

TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



Term 1 General Meeting 2024

When 15-02-2024 at 18:00

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

Chairperson Shireen Loud

Minute taker Alison Sander

Minutes

1. Meeting Open. Time:

Meeting Open: 6.12pm

2. Attendees/ Apologies

Attendees: Ali Sander, Shireen Loud, Carolyn Williams, Natalie Brooks, Qira Napoli

Apologies: Kat Conforti, Jen Herrmann, Lisa O'Neill, Louise Radiman

3. Presidents Report/ 2023 overview

last year did fairy floss stall, mothers day, fathers day, easter raffle & containers for change. bank is at \$25k. struggling to get members at the meetings- push to gain as many new members as we can by the AGM, otherwise we are at risk of folding.


4. Principals Report

see attached report. good start to the year, thorough handover between each year group. no confirmation of the new principal yet.

[Principal's Report_06.02.24.pdf](#)

5. **Treasurer Report**

kat is away, see attached bank transactions, would like to get MYOB or similar to take away a lot of the labour of entering records and doing reports.

 [Bank_Transactions_-_18.10.23_-_15.2.24.pdf](#)

6. **Correspondence In/Out**

as attached

 [Term_1_-_Correspondence_In.pdf](#)

 [Term_1_-_Correspondence_Out.pdf](#)

7. **Financial Motion 1: That the P and C allocate a budget of \$80 per term to the Secretary for administration and office expenses (ink, paper, office supplies etc)**

not enough members to vote- carry motion to special general meeting

Decision


not enough members to vote- carry motion to special general meeting

8. **Containers For Change Update**

2023 approx \$750 total, approx \$500 from the carnival event. see attached report for details.

looking for another teacher to run Waste Warriors

Tasks

 Ask teachers if anyone would be willing to pick up the Waste Warriors structured lunch activity

Assignee: Carolyn Williams

Due date: 27-03-2024

9. **Note: Votes for Volunteer for 2024 Containers for Change Coordinator & 2nd Hand uniform Coordinator will be voted on at the AGM**

Qira is happy to keep going with the Containers for change, 2nd hand uniforms okay for now but does need additional help. will be voted on at the AGM

10. 2nd Hand Uniforms Update

Note: Need to buy more of the big plastic bags for orders- Qira to find out pricings.

not enough members to vote- carry motion to special general meeting

Decision

not enough members to vote on order bag allowance- carry motion to special general meeting

Tasks

- ✓ Check pricing of ziploc bags, send pricing to Ali to add to agenda for next meeting
Assignee: Containers For Change Coordinator (Qira Napoli)
Due date: 19-02-2024

11. Christmas Stall - Handover report

see attached handover report

 [2023_XMAS_STALL_Handover_Report.pdf](#)

12. 2023 Fundraising Goal- Kindy Nature Playground Update

Jen was unable to attend but left the following notes on the progress:

- Updated price list for equipment has been received. Will work with school to select equipment. (Budget to be looked at again after line markings and mud kitchen purchases.
- Will meet with Ange to get an update on if the removal of existing equipment has been completed.
- Line markings for bike track and Mud Kitchen will be organised now school is back.

Tasks

- ✓ Check in with mud kitchen supplier to get a timeframe & confirm order
Assignee: Carolyn Williams
Due date: 29-02-2024

13. **Vote on new fundraiser goal (giant fan approx \$18k,quote)**

department of education no longer covers servicing of split system aircons, so would be an extra cost to maintain split system. purple block is often open, fans judged to be more effective at reducing temp and improving air circulation for its multiple purposes.

Lisa unable to attend, but has completed research on this goal:

"Bunbury Catholic College had Casey from Beacon Bunbury install 2 Mammoth Fans in the Hall

They give schools extra discount so supply approx. \$10,000 for 2x

Nixon Electrics install them and we are trying to get them to meet us on site next week to do an inspection and cost up for install. (could be \$5-8K?) I am happy to meet them onsite before school if need be?

Ang at TFPS has already got a quote from Big Arse Fans for 2 fans including install for \$18900

Regarding Funding for them, Ang confirmed with me today that


- OSH will kick in \$6000
- TFPS will kick in \$6000
- If TFPS P&C kick in \$6000

Do we have \$6,000 in the account??

