

TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



P&C General Meeting

--Due to Technical Error this meeting agenda has been re-issued--

The next P&C meeting will be held Term 3 on Monday 4th September 2017 in the school staff room at 6.30pm.

All are welcome to attend, contribute to the P&C and to meet some other families and people in the school community.

We would like to commence at 6.30pm so if could arrive a little earlier then we can start on time.

Some of the agenda items will be:

- Plan for Term 3-4
- Halloween Quiz Night
- Fathers Day Run Down
- Accessory Fundraiser
- WACSSO Rundown

If you would like to have something added to the Agenda please provide details via email tuartforestpandc@gmail.com. Agenda will go out a week prior to our meeting.

Membership to the P&C is \$1.

Hope to see you there.

When 04-09-2017 at 02:30

Location: Tuart Forest Primary School, Crystal Bend, Dalyellup WA 6230, Australia

Chairperson Ali Sander

Minute taker Charmaine Lindberg

Present Jennifer Herrmann (Vice President, 2nd Hand Uniform Coordinator), Charmaine Lindberg , Ali Sander (Secretary), Angie Sparks

Apologies garramisty@bigpond.com , Gail Eagle , Rynee Green , Onya Tickenoff

Minutes

1. **Presidents Welcome**

Attendees: Susanna Throne, Jenniffer Herrmann, Angie Sparks, Renee Freeman, Margaret Sanderson - Miller, Andrew Bilsby, Charmaine Lindberg

Minutes: General Meeting - 1st: Jen 2nd: Susanna

Executive meeting: 1st Jen 2nd Susanna

Thanks for fathers day afternoon. was great success, alternate between fathers day and mothers day - year about

Head bands/accessories orders coming in, costs affordable, complaints come and see pandc.

Thank you to helpers who came on Fathers Fun Day and Hair Accessory making, appreciated greatly. We however do need to get more numbers, maybe need to offer more incentives.

Decision

2. **Treasurer Report**

noted for filing, see attached.

image.jpg

3. **Principals Report**

noted for filing, see attached.

Disco maybe term 4. Big special thanks to mark sheedy for Fathers Fun Day, he did an amazing job.

image.jpg

4. P&C Involvement/direction onwards

Jen and Renee attended Wacsso - working on not just fundraising with more community based events - build the community spirit, at least one fundraiser and one fun (social) event a Term.

Renee will do up notice outside every classroom for movie fundraiser - Bad Mom's A4 size - week one in October

P&C aim is to make it more kid friendly - P&C meeting - maybe have a movie for kids to watch while P&C meeting is held, will try it for one or two times to see if helps, start 2018- Idea from Riverside PS P&C.

Decision

Tasks

- Bad Mom's flyer for classrooms and on Skoolbag App
Assignee: Ali Sander
Due date: 25-09-2017
- P&C board in office completion
Assignee: Gail Eagle
Due date: 25-09-2017
- Executives Vote on Bad Moms 2 flyer print budget
Assignee: Ali Sander
Due date: 15-09-2017

5. Newton Shop Donations- Glowstick Glasses and Accessories

Donate some not perfect headbands and accessories to Newton shop - wait for another week with more orders then can donate to Amy Cutts.

Going through store room, will give Amy Cutts a small hand full of glow stick glasses etc for Newton shop.

Angie to ask Kristie from Apex about buying our candles at cost price.

Decision

Donate glow stick glass and accessories to Amy Cutts

Tasks

- Contact Kristie from Apex about buying candles at cost price
Assignee: Angie Sparks
Due date: 02-10-2017
- Donate goods to Amy Cutts
Assignee: Ali Sander
Due date: 18-09-2017
- Stock take of glow products
Assignee: Ali Sander
Due date: 20-09-2017

6. School Banking

Suzanne is running a competition with school banking. Every time a child banks they go into a raffle and at the schools last assembly she will draw, prize has been provided by the bank.

More prizes provided by the bank, one for a boy and one girl and is looking for an idea on how to promote banking and to give out prize packs. Need something to draw kids in that don't bank. Ideas mentioned were guess the number in the jar and mystery number board. Need to decided how long to run it for. Decided to do it for next year - start of year, term 1 and do a mystery number board, guess the mystery number.

Decision

Start next prize Term 1 2018- Mystery Number Board

7. School Communication

This has been brought to the P&C by a parent within school. Concern is parents aren't receiving notes and communication and would prefer notices to go out by paper notes. Andrew Bilsby (Principle) mentioned unfortunately it's slightly unrealistic to send everything out in note form. He has heard the concern and understands and will try to improve on this matter. He also mentioned there are plenty of other options- Skoolbag app is a great one as notices that need to go home go on there direct to parents. There is also the school newsletter, notes and notice boards outside classes. Another thing to mention is students are informed of anything happening at Monday morning meetings so this can also be another avenue.

