

# TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



## Tuart Forest Primary School P&C Annual General Meeting

To All Parents

NOTICE OF TUART FOREST PRIMARY SCHOOL P&C ASSOCIATION INC.

Here it is – that time of year again where we call for nominations from all parents to be a part of the hard working and dedicated parent body of Tuart Forest Primary School. The Annual General Meeting will be held on Monday 26th November 6pm in the Library.

ALL positions are declared vacant and everyone is encouraged to nominate for a position on the executive

committee (President, Vice-President, Secretary, Treasurer or Executive committee member).

We need as much support from parents as we can possibly get. If you are not interested in an executive role please come along and be a member. Without 10 or more members we can not continue as a P&C for 2018. The P&C is all about our supporting our children and our school community.

Please return the nomination forms for office bearer positions by Monday 26th November, to the school office, by email to [tuartforestpandc@gmail.com](mailto:tuartforestpandc@gmail.com) or bring along with you on the night.

Everyone has something to contribute, such as time, ideas, enthusiasm, or just getting in there and getting your hands dirty!

Your presence, opinions, input, and support are very valuable.

Please come along, listen to what the P&C is all about and nominate for a position or register yourself as a general member. You are required to pay \$1 for full voting rights for 1 year.

If you have any questions regarding the P&C, please feel free to contact me by email [tuartforestpandc@gmail.com](mailto:tuartforestpandc@gmail.com) . I look forward to seeing you there.

\*\*\*This meeting will be held in the staff room\*\*\*

When 26-11-2018 at 02:00

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

Chairperson Ali Sander

Susanna Throne

Minute  
taker

Present Michelle Greengrass , Rebecca Ison , Susanna Throne

## Minutes

### 1. **Welcome**

Thank you for all members support especially to the current Office Bearers and Execs  
Renee ran through rules/expectations for this P&C meeting

Vote: Jennifer Herrmann can put forward an absent nomination for Executive Member - All in favour

#### 1.1. **Attendees**

Renee Freeman, Susanna Throne, Angie Sparks, Brian Johnson, Kristy Morris, Michelle Greengrass, Shireen Loud, Mick Mackinley, Rebecca Ison, Claire Palmer, Natasha Waddington, Katrina Oliver

#### 1.2. **Apologies**

Jennifer Herrmann

### 2. **Confirmation of previous meeting minutes (15/10/18)**

Rebecca Ison

### 3. **Correspondence In & Out**

Bankwest Statement

Receipt for payment of Guest Speaker from TFPS

### 4. **Treasurer Report**

 [Treasurer\\_Report\\_November\\_2018.pdf](#)

### 5. **Principal Report**

 [Principal\\_Report\\_November\\_2018.pdf](#)

## **6. Declare all Office Bearer Positions Vacant**

### **6.1. Nominations for President & Vote**

Renee Freeman nominated herself again

#### **Decision**

All in favour

### **6.2. Nominations for Vice President**

Angie Sparks nominated herself again

#### **Decision**

All in favour

### **6.3. Nominations for Secretary & Vote**

Susanna chose not to renominated for this role

Rebecca Ison nominated herself

#### **Decision**

All in favour

### **6.4. Nominations for Treasurer**

Michelle Greengrass nominated herself again

#### **Decision**

All in favour

### **6.5. Nominations for 3 Executive Committee Members & Vote**

Jennifer Herrmann nominated herself again

Claire Palmer and Shireen Loud nominated themselves

#### **Decision**

All in favour

## **7. Nominate School Board Member**

Renee Freeman nominated herself again

### **Decision**

All in favour

## **8. Appointment of Auditor**

To be discussed at the next P&C Meeting

Claire Palmer to talk to an accountant she knows

## **9. Additional Signatories**

Remove Susanna Throne from banking.

Michelle to organise for Angie Sparks to have a Banking Toggle

## **10. Commonwealth School Banking**

Nicki not present at meeting for an update

Rebecca Ison mentioned she will be keen on taking over next year's Co-Ordinator role

## **11. Fundraising**

### **11.1. Guest Speaker**

Justin Coulson - Tuesday 26th February

TFPS Staff will be doing the P.D. part and P&C hold the Evening Session

Renee would like to apply for a \$1000 Satterly donation to go towards this event - All in favour

Advertising has been done on FB, Skoolbag App, and brochures are being printed to be handed out to families

Tickets have gone on sale. Renee proposed to extend Early Bird tickets from 30th Nov to end of year (All in favour)

Topic chosen is 21 days for a happier family

Justin has given the P&C a copy of 1 of his books, Renee proposed to use the book as a free give away incentive to families who book before the end of the year

If weather is to be expected high temperatures then Dalyellup College has agreed we can host event there.

### **11.2. Local Advantage (Southwest Voucher Books)**

Online digital app for all local Southwest vouchers

the vouchers are reusable

\$49/ year - \$12 goes to P&C

There vouchers start from around March 2019

Families can access a 7 day trial before purchasing

Vote: Stop selling Entertainment Books and switch to Local Advantage App - All in favour

### **11.3. Fundraising Raffles**

Postpone to discuss next year

### **11.4. Sunscreen & Lip Balm Fundraiser**

Shireen advised the current fundraiser is about to end and therefore she will organise this for next year

### **11.5. Christmas Stall**

Letter for donations has been done by Renee and sent out to businesses and posted on fb (over 100 donations so far)

Prizes will go into boxes and each have a number, matching numbers will go onto a bauble

to pick a bauble cost will be \$5 each - All in favour

Renee has proposed that the over 30 small kids prizes can be used as a lucky dip for a gold coin donation - All in favour

Brian suggested for the really expensive gift donations there can be a silent auction / tender for them. Kristy suggested for groups of larger gifts to be bundled to make 3 big prizes. Vote - All in favour

289 Glow Candles = \$2 each and 63 Glow Glasses= \$1 each to be sold - All in favour

Stall Volunteers on the night as follows:

3pm-4pm : Mick, Rebecca and Renee

4pm-5pm: Michelle, Shireen, Renee

5pm-6pm: Kristy, Shireen, Renee

6pm-7pm: Renee (and requiring 2 more volunteers)

## **12. Banking Term Account**

Michelle proposed to put \$10000 into a locked term account for 6months to earn interest (current rate is 2.5%)

Vote - All in favour

**13. Playground Update - Grants Applications**

Jen is still in the process of doing the grants, due to her being absent from this meeting we will postpone to discuss at next meeting

**14. WASSCO Conference- Discuss delegates**

No-one from our P&C attended in 2018

Renee proposed to ensure all Office Bearers attend 2019 Conference

**15. Date & time of next meeting**

To be discussed in next Executive Meeting

**16. Close of meeting time**

7.30pm

**Decision**

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

# Minutes of Tuart Forest Primary School P&C Annual General Meeting on 26-11-2018

## Summary of Matters Arising

### Decisions

Item	Decision
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6.1	All in favour
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6.2	All in favour
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6.3	All in favour
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6.4	All in favour
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6.5	All in favour
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7.	All in favour
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16.	
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## Summary of Attachments

### Attachments

Item	File Name
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4.	<a href="#">Treasurer_Report_November_2018.pdf</a>
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5.	<a href="#">Principal_Report_November_2018.pdf</a>
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*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [Tuart Forest Primary School P&C Annual General Meeting](#)