She is keen to get this 2nd quote next week and then if the P&C are good to proceed with our own money, we wont need a grant.Thoughts to discuss at tonight's P&C meeting please.Thanks,Lisa"

Carolyn suggested that OSH and school would be committing \$7000, rather than \$6000 Add a financial motion for \$7000, need to double check finacial solvency or adjust fundraising goal dates to account for the 2023 and 2024 goal.

not enough members to vote- carry motion to special general meeting

 [big_ass_fan_quote.pdf](#)


Decision

not enough members to vote- carry motion to special general meeting

14. **Easter Raffle - confirm dates, nominate coordinators, vote on budget**

Shireen & possibly Jen to coordinate- to confirm with her by next meeting 23rd Feb, same tickets, just stapled on other side. reducing size is extra cost so keep same size.

Tasks

-  Shireen & Jen to meet with Ali to set up QKR tickets & how to print out stubs from online orders
Assignee: Alison Sander
Due date: 29-02-2024

15. Financial Motion 2: That the P and C allocates up to \$550 for the Easter Raffle, to cover supplies (i.e ticket printing, flyers, prize wrapping, baskets, filler etc)

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Decision

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16. Dalyellup Easter Street Party- will we have a stall? Need at least 2-4 volunteers to run it

Not enough volunteers, no one put their hand up to run it.

Decision

17. General Motion 1: That the P and C hosts a stall at the Dalyellup Easter Party on Sat 30 March 3-7pm

motion denied

Decision

motion denied- not enough active members to vote or run event, will keep P&C commitments to a minimum until we can gain more active members

18. Mother Day Stall - in early term 2, stock needs to be ordered in term 1. confirm dates, nominate coordinators, vote on budget.

coordinators TBC will need to meet up with the year 6 teachers to discuss rosters, etc.

19. Financial Motion 3: That the P and C allocates up to \$2400 for the Mothers Day stall on {date} to purchase stall stock, freight costs, raffle tickets, hamper supplies and signage.

update to \$2400 budget, \$150 float

Decision

not enough members to vote- carry motion to special general meeting

20. Financial Motion 4: That the P and C will pay half of the cost of the year 6 leavers shirts, up to \$1200. Invoice to be sent by Tuart Forest Primary School admin

move to the exec meeting as above

Decision

not enough members to vote- carry motion to special general meeting

21. Next Meeting: AGM (week 9) Date:

Wednesday, March 27th 6pm

special general meeting 23rd feb

22. End of General Meeting. Time:

Time: 7.35pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Term 1 General Meeting 2024 on 15-02-2024

Summary of Matters Arising

Decisions

Item	Decision
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7.	not enough members to vote- carry motion to special general meeting
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10.	not enough members to vote on order bag allowance- carry motion to special general meeting
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13.	not enough members to vote- carry motion to special general meeting
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15.	not enough members to vote- carry motion to special general meeting
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16.	
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19.	not enough members to vote- carry motion to special general meeting
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20.	not enough members to vote- carry motion to special general meeting
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Tasks

Item	Task	Assigned to	Due date
8.	Ask teachers if anyone would be willing to pick up the Waste Warriors structured lunch activity	Carolyn Williams	27-03-2024
10.	Check pricing of ziploc bags, send pricing to Ali to add to agenda for next meeting	Containers For Change Coordinator (Qira Napoli)	19-02-2024
12.	Check in with mud kitchen supplier to get a timeframe & confirm order	Carolyn Williams	29-02-2024
14.	Shireen & Jen to meet with Ali to set up QKR tickets & how to print out stubs from online orders	Alison Sander	29-02-2024

Summary of Attachments

Attachments

Item	File Name
4.	Principal's_Report_06.02.24.pdf
5.	Bank_Transactions_-_18.10.23_-_15.2.24.pdf
6.	Term_1_-_Correspondence_In.pdf Term_1_-_Correspondence_Out.pdf
11.	2023_XMAS_STALL_Handover_Report.pdf
13.	big_ass_fan_quote.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [Term 1 General Meeting 2024](#)