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 23rd February 2010 in the School Library at 7.30pm.

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

Meeting commenced at 7:45pm.

**In Attendance**
Laura Cargill (chairperson), Lisa Dentith, Kate Duncanson, Suzy Nicholson, Rita Crooks, Milly Sayer, Michelle Dalitz, Richard Hicks, Bridget Marshall, Alison Plowman, Andrea Lisewski, Jenny Crawford, Lee Simes, Tania Giles, Kelly Green.

**Apologies**
Kate Bailey, Sharon O’Reilly, Tania Radich, Kirsty Le Gassicke, Sharon McVey, Patsy Richards.

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 November 2009 at 7.30pm be taken as read and confirmed as true and correct.

  _Moved: Laura Cargill_  
  _Seconded: Milly Sayer_  
  _Motion Carried_

3. **Business Arising From Last Meeting**

3.1 **Bike Shelter**
Waiting on new building work, school community to be advised in school newsletter.

3.2 **Hats**
The new hat sizes have been found to be small; the small sized hats are now for sale at the pre primary. **Action:** Jenny Crawford/ Kirsty Le Gassicke - to order the extra large hat size.

4. **Correspondence**

4.1 **Incoming**
- Fund raising information.
- Department of families, Housing Community Service and indigenous Affairs – pass on to Sarah Levalds.
• CGU – Insurance refund (uniform stock).
• Youth care – Chaplaincy Program for 2010 confirmed.
• State school teachers Union (NAPLAN opposition).
• Feedback on 2009 movie night - Penny Young.
• Noise complaint from neighbouring house to the school re movie night. **Action:** For future school events notice letter sent out to houses in immediate school area.

4.2 Outgoing
• Nil

5. **Treasurer’s Report**

Nil Report, Treasurer not present.

6. **Committee Reports**

6.1 KPP
• Discussion re spending available KPP funds.

6.2 School Council – nil report

6.4 Grants –nil report

6.5 Road wise –nil report

6.6 Canteen
• Good response for canteen roster this term.
• Mel Massey to run the canteen on Mondays.
• New menu available, some changes from 2009.
• Mexican day planned for second term.

6.7 Uniform
• Bathers currently being ordered.

7. **Election of Office Bearers and Committee Members**

President – Laura Cargill
Vice President – Milly Sayer
Secretary - Not filled, to be advertised in the school newsletter.
Treasurer – Richard Hicks
Executive Members – Jenny Crawford, Andrea Lisewski, Kate Duncanson,
Canteen Treasurer – Kate Duncanson

**Committees Members**
K/PP Committee – Not filled, to be advertised in school newsletter

Buildings and Grounds – Richard Hicks.
Uniform Shop – Kirsty Le Gassicke.

Arts Committee - Suzanne Price, Tania Giles, Janet Duncan.

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

Class Parent Rep Coordinator – Tania Radich, Michelle Dalitz.

Book Club Coordinator – Lindy Brookes, Allison Lilly.

Road wise Coordinator – Sarah Levalds.

School Walking Bus – Not filled, to be advertised in the school newsletter.

School Council Representative – Suzy Nicholson, Michelle Dalitz, Tania Radich, Lia Barnett (to be confirmed).

School Directory – Janet Duncan (to be confirmed).

Thank you to all elected members of the P&C executive and committee members for 2010 and to outgoing members from 2009. A vote of thanks was given to Suzy Nicholson for running the elections.

8 Appointments
Honorary Auditor - Not filled, to be advertised in the school newsletter.
District council representative – Sarah Levalds
Delegates to WACCSO conference – Not filled, to be advertised in the school newsletter.

9 General Business

9.1 Mondo Cookbook/ Fete Aprons
There have been enquiries re purchase of the cookbook. Editing of the cookbook would be necessary before a reprint. Action: Consensus of the meeting for no further reprints.
Fete aprons – To be given to teaching staff/canteen volunteers.

9.2 Mathletics
Mathletics program now running through out pre-primary to year 7. Funding of $3 500 ($10/child) has been provided by the P&C.
Thank you to Sharon O’Reilly for organising Mathletics.

9.3 Computer Lease
Funding $8 000 for 2009 and 2010 (total of $16 000) required by the school from the P&C. Action: Laura Cargill to follow up.
9.4 **Hand Towels/Blowers for toilets**
The motion was put to the meeting for Lisa Dentith to obtain quote for hand dryers, if it is less than $4000 to proceed with the installation of the hand dryers. Motion passed.

9.5 **Sunscreen for classrooms**
The motion was put to the meeting for the P&C to provide funding for bottles of sunscreen for all classrooms. The motion was passed. **Action:** Alison Plowman to purchase sunscreen.

9.6 **Before School Swimming**
The before school swim training is up and running. Thanks to Mel Neale and Sarah Tydeman for organising and running the training. The motion was put to the meeting to fund up to $300 for Milo/ juice. The motion was passed.

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

The next meeting will be held on Tuesday 16th March 2010.

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