be held on Tuesday 17\(^{th}\) November.

9. **Close**  
    The meeting closed at 9:20pm.