

TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



General Meeting- Term 4

When 18-10-2023 at 06:00

Location: Tuart Forest Primary School, Crystal Bend, 10 Crystal Bend, Dalyellup WA 6230, Australia

Chairperson Shireen Loud

Minute taker Alison Sander

Minutes

1. **Welcome- Meeting Open. Time:**

Time: 6.06pm

2. **Attendees and Apologies**

Carolyn Williams, Shireen Loud, Ali Sander, Jen Hermmann, Natasha Mellor, Madeleine Viola-Tiongson, Jo Robinson, Louise Radiman, Natalie Brookes, Kat Conforti, Lisa O'Neill.

Apologies: Michelle Greengrass, Qira Napoli.

3. **Confirmation of Previous Meeting Minutes**

Natalie & Jen confirmed

4. **Presidents Report**

Shed has been cleaned out, stock has been counted.

5. Principals Report

see attached report

additional notes for fundraising wish list- large fan for purple block, potential to split in thirds between school, P&C and OSH.

Emphasis on large outdoor games

 [Principal's Report_Term_4.pdf](#)

6. Treasurer's Report

Reached \$15 000 goal for kindy playground.

Files have been cleaned out and organised, formalising processes, centralising money counting for events and receipts.

 [Treasury_Report_-_Term_4_2023.pdf](#)

7. Correspondence In/Out

as attached

 [Term_4_Correspondence_Out.pdf](#)

8. Containers for Change update - & introduce C4C Carnival challenge idea

An event run from 23rd Oct – 27th Oct, where students will collect containers and donate them to the P&C. Students deposit their containers into bins/bags/crate spots designated to their faction, with a big bin for each faction located near the purple block gate on Carnival Day 27th October. It is an event running alongside the carnival, not a part of the carnival and the points for the C4C Challenge will be awarded separately, to go towards the 'Winner Winner Chicken Dinner' faction tally that is awarded at the end of the year.

Friday afternoon, either Cash4Cans or a volunteer with a ute/trailer will take the containers to the counting station and Cash4Cans will count for us, grouping per faction. Prizes will be awarded for the most containers collected. 1st Prize- 100 points, 2nd Prize – 50 points, 3rd prize- 20 points & 4th prize – 10 points.

 [Containers_For_Change_October_update.pdf](#)

9. **Motion 1: That the P and C run the "C4C Carnival Challenge" for students to collect containers for their faction, to be collected on school carnival day- Fri 20th October, and winners to be announced at the next assembly after carnival day. Prizes for the Challenge will be faction points. Coordinator is Qira.**

Coffee Van & The Loft will have vans at the carnival

Decision

Unanimous vote- motion carried

Tasks

- ✓ get a flyer out by friday- seesaw
Assignee: Secretary (Cassandra Kammann)
Due date: 20-10-2023
- ✓ label crate with the factions, put outside Aqua block
Assignee: Containers For Change Coordinator (Qira Napoli)
Due date: 20-10-2023
- ✓ colour labels and cable ties for container bags
Assignee: Secretary (Cassandra Kammann)
Due date: 20-10-2023

10. Disco Summary (Coordinator- Ali)

Income was \$325.30, expenses were \$609.46, total loss of \$284.16

167 students attended session 1, 155 in session 2, total of 322 students- over 70% of the school!

Zones were good & flowed well, calm zone was ok but had lots of kids trying to go in to look or play which made it less effective til Carolyn stood guard then it worked much better.

1st session sign out was in the wrong spot- too loud, too dark & many parents missed it. 2nd session sign out was moved to outside the exit and went much smoother. Needed more than 2volunteers on sign in/out for that initial surge. Potential for sausage sizzle between sessions as a distraction/food option, potentially a shorter session for the younger kids. Games nearer the end of the session seemd to work well.

Sign Up was great for getting volunteers, good amount of volunteers-32 overall plus a few extra teachers. It was very hard coordinating it alone, would be much easier to have a team or even just 2 coordinators to divide the workload of preparation up a bit.

 [Disco_Handover_Report_2023.pdf](#)

11. Fathers Day Stall Summary

Note for future reference: old stock as a clearance pile

staff want us to break it down instead of them doing it

Mrs Hobson has been using her own money for kids who dont have anything. Reminder that there is stock there for kids who dont have funds.

Noted to look at other Father's Day event options

Went well, income was \$3593.60, expenses were \$2015 total profit of \$1578.60.

We made more profit event though we earned a little bit more income last year, because we ordered less stock so costs were lower.

Had issues with delivery of vouchers, mainly because many students ordering had outdated details on QKR, have spoken to QKR & they've implemented a new feature in May where the classroom details can be wiped and a notification can be sent out, so that a new order cant be placed until their class details are updated. Spoke to admin about doing this at the start of the new year.

 [Fathers_Day_2023-_Handover.pdf](#)

12. Christmas Stall Sunday December 3rd. Ali to coordinate, need another coordinator to help

Fairy floss

\$25 voucher from coles for sugar

Louise and Shireen and Ali to chat about plan

Tasks

- ☒ make up rosters for saturday
Assignee: Secretary (Cassandra Kammann)
- ☒ set up coffee meeting to plan
Assignee: Secretary (Cassandra Kammann)

13. Higher level lexile books - a parent expressed concern that her year 3 student is reading at the highest level the school has available & is concerned she is going to have limited school resources for the next 3 years. the school only provides books up to year 6 level. Library said it isnt a funding issue.

