Richmond Primary School  
P & C Association Inc

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

1. Open. Welcome. Attendance and Apologies

Meeting commenced at 7:45pm.

In Attendance
Laura Cargill (chairperson), Sarah Levalds, Lisa Dentith, Kate Duncanson, Suzy Nicholson, Rita Crooks, Mandy Martin, Tania Radich, Pia Leeming, Janelle Duncan, Kirsty Le Gassicke, Debbie Murphy, Hilary Holliday, Narelle Guest, Jane Ahern, Sharon McVey, Milly Sayer, Michelle Dalitz, Richard Hicks, Bridget Marshall, Lia Barnett, Alison Plowman, Andrea Lisewski, Randy Salmon, Damien Staude, Jenny Crawford, Lindy Brookes, Sjaak Lemmens.

Apologies
Lee Simes, Tania Giles, Marion Bamblett, Kelly Green, Aaron Sheehan, Allison Lilly, Kate Bailey, Sharon O'Reilly.

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 18th November at 7.30pm be taken as read and confirmed as true and correct.

  **Moved:** Tania Radich  
  **Seconded:** Debbie Murphy  
  **Motion Carried**

3. Correspondence

3.1 Incoming
- Fund raising information

3.2 Outgoing
- Grants application acceptance

4. Treasurer’s Report

Report tabled and presented as attached.

• Cheque Account $7,954.59
• Cash Management Account $14,868.17

• **Canteen Accounts/Report**

• Balance $4,513.92

• Uniform Shop Stock Take – completed at the end of 2008. Cost of some uniform items have increased, uniform prices will be reviewed.

5. **Principal’s Report**

• Lisa Dentith reported that there are currently 404 children, K – year 7.

6. **Committee Reports**

6.1 **KPP**

• Art exhibition was a successful fund raising event.
• Tea towel fundraiser, carried over for 2009 (waiting on tea towel order).

6.2 **School Council** – nil report

6.3 **Library** – nil report

6.4 **Grants**

• The Volunteers grant has been approved. The grant will be used to purchase soccer strips, trestle tables and a shade shelter.
  Action: The following people to investigate/purchase items as listed: Sharon McVey – soccer strips; Rita Crooks – trestle table and eskies; Richard Hicks – shade shelter.
• To apply for grant for bin stickers (Roadwise).

6.5 **Road wise**

• Follow me footprints and stop smiley faces project – walking school bus routes, waiting on council permission.
• Bin Stickers (slow down consider our kids) – grant application 2009.
• Bike Safety programme.
• Road Safety guidelines.

6.6 **Canteen**

• Menu price increases have been implemented.

6.7 **Uniform**

• Successful collection day.
• School hats – There was a general discussion re replacing the current three hat styles with one hat style. **Action:** further investigation of suitable hat type by Uniform committee and for school council review.
• Uniform prices to be reviewed.
7. **Election of Office Bearers and Committee Members**

President – Laura Cargill  
Vice President – Richard Hicks  
Secretary - Bridget Marshall  
Treasurer – Sjaak Lemmens  
Executive Members – Jenny Crawford, Milly Sayer, Kate Duncanson,  
Canteen Treasurer – Kate Duncanson

**Committees Members**  
K/PP Committee – Alison Plowman (convenor), Janelle Duncan (fundraising), Pia Leeming (fundraising), treasurer - to be filled.

Buildings and Grounds – Richard Hicks.

Fete Coordinators – Randy Salmond, Jane Baker, Jenny Crawford (treasurer).

Uniform Shop – Narelle Guest, Kirsty Le Gassicke, Kate Bailey, Damien Staude.

Arts Committee - Suzanne Price, Tanya Giles, Elaine Bradley, Abigail Rutigliano, Alex Wilson.

Canteen Committee – Tania Radich, Michelle Dalitz, Suzy Nicholson, Mel Massey, Janine Severin.

Class Parent Rep Coordinator – Tania Radich, Michelle Dalitz.

Special Needs – Pia Leeming

Book Club Coordinator – Lindy Brookes, Allison Lilly.

Road wise Coordinator – Sarah Levalds.

Grants – Debbie Murphy.

School Walking Bus – To be advertised in the school newsletter.

School Council Representative - To be filled following school council meeting.

School Directory - To be advertised in the school newsletter.

Thank you to all elected members of the P&C executive and committee members for 2009.  
A vote of thanks was given to Sarah Levalds for running the elections.

8. **Appointments**  
Honorary Auditor  
District council representative
Delegates to WACCSO conference

All will be advertised in the school newsletter.

9  General Business

9.1 Voluntary Contributions
This year there was a trial of having the school contributions included on the Wooldridges list. The P&C contributions and fruit money were collected separately by P&C volunteers on the school collection day. Laura Cargill reported that the separation of the contributions was confusing for parents and onerous on the volunteers. Next year all the voluntary contributions will be placed on the Wooldridges list. The fee structure of the P&C voluntary contributions will need to be reviewed.

9.2 Year 7 Fund raising
The year 7 fund raising committee are planning to sell Easter buns, hold a disco and have a wine fundraiser. The P&C committee ratified all these.

9.3 Hand Towels/Blowers for toilets
There was a general discussion re hand drying in the toilets. A quote of approximately $3000 has been obtained for the installation of hand blowers in the toilets. **Action:** To be placed on the Budget wish list for 2009.

9.4 Annual School Functions
Debbie Murphy volunteered to bring a diary/year planner to P&C meetings so that social events and function dates can be planned as they arise.

9.5 Art Funding Request
A motion was put to the P&C meeting to fund $750 to purchase new art shirts. The motion was passed.

9.6 Executive meeting
The P&C Executive will hold a meeting for budget planning for 2009.

9.7 Fruit/Vegetable Snack Break
There was a discussion re the snack break, as it appears that not all teachers were implementing it. **Action:** Lisa Dentith will discuss with the teachers.

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

The next meeting will be held on Tuesday 17th March 2009.

11  Close
The meeting closed at 9:35pm.