The Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 16th August 2011 in the School library at 7.30pm.

1. Open. Welcome. Attendance and Apologies

Meeting commenced at 7.36pm.

In Attendance
Nichola Browning, Andrea Quinn, Lidia Cesconetto, Elizabeth Sofield, Milly sayer
Elizabeth Sorrenson, Lee Simes, Phil Beeck, Cheryl Pech, Dave Carder, Sjaak Lemmens, Kate Duncanson

Apologies
Suzy Nicholson, Andrea Lisewski, Tania Radich, Laura Cargill, Peta Van Heemst, Claire Metcalf, Leonie Beetham, Sue Gadsby, Paula Evans, Jane Baker, Debbie Murphy, Janelle Duncan.

2. Confirmation of minutes of previous meeting

Motion: That the minutes of the General Meeting of Richmond Primary School P & C Association held on the 21st June 2011 at 7.30pm be taken as read and confirmed as true and correct.

Moved: Nichola Browning
Seconded: Lidia Cesconetto
Motion Carried
3. Business Arising

3.1 Canteen- Volunteerism and lunch order instructions- Kate Duncanson

With Kelli (Canteen Manager) resigning the canteen committee is taking the opportunity to adjust the working hours of the new manager to compensate for the lack of volunteerism. The position will now require the manager to work Monday, Wednesday and Fridays. The two busiest days in the canteen are Wednesdays and Fridays, and Mel will be employed to work these (Fridays definitely, Wednesdays as required). The recent menu price rise will cover the extra staff costs. With this new system in place only 1 volunteer required on a Monday and 2 on Wednesday and Friday. The canteen committee’s intention is to still use the class roster system as the first avenue to recruit volunteers and also keep an ‘on call’ list to fill empty slots. The ‘on call’ list will contain the contact details of parents who may be able to come in at short notice. The canteen committee will also look at reducing the recess service (packaged food only, not handmade cakes and vegemite scrolls etc) on days where the required numbers of volunteers is not present.

Nichola will collate a list of parents who are available to be ‘on call’ in case there are empty spots in the roster. She will do this via a notice to parents, where they can return a slip of paper indicating which days (if any) they are available to fill in roster spots. Parents will also have the chance to say they are not available to do canteen rosters at all so the manager will not have to waste time calling them.

3.2 Book plate fundraiser

Book plate fundraiser- 56 books sold, approx. $1000 worth. Ali and Milly have now put the book plates into the books and they are in circulation in the library. They have prepared a spreadsheet with the book titles and which child purchased the book (so a child can find and borrow ‘their’ book). Children are enjoying borrowing and reading the books they purchased. Flag this fundraiser as a potential annual or bi annual event.
3.3 WACSSO Conference 13/14th August- Lidia Cesconetto
Lidia Cesconetto attended this conference. She said it was great, lots of info and very intense. See attachment for a summary of the information.

The committee had a lengthy discussion about Independent public schools and also the Yr7 transition to secondary school. Dave Carder says that the new curriculum for Yr7 reads like the old Yr8 curriculum, and the science curriculum especially, will be very hard to teach in a primary setting and thinks it’s inevitable that Yr7 will transition to a high school setting.

The committee thanked Lidia for attending the conference.

3.4 Entertainment book- Lee Simes
Lee has finalized this fundraiser. Seventy eight books were sold realizing a profit of $1014 for the P&C.

4. Correspondence

Incoming
• MainRoads WA- review of Canning highway children’s crossing.
• WACSSO Certificate of membership
• Wageline Award rates add user name/paswd
• Feedback about cookbook fundraiser (To be addressed in 6.1)
• Various Govt. publications
• Various fundraising opportunities

Outgoing
Various cheques

5. Reports
• Treasurer’s report – Phil Beeck
  See attached reports
It is not rather urgent that the auditing of the P&C books from 2005 to present be completed. An accountant from East Fremantle P&C is willing to audit one year of our books and in return Richard Hicks is willing to audit one year of their books. That will cover 2010. If we cannot find a free service by next meeting it is agreed that the P&C will pay someone.

- Principal’s report – Dave Carder
  
  **BER:** Builder has gone AWOL and hasn’t been on site for 8 weeks. Dave Carder has been following this up with both the Architect in charge of the project and also with the education department. He hopes to have all the final landscaping/clean up completed as quickly as possible.
  
  **Playground:** Dave working with DET to extend the current preprimary area to incorporate the area adjacent to the library. Dave is pushing very hard with the DET to get the site works completed and have the pre-primary area extended completed.
  
  **Faction athletics carnival @ Perry Lakes Stadium**

  Last year, due to the BER works taking over some of the oval space, the carnival was split over two days. This year, the teachers felt strongly that the carnival should be a whole school event over a single day. Unfortunately due to BER building site it cannot happen this year and Fremantle Park (where the carnival was held last year) is inappropriate because of the lack of toilet facilities. Instead the school has booked Perry Lakes Stadium. This is a great once-off experience on a professional track with a professional timing etc.
  