School parents Facebook page - Andrew spoke to Rochelle the administrator of page if she has any dramas and will private message them, and if any dramas will they will be blocked. Will not tolerate any unacceptable behaviour on the page.

8. Kindy Information Afternoon- P&C Involvement

Week 2 Term 4 18th October -

The P&C to set up a stall, request 5 mins to let parents know about the P&C and what is involved, and try encourage into joining. Will have in the day membership forms so new members to sign up, Suzanne to have school banking, Renee to come along to speak about the P&C as well as have the hair accessories on the day to sell

9. Term 4 Planner

\$104 raised for the school at Fathers Fun Day from pop up stall books and uniforms. Need to vote to transfer to the school- not enough for a quorum so will need to decide via executives.

Bad Moms movie, Sports Carnival, Quiz Night and Water Fun Day.

Tasks

- Executive vote on \$104 transfer to the school
Assignee: Ali Sander
Due date: 14-09-2017

9.1. Sports Carnival

We discussed at last meeting and decided sausage sizzle we are saying no, lots involved with little helpers.

Discussed doing bakers delight pizzas. Order in advance all prepaid including parents. Also decided no juice boxes. Renee to approach Tiffany at Bakers Delight and make sure they can do it.

1st week Term 4 notes to go out Tuesday 10th. Ask to have back at the latest Wednesday 18th. Renee to put on the P&C page at the end of term 3 go let parents know of pizza option for sports carnival. Kids and parents orders will be together and all preorder.

Jamie will ask if we can use the canteen at the sports pavillion, if we can we might be able to organise juice boxes, cool drink ect on the day for purchase on the day (use stock we have and maybe get a few more in) As well as our headbands ect on display and sell.

Jen is to organise coffee van.

Decision

Bakers Delight Pizzas

Tasks

- Organise with Bakers Delight Sports Day
Assignee: Ali Sander
Due date: 12-09-2017
- Coffee van
Assignee: Jennifer Herrmann
Due date: 25-09-2017
- Find out from Jamie if we can use sports pavilion canteen
Assignee: Ali Sander
Due date: 25-09-2017

9.2. Water Fun Day

Andrew will check with mark about water fun.

The idea is a dunking machine - from Jen and Renee

A dunking machine has been offered to us by Jasmine Hunter which she built for scouts. The machine works by having a hanging bucket.

Tasks

- ✓ Follow up with Jamie
Assignee: Ali Sander
Due date: 30-09-2017

10. Quiz Night Breif

Started receiving donations. We have 1 round Sponser thanks to Gravity but we still need another 7. We also need to still approach bigger businesses (eg Retravision)

We are really needing 5-6 volunteers to help out on the night.

A Gentleman from Capel golf club has donated his time to MC and organise all quiz questions.

Andrew will push for staff to book a table

We really need to start pushing advertising - flyers and Facebook to start with. Angie to ask friend for making flyers and possibly free for advertising.

Jen to find out about cleaning cost for cleaning up afterwards.

Anthony Garrett will sort out printing of flyers, from Crystal.

It is a licence venue so no byo

18+ event. In the flyers for around school we need to have no mention is alcohol.

10.1. Budget Vote

Carry forward to another meeting

11. next meeting

Term 4 meetings-

Week 3 - Monday 23rd October at 9am

week 8 - AGM Monday 27th November at 7pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C General Meeting on 04-09-2017

Summary of Matters Arising

Decisions

Item Decision

1.

4.

5. Donate glow stick glass and accessories to Amy Cutts

6. Start next prize Term 1 2018- Mystery Number Board

9.1 Bakers Delight Pizzas

Tasks

Item	Task	Assigned to	Due date
4.	Bad Mom's flyer for classrooms and on Skoolbag App	Ali Sander	25-09-2017
4.	P&C board in office completion	Gail Eagle	25-09-2017
4.	Executives Vote on Bad Moms 2 flyer print budget	Ali Sander	15-09-2017
5.	Contact Kristie from Apex about buying candles at cost price	Angie Sparks	02-10-2017
5.	Donate goods to Amy Cutts	Ali Sander	18-09-2017
5.	Stock take of glow products	Ali Sander	20-09-2017
9.	Executive vote on \$104 transfer to the school	Ali Sander	14-09-2017
9.1	Organise with Bakers Delight Sports Day	Ali Sander	12-09-2017
9.1	Coffee van	Jennifer Herrmann	25-09-2017
9.1	Find out from Jamie if we can use sports pavilion canteen	Ali Sander	25-09-2017
9.2	Follow up with Jamie	Ali Sander	30-09-2017

Summary of Attachments

Attachments

Item	File Name
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2.	image.jpg
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3.	image.jpg
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Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [P&C General Meeting](#)