Decision

Carolyn to chat directly to parent, may be a misunderstanding of the lexile policy, all books are opened up once kids get to a certain lexile level

Tasks

- ☒ Get parent details pass on to principal to make sure those concerns are addressed
Assignee: Secretary (Cassandra Kammann)
Due date: 20-10-2023

14. Tuart Forest Parent Page- transfer to P and C - topic requested by Amy, current admin of parents page

Question whether it would be allowed to have a page linked to us, re: P&C constitution.
Suggest to add additional admins, or close the parent page. Or utilise the P&C page more

Decision

Motion Denied

Tasks

- ✓ talk to Ash- out a timeframe to get a new group admin or close it, move notices to P&C official page
Assignee: Secretary (Cassandra Kammann)
Due date: 20-10-2023

15. WACSSO Update- notes on the conference

Workshops- Cyber safety: info as a parent. website is esafekids.com.au, note to put a post up on our P&C page.

Social Media 101- parent groups are very contentious, some schools dont allow it. Good news stories, celebrating the kids.

Volunteer burnout- sounded promising but not much useful content

Containers for Change- some ideas= every 20 containers gets ticket in raffle with large sponsored prize (eg bike), mentions at school assembly. Donations of gloves to encourage waste warriors, freestanding bags.

Excursions for waste warriors to the recycling centres- or some kind of reward for those kids who are doing that hard task as an incentive.

16. Kindy Orientation - 25/10 - 15/11. Our session is Wed 15th Nov. Nominate coordinator, flyers to be printed, volunteers to talk to kindy parents

Coordinator: Jen

bring 2nd hand uniforms to orientation, maybe use the uniforms as the pull rather than bikkies

1 session in morning, 1 in afternoon

Helpers for 1st session: Shireen

Helpers for 2nd session: Natalie

Tasks

- ✓ send jen updated flyer
Assignee: Alison Sander
- ✓ talk to mary about times
Assignee: Jennifer Herrmann
- ✓ talk to qira re: uniforms at orientation
Assignee: Jennifer Herrmann

17. Financial Motion: That the P and C allows \$150 to print A4 colour double sided flyers for the kindy orientation packs, before the first orientation session on 25th October

backup budget if nola Marino cant do the printing in time

Decision

unanimous vote- motion carried

18. Kindy Playground Update (coordinators- Jen, Jo)

pump track 1st, mud kitchen 2nd, nature play 3rd

talks to modify what is already there rather than replacing, some equipemtn removed as part of maintenance. P&C doesnt need to cover cost of most of removals. Ange following up on timeframe for removing.

Pump/bike track- line marking, crosswalk (painting), street signs. approx \$500.

Delay nature play, only 1 company can do it, still waiting on catalogues has permissions to access wood and school policies allows. staged process, lead time and funding still to be worked out.

Mud Kitchen- approx \$1000, carolyn looking at local suppliers

Teachers have been given a catalogue to select specific equipment.

19. Date for 2024 Event Planner Meeting

Tues 20th Feb 6pm

20. Date for Exec AGM Prep Meeting

TBC

21. Date for next General Meeting/ AGM

Tues 6th Feb, 6pm

22. Meeting Closed. Time:

Time: 7.47pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of General Meeting- Term 4 on 18-10-2023

Summary of Matters Arising

Decisions

Item Decision

9. Unanimous vote- motion carried

13. Carolyn to chat directly to parent, may be a misunderstanding of the lexile policy, all books are opened up once kids get to a certain lexile level

14. Motion Denied

17. unanimous vote- motion carried

Tasks

Item	Task	Assigned to	Due date
9.	get a flyer out by friday-seesaw	Secretary (Cassandra Kammann)	20-10-2023
9.	label crate with the factions, put outside Aqua block	Containers For Change Coordinator (Qira Napoli)	20-10-2023
9.	colour labels and cable ties for container bags	Secretary (Cassandra Kammann)	20-10-2023
12.	make up rosters for saturday	Secretary (Cassandra Kammann)	
12.	set up coffee meeting to plan	Secretary (Cassandra Kammann)	
13.	Get parent details pass on to principal to make sure those concerns are addressed	Secretary (Cassandra Kammann)	20-10-2023
14.	talk to Ash- out a timeframe to get a new group admin or close it, move notices to P&C official page	Secretary (Cassandra Kammann)	20-10-2023
16.	sned jen updated flyer	Alison Sander	
16.	talk to mary about times	Jennifer Herrmann	
16.	talk to qira re: unoforms at orientation	Jennifer Herrmann	

Summary of Attachments

Attachments

Item	File Name
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5.	Principal's_Report_Term_4.pdf
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6.	Treasury_Report_-_Term_4_2023.pdf
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7.	Term_4_Correspondence_Out.pdf
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10.	Disco_Handover_Report_2023.pdf
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11.	Fathers_Day_2023-Handover.pdf
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Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [General Meeting- Term 4](#)