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

1. Open. Welcome. Attendance and Apologies

Meeting commenced at 7.37pm.

In Attendance Nichola Browning, Lidia Cesconetto, Helen Bawden, Paula Evans, Peta Van Heemst, Lee Simes, Phil Beeck, Kate Duncanson, Andrea Quinn, Cheryl Pech, Lisa Dentith, Jenny Crawford, Milly Sayer.

Apologies Laura Cargill, Debbie Murphy, Beth Carello, Andrea Lisewski, Michelle Van Ooran. Leonie Beetham, Claire Metclaff, Kate Spencer.

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 26th October 2011 at 7.30pm be taken as read and confirmed as true and correct; with the following amendment:
Section 3.3 “Estimated profit” not “Expected profit”
Moved: Nichola Browning
Seconded: Peta Van Heemst
Motion Carried

3. Business arising

3.1 Cookbook

The cookbook was launched on Sunday 13th at the P&C family picnic. In addition to the 418 preordered, a further 50 books have been sold since the launch. Feedback on the book is hugely positive, kids photo’s are gorgeous etc.

Lee Simes and Peta Van Heemst will be in the school office before and after school for the next two weeks to sell books. They will also attend the next two assemblies to sell books. Books will also be available for sale at the upcoming kindy orientation sessions (Thursday and Friday this week).

There are two launches planned for Garden City, one this Saturday (19th Nov) and another TBA in January 2012. There is also the opportunity to be part of the Hullaballoo Festival with Herb Faust (Jan/Feb 2012) and Lisa/Nichola and Milly to look into the possibility of doing a stall at George St Festival (27th November 2011).

3.2 P&C family picnic

Reports from attendee’s are that this was a great night with approx. 250 people attending. The Sunday night worked well and it was appreciated having it slightly earlier in the year. Thanks to all the organizers.

3.3 Sensory playground
Andrea Lisewski reports that this is on hold until Dave Carder returns from holidays.

3.4 2012 Kindy and Y7 graduation t-shirts
Kindy t-shirts have been organized and will be available through Willetton Uniform supplies from 25th November 2011. The price will be $9.75 per t-shirt.

Milly sought and received permission to begin organizing the Y7 Graduation t-shirts for 2012.

3.5 Smart board funding/gift for auditing
Lisa reports that the P&C funded Smart Board for the ELC has been ordered.
Phil’s sister is still doing the auditing and Phil will organize the gift when this has been completed.

3.6 Gift policy
Advice from WACSSO is that it is not appropriate to use P&C money to purchase gifts for Staff and parents. In future, gifts for school Staff and parents will be done by voluntary donation.

Motion: That the gift policy that was put in place in June 2008 be revoked.
Moved: Nichola Browning
Motion Carried by unanimous vote

4. Correspondence
• Incoming
  • Resignation letter from Amelia Gabbiani
  • Dental services in schools- WACSSO lobbying to keep this service open. The letter will be placed on P&C noticeboard.
• Outgoing
  Various cheques

5. Reports
5.1 Treasurer’s report
See attached report

5.2 Canteen report
There is a clear indication from the parent body (see Survey monkey report attached) that the canteen is wanted and there are parents willing to volunteer in 372 spots. The committee thanks Beth Carello for preparing the canteen survey and its report.

Motion: That we keep the canteen for the rest of 2011 and term 1 of 2012, and then be reviewed by the new committee.
Moved: Kate Duncanson
Motion Carried by unanimous vote

Once confirmed that there is no legal obligation to externally advertise the position the canteen manager position will be offered to Mel Massey, with a new pay rate negotiated.

Motion: That the committee to agree to pay the school canteen manager at a rate of up to $20/hr, which is $2.46/hr above the award rate. This pay rate is for the remainder of 2011 and term 1 of 2012, with a review to occur during term1 by the new P&C committee.
Moved: Kate Duncanson
Motion Carried by unanimous vote
Nominations are now open for a relief canteen manager, a P&C canteen roster coordinator and two other volunteers to help the canteen roster coordinator. Helen Bawden put forward her nomination for the relief manager position and Peta VanHeemst and Andrea Lisewski both put forward their nominations forward for the Canteen roster coordinator volunteer.

Lee Simes and Helen Bawden have offered to help sort out overstocking in the canteen and will meet with Kate and Mel during the next week to discuss.

6. General business

6.1 P&C AGM 2012 nominations
Nominations now open for all positions and voting will occur at the AGM (21st Feb 2012)

6.2 Continuation of the chaplaincy program
The current 3 year Chaplaincy program is coming to an end and Lisa Dentith is preparing an application to renew the grant.

Motion: Lisa seeks P&C support for the chaplaincy program for a further 3 years
Moved: Lisa Dentith
Motion Carried by unanimous vote

6.3 Class prizes and graduation awards.
A funding request has been received from Charmaine Cook for the 2012 Class and graduation prizes (see attached).
Motion: That we fund $850 for Class and Graduation Prizes
Moved: Nichola Browning
Motion Carried by unanimous vote

6.4 P&C Disco
No proposal was presented at the meeting.

6.5 Volunteering WA
Information from Robin (canteen Assoc. of WA) for 2012 Canteen to disco

6.6 Financial Support from Woolworths Palmyra
Helen Bawden reports that Charles, the manager of Woolworths Palmyra (Stammers) has verbally expressed a willingness to provide financial support for fundraising projects at Richmond. She will approach him regarding selling the Mondo Too cookbook in the store.

6.7 2012 P&C timetable
Nichola and Milly will formulate a timetable of events to aid planning for the upcoming 2012 committee.

6.8 Dads and Kids camp 2012
Motion: Phil to organize and run a Dads and kids camp in March 2012
Moved: Phil Beeck
Motion Carried by unanimous vote

9. Close
The meeting closed at 9.10pm.
The next meeting will be the AGM, to be held on Tuesday 21st February 2012.