The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 15th March 2011 in Room 13 at 7.30pm.

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

Meeting commenced at 7.37pm.

**In Attendance**
Laura Cargill (chairperson), Lee Simes, Michelle Dalitz, Milly Sayer, Kate Duncanson, Andrea Lisewski, Sarah Levalds, Lisa Dentith, Lidia Cesconetto, Phil Beeck, Paula Evans, Elizabeth Sorrenson, Alison Plowman, Jenny Crawford.

**Apologies**
Sjaak Lemmens, Cheryl Peck, Nichola Browning.

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 Feb 2011 at 7.30pm be taken as read and confirmed as true and correct.

  **Moved:** Milly Sayer
  **Seconded:** Michelle Dalitz
  **Motion Carried**

3. **Elections**

Phil Beeck and Nichola Browning have nominated and been accepted by show of 13 hands for treasurer and president respectively. Nicola was absent from meeting but was voted into the position in her absence. Congratulations to the new committee members!

Jenny Crawford nominated and accepted by show of 13 hands to sit on executive committee and remain signatory on P&C bank accounts.

**Action:** Calls for nominations for other positions/committees will be made at a later date when the meeting can be chaired by the new president.
4. Business arising

4.1 Playgrounds
Playgrounds cannot be installed until BER buildings finished. Lisa has been told 3 weeks until handover.

4.1.1 PP-yr3 Playground (Milly Sayer) This playground has now arrived at Miracle playground depot. Installer is ready to put the playground in but we are waiting for building site to be handed over to the school.

4.1.2 Natural Play space (Laura Cargill) Josh Byrne is preparing final plans for submission to the P&C. These should be ready in time for Laura to present to the next P&C meeting. Josh Byrne has invoiced the P&C for the next installment of works but it was decided that the P&C will wait until the final plans are finished before this invoice is paid.

4.2 Air conditioning of new buildings
Rulings on BER buildings have changed and we are now allowed to install air conditioning before the 12 month builders warranty period is up. Lisa has had quote to install air conditioning in the two buildings and it will be approx. $50,000.

Action: The P&C is to consider at the next meeting whether installing Air conditioning in these rooms is something the committee would like to focus its fundraising efforts on.

4.3 Aussie Farmers Direct
Aussie Farmers Direct has a fundraising offer where by 2% percentage of the sales (of Richmond parents who have accounts with the company) go to the school. The P&C would need to supply bank details, and the company will deposit the 2% of sales directly into this bank account twice a year. P&C needs to supply details of where money is spent.

Action: Michelle Dalitz to confirm all the details and further discussion of the program required at a future meeting.

5. Correspondence

5.1 Incoming
Various fundraising information was collected into red folder and available for interested parties to read.

Thank you card from Rita Crooks.

5.2 Outgoing
- Letter to Kelly Louthean to offer a position of Canteen Manager.
- Letters of reference for Rita Crooks, the outgoing Canteen Manager.
6. **Treasurer’s Report**

Phil Beeck is still becoming familiar with the procedures and protocols involved in the treasurers role and will present a report for the next P&C meeting. The executive committee will plan to meet in the near future to create a financial plan for 2011 and present this at the next meeting.

Outgoing Treasurer, Richard Hicks, has offered to be annual auditor for the P&C. For the 2010 audit Richard is trying to organize a colleague to carry out the audit for a nominal fee of approx. $200.

Need to confirm that the kindy P&C bank account was closed and money transferred to main P&C account. Check statements or contact Aaron Sheehan, who was the last treasurer for this account.

Various invoices handed to Phil and cheques countersigned

**Action:** Executive committee to compile financial plan for next meeting. Phil Beeck to add signatories to P&C accounts.

- **Canteen Accounts/Report**

In 2010 Canteen made a loss of $6000- however during the year a lump sum of $5000 had been transferred to main P&C account and canteen also bought a new BBQ so Kate does not feel there is cause for concern about the Canteens financial status. In 2011 the canteen started with $2500 in the bank, which has been sufficient for the restocking of the canteen and to pay Rita’s leave.

7.0 **Appointments**

7.1 **Honorary Auditor**- A colleague of Richard Hicks has been flagged for this position for 2010 audit and Richard Hicks has offered to do the audit for 2011 and future years.  
7.2 **District Council representative and delegates to WACCSO** These positions are available for interested committee members or parents.

8.0 **General business**

8.1- **P&C protocols**

Sarah Levalds expressed concern, on behalf of some parents, at the apparent breaching of some P&C protocols. In particular, there was an announcement in the school newsletter of the new treasurer and president before the appointments were officially ratified at a P&C meeting. Sarah also raised questions over the appointment of the new
Laura acknowledged that the wording of the announcement could have been better, but felt that it was made with the good intentions of keeping parents informed. Laura also confirmed that there are Standing Orders for the appointment of a canteen manager and felt that she followed this protocol appropriately. She also pointed out that she performed the interviews/appointment of the canteen manager as per the discussion laid out in the minutes of the last P&C meeting (held 15th March 2011).

Laura reminded and welcomed parents to attend meetings or contact the committee in writing if they have any concerns or criticisms about P&C protocols.

8.2 Dads and kids camp
Phil Beeck is interested in running a “Dads and kids” camp on the school oval, which he will run it in conjunction with the school Chaplain, Anne, and East Fremantle Baptist Church. The camp is scheduled for Friday 15th April at 5pm and will conclude Sunday 16th April at 9am.

The camp is a follow up to the “Fathering” night held in 2010 and the focus for the camp is on fathering; to promote dad and kid time and to establish a support base amongst fathers. The program for the camp does not have any religious content. While the committee was welcoming of the camp event there was some discussion about whether the East Fremantle Baptist Church logo should appear on the flyers distributed to school families. On the other hand it was also suggested that in the interests of transparency the logo should remain and parents could simply opt out of the event if they wanted to. P&C agree to inclusion of the East Fremantle Baptist Church logo on the camp flyers and to the holding of the event on school oval under P&C banner.

Thank you and next meeting
Laura thanked those in attendance and closed meeting at 8.50pm

The next meeting time to be arranged by Nicola Browning and will be announced via the school newsletter.

9. Close
The meeting closed at 8.50pm.