

# TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



## Tuart Forest P&C Meeting

In the staffroom at Tuart Forest Primary School

When 19-03-2018 at 02:00

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

Chairperson Alison Sander

Minute taker Susanna Throne

Present Nickola Crompton , Alison Sander (Executive Member- 1) , Susanna Throne

Apologies Lisa O'Neill , Margaret Sanderson

Unconfirmed Katrina Conforti , Tania Galati , Angie Sparks

## Minutes

### 1. Welcome

Attendees - Angie Sparks, Michelle Greengrass, Brian Johnson, Tamara Britton, Rebecca Ison, Renee Freeman, Natalie Brookes, Aneke Smit, Nickola Crompton, Susanna Throne

Renee welcome everyone and thanked for attending the meeting

Not much to report

She noted that her maternity leave will be from end of Term 2 and hoping Exec's will step up and work together to keep the P&C going. She is still hoping to be in the background if needed.

#### 1.1. Apologies

Misty Garrett, Jennifer Herrmann, Lisa O'Neil, Margaret Sanderson

## **1.2. Previous Meeting Minutes**

1st - Mick McKinlay

2nd - Aneke Smit

 [Term\\_1\\_Meeting.pdf](#)

## **2. Principal Report**

 [Principal's\\_Report\\_19th\\_March\\_2018.pdf](#)

## **3. Treasurers Report**

Bank Account total is \$14069.12

Deposits since last meeting:

- Commonwealth Bank School Banking Commission = \$44.55
- P&C Membership Fee = \$1
- Entertainments Book Commission = \$70.00

## **4. Storage Space for the P&C**

No longer using the purple block storage room

Brian advised the Halloween boxes are in the shed. He needs to know what the P&C want stored so he can designate room/storage area for the P&C. Items required storing are : Stationery, Hair Accessories box, the leftover's from the Mother's Day Stall...

### **4.1. Vote on Storage Shelf Budget**

Postpone to next meeting when a storage area has been designated

## **5. WACSSO Conference Delegates**

Registration opens in May

Conference dates are 18th & 19th August

Highly recommend Office Bearers and Executives go, open invite to members as well.

## **6. WACSSO Training Evening**

30th April @ 6.30pm

Tuart Forest PS is hosting it

All Exec & Office Bearers to attend and open to members as well.

## **7. School Banking & Change of Co-Ordinator**

Firstly, it has come to my attention that back in June last year when Isabel was Co-Ordinator there was two banking dates that students have given their money however not been banked into their accounts. I have spoken to the bank and they could do an audit, however that would require all students bank books to be submitted to the bank and banking put on hold until they have finished their audit. The bank highly suggested I contact the families who have banked around that time to check their child's bank accounts and if they can prove they are missing their money then I can submit to the bank and they will honour the amount. I am currently at this stage of finding out from parents.

Secondly, due to so many commitments I am currently involved in, I have had to step down from my role of School Banking Co-Ordinator. It has been such a rewarding role and I will miss being apart of it. Nicki Crompton has offered to take on the role as she has done the role at another school and was rather successful. Nicki will take over the role as of Term 2, so it can leave me the few weeks left this term to advise our school bankers of the change and be able to follow up the missing money issue.

## **8. Fundraising**

### **8.1. Bakers Delight Vouchers**

We have 30 x \$30 vouchers still remaining from the Halloween Fun Run.

Use some to purchase the rolls for the Open Night Sausage Sizzle and the remaining can be sold to parents for \$10 each.

Vote - all in favour

### **8.2. Easter Raffle**

Amazing response for Easter Egg donations and selling off the tickets

Top 5 Hampers will be drawn (by Brian Johnson) at this Friday's Assembly and the rest drawn afterwards and announced later in the day.

So far we have made a profit around \$1500 in raffle tickets.

### **8.3. Mother's Day**

All of week 2 Term 2

Will be done in the library within students designated class library times. A roster has been done up for volunteers to help at each session. One Exec member must be on at each session. Renee will be a floater.

Stock has been ordered. Once received, volunteers will be required to help sort out.

Seeking ideas how to monitor stock for the whole week so classes at the end of the week still have all options to choose from.

Float vote - all in favour

#### **8.4. Open Night Sausage Sizzle & Budget**

Last year there was a \$400-\$600 profit

Need volunteers on 1/2 hour rotation with an Exec on each rotation. - Cooking and Selling

Renee will be a floater

Need to buy:

- Sausages (Buckingham Meats will sell to us for \$5.50/kg this year - last year was \$7.50/kg) Cost to P&C \$198

- Onions have been donated

- Rolls : ask if we can use Bakers Delight Vouchers - Renee to follow up

If not voting budget of \$300

-Sauces etc \$40

Vote for budget to buy items \$550- All in favour

Vote to sell drinks this year - All against

Vote for Aneke to organise a float - All in favour

#### **Tasks**

☒ Renee to follow up start and finish times so she can do up a roster  
Assignee: Renee Freeman  
Due date: 30-03-2018

☒ Float  
Assignee: Aneke Smit  
Due date: 09-04-2018

☒ Renee to follow up Bakers Delight for rolls  
Assignee: Renee Freeman  
Due date: 30-03-2018

#### **8.5. Gravity Fundraiser**

Postponed til next meeting due to Jenn not being able to attend tonight's meeting

### **9. Audit Budget Vote**

In the process of being sorted out. Vote postponed to next meeting

**10. Baskets for P&C use Vote**

Purchase 19 baskets from Kmart to use for future events - Pizza days etc

Baskets cost \$3

Vote to purchase - all in favour

**11. Pizza Day**

316 orders

Profit of \$475

**12. Next P&C Meeting**

Term 2 Week 2

Monday 7th May @ 6pm

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of Tuart Forest P&C Meeting on 19-03-2018

## Summary of Matters Arising

### Tasks

Item	Task	Assigned to	Due date
8.4	Renee to follow up start and finish times so she can do up a roster	Renee Freeman	30-03-2018
8.4	Float	Aneke Smit	09-04-2018
8.4	Renee to follow up Bakers Delight for rolls	Renee Freeman	30-03-2018

## Summary of Attachments

### Attachments

Item	File Name
1.2.	<a href="#">Term_1_Meeting.pdf</a>
2.	<a href="#">Principal's_Report_19th_March_2018.pdf</a>

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [Tuart Forest P&C Meeting](#)