

# TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



## Term 2 General Meeting

When 03-05-2023 at 18:00

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

Chairperson Shireen Loud

Minute  
taker Alison Sander

Present Shireen Loud (President), Qira Napoli (Containers For Change Coordinator, 2nd Hand Uniform Coordinator), Jo Robinson , Carolyn Williams

## Minutes

### 1. Attendee & Apologies

Attendees: Anneka Jenkins, Jo Robinson, Qira Napoli, Carolyn Williams, Ali Sander, Natalie Brookes, Jen Herrmann, Lisa O'Neill

Apologies: Natasha Mellor, Pam Vercoe, Michelle Greengrass

### 2. Confirmation of previous minutes

Confirmed Natalie Brookes, seconded Jen Herrmann

### 3. Presidents report

ACNC report finished

10 year anniversary open day next week

mothers day got brought forward, ticking over, going well, no complaints so far

#### 4. Principals report


see attached report


carolyn away in week 4 as a reviewer for another school

kindy play area plan from teachers is much bigger than originally expected. need to set up a subcommittee of P&C members, principal & teachers to make plan & budget work together

 [Principal's Report\\_03.05.23.pdf](#)

##### Tasks

 email kindy play area plan, area to tackle  
Assignee: Carolyn Williams

 allocate a subcommittee for kindy play area of P&C, principal and teachers at next meeting  
Assignee: Shireen Loud

#### 5. Treasurers Report

see attached report

#### 6. Correspondence Report

see attached report

 [Correspondence\\_In.pdf](#)

 [Correspondence\\_out.pdf](#)

#### 7. Term 1 Easter Raffle- Handover Report

19 class prizes, 1 teacher prize, 14 major draw prizes

total profit \$1538.50

expenses \$469 for tickets

2038 tickets sold ,approx 40% of tickets

possibly look at an online platform next year to save on printing costs and sorting times

see handover report in TFPS drive for full details

## 8. Term 2 Mothers Day Stall Update

Got brought forward a week- paulette (y6 teacher) requested to bring it forward as the following week was too busy.

Will have a total profit to present at next meeting. Raffle tickets selling really well.

Suggestion to draw raffle at Wednesday open day assembly, and can be collected by a parent.

### Decision

### Tasks

- ✓ask paulette to add raffle draw to open night agenda  
Assignee: Natalie Brookes  
Due date: 10-05-2023

## 9. 2nd Hand uniform update

Lots of stock to add to site, still need to someone else to take it over jen does not have the time. We currently have helpers to wash & repair, need someone to coordinate & fill orders.

Suggestion- open night- have rack to sell uniforms direct on the night

Motion: float of \$100 for open night 2nd hand uniform and leaf mural sales

### Decision

motion carried

## 10. Containers for Change update + Crate placement

crate is currently near purple block by chickens. will try to give it a 2nd chance. approach various local businesses to collect from. stella is on annual leave, will talk with her when they get back.

\$14.20 + \$12.90: total so far

received 80x green bags

could do container wars instead of penny wars

bring it out at school events- need someone with a ute to transport

need to update containers for change site to a generic description

## 11. WACSSO Update + conference (Aug 19-20th) attendees discussion

Shireen & jen have nominated to attend. Lisa & Ali also interested.

Add student artwork, photos of school events, submit to WACSSO

### Tasks

- ✓Approach teachers re: artwork to submit to WACSSO conference  
Assignee: President (Shireen Loud)  
Due date: 01-07-2023

**12. Motion 1 - that the P&C implements Tidy HQ to organise financial records, tasks, contacts and event information in order to streamline & centralise P&C information**

Ali has found it very useful for agendas and meeting and contact functions, anneka has found it handy with financials. Majority happy to continue using the meeting minutes & financial record features.

**Decision**

motion carried

**13. Motion 2: That the treasurer delegates the task of counting cash donations to 2 members: 1 executive member and one financial member, on occasions where the treasurer cannot perform the cash count themselves.**

**Decision**

motion carried

**14. Discuss- apply for a deposit card to make depositing cash quicker at bank branch**

anneka & jen to sign for it

**Decision**

motion carried

**15. Financial Motion 1- that the P&C allocates funds \$175 to cover costs of the birthday bucket of icypoles' initial costs as specified by coordinators Ali and Jen, and allows for ongoing expense budget of \$15 per order for purchase of icypoles (ie 2 packets), and charge \$18 to families for each bucket of icypoles.**

Qira and Natalie also happy to help

[!\[\]\(626ce8ac21792b9405bfddfea8e0c96a\_img.jpg\) Financial\\_Motion1\\_-\\_birthday\\_icypoles.pdf](#)

**Decision**

motion carried

**16. Financial Motion 2- that the P&C allocated funds up to \$300 for stall supplies as specified in the request submitted by Ali Sander**

[!\[\]\(c1168d6a8b365d11e842ece304635fa7\_img.jpg\) Financial\\_Motion2\\_-\\_shed\\_\\_\\_stall\\_supplies.pdf](#)

**Decision**

motion carried

- 17. Financial Motion 3- that the P&C allocate funds between \$365 - \$600 for Spinifex Kids Picnic Tables (tables on special at \$89 each, regular price \$150 each) for use in the ECE Outdoor Play Area, as requested in email by Stella Audino on 31/3/23. Pending approval from school administration.**

concerns- pinch points, tipping point

carolyn to look into safety of them first before any purchase can be approved

[Financial\\_Motion\\_3\\_-\\_picnic\\_tables.pdf](#)

**Decision**

carolyn to follow up on evaluating tables, hold to next meeting

- 18. Term 2 Leaf Mural Update**

check leaves on sunday, drop off to installer on monday

total of 116 leaves ordered in first wave

- 19. Financial Motion 4- that the P&C pay WA Laser Engraving \$823.60 for the supply of the custom leaves for the leaf mural**

forward invoice to Anneka

**Decision**

motion carried

- 20. Financial Motion 5: That the P&C pay Astral signs up to \$730 (price dependent on how long install will take) for the installation of the leaves on the school wall**

**Decision**

motion carried

- 21. Discuss events to do/reschedule in term 3. what goes ahead, what gets postponed, what gets changed to enrichment instead of fundraising (i.e. disco, fathers day, penny wars, digital raffle). Confirm term 3 events calendar, dates and coordinators of each event**

Fathers day stall- 28th aug - 1st sept - shireen & ali

Move penny wars into container wars to term 4- TBC

Disco - Thursday 3rd August - Natasha & Jo - enrichment activity (no charge)

**22. Motion: That the P&C allocate a budget of up to \$2300 to order Father's day stock. Shireen and Ali to coordinate event**

**Decision**

motion carried

**23. list of upcoming grants available**

Lisa has list- contact Lisa for copy of list in further detail

Lisa to look into which grants would work best for us

**24. Discuss ordering a larger uniform cabinet in OSH area and relocating smaller cabinet into the shed for file archives**

same width, full height, smaller cabinet not big enough for everything

**Tasks**

- ☒ talk to gina re new cabinet  
Assignee: Jo Robinson
- ☒ ask officeworks re new cabinet  
Assignee: Shireen Loud

**25. Date for next general meeting**

26th July, week 2 wednesday

**26. date for next exec meeting**

no need for an exec meeting at the moment

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*End of minutes.*

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

# Minutes of Term 2 General Meeting on 03-05-2023

## Summary of Matters Arising

### Decisions

Item	Decision
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8.	
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9.	motion carried
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12.	motion carried