  **Mathletics for 2012**

  Personal items list are being collated. The last few years P&C has been funding the Mathletics program at a cost of $3500, which is approx. $11 per child. Dave asks if we would the P&C prefer to add Mathletics to the personal items list, and have each child’s family cover the cost. After some discussion, it was decided that we would try the individual payment system for 2012 with the P&C or school paying the difference if individual parents do not pay the fee.
• Canteen report – Kate Duncanson
  See attached financial report.
  Canteen has made a loss this term of $3600 (but account is still in the black). The new prices on the menu should correctly this deficit fairly shortly.
  Kate will organize job ads with Seek and the West Australian ASAP. P&C main bank account will cover approx. ~$180 cost of advertising for the new canteen manager position.

6. General Business

6.1.1 Cookbook

Financial status.- Next payment $18,000 is due this week (to concur with the food photography that is happening on Thursday and Friday). Phil's reports that there is $11,016 in the cookbook account. There are another 6 invoices due to be paid by sponsors that will take the tally to $14,511.80. In addition, there is confirmation of another $4000 in sponsorship, but this is yet to be invoiced. That gives us a total of Total 19,116.80 that has been paid or promised. The committee is still corresponding with a further 30 businesses. Some of the sponsors will buy the cookbooks as corporate gifts or to sell the books.

Pre-orders- 73 families (of 270 off families) have pre-ordered 246 cookbooks. That means 27% of families have pre-ordered 25% of the books (if 1000 ordered). The final number to be printed is still not final- but aiming for 1000 books.

Recipes- 118 recipes submitted with a good mix across the food types. Target was 120 recipes, for a 150 page cookbook.

Food photography is scheduled for Thursday 18th and Friday 19th August 2011, with some additional children’s photography occurring.

Concerns/feedback: There have been a number of emails with feedback and expressing concerns about the cookbook. Nichola addressed the main points:

Invoicing- transparency on the invoices and breakdown of costs is acceptable according to WACCSO.

Voting- WACCSSO reports that it a common situation that a parent has a financial interest in a business fundraiser, and suggests that the parent should not vote on
matters pertaining to their project. However, previous decisions and motions, where the parent has voted, are still valid. In future, this P&C will not allow parents with a financial interest in a project to vote on their project.

**Overall cost**- Complaints that the cookbook is too expensive. Nichola suggested that the price is market price and that the amount of preorders indicate that the cost is not prohibitive. Ultimately the parents have the choice not to buy the book or participate in the children’s photography.

Nichola concluded by saying that any future major P&C proposals (especially fundraising) should be made at one meeting with motion not carried until the next meeting. This gives parents time to absorb information and discuss at the next meeting.

### 6.1.2 Loyalty programs- Helen Bawden and Peta Van Heemst
Helen is coordinating the Coles Sports for Schools. Parents are asked to shop at Coles and collect vouchers.

Phil reported that Aussie Farmers direct have made a payment of $355.20 to the P&C as part of the Aussie Farmers direct loyalty program.

### 6.1.3 Grants- Debbie Murphy, Sarah Levalds and Jane Baker
Nichola, Jane and Debbie have met with Dave, Lee Maloney and Merdith as they are trying to focus on grants with a health/garden focus. They will also look out for grants based on music/musical instruments, as that is another area of need that has been identified within the school.

### 6.1.4 P&C Picnic/Family Night/Book Launch
Traditionally the P&C hosts a free picnic event towards the end of term 4. Nichola and Milly suggested the weekend of the 12th November as a suitable time- Dave will check that there aren’t any major school events on during that week. Phil happy to be involved and suggestions of something along the lines of the stepping stones 2010 Christmas concert family evening were put forward. Perhaps a family sports
event bringing in some of the professional sporting families. Parents asked to think over the matter and bring further idea’s (and volunteers) to the next meeting.

6.1.5 K/PP fundraising
Michelle Van Ooran is coordinating a picture plate fundraiser for Kindy and Rochelle Williams to organize the Chalk catalogue.
Milly received a request from Kate Bockman to fund the cost of hard cover picture books given to Kindy and Pre Primary students as Christmas presents.

Motion: That the P&C will pay up to $600 for Christmas books for Kindy and Pre-primary.

Moved: Milly Sayer
Seconded: Lee Simes
Motion Carried

6.1.6 Bike shed
Milly will report next meeting with regards to previous motions.

6.1.7 Kitchen garden
Aussie farmers direct money $355.20 has been deposited into P&C account. Schools must agree to spend this money on healthy food/gardening projects as part of the scheme.

Motion: That Aussie Farmers direct payment of $355.20 to be used for Kitchen garden.

Moved: Milly Sayer
Seconded: Kate Duncanson
Motion Carried

Thank you and Next meeting - Tues 20th September 2011 at 7.30pm in the school library. Meeting closed 9.50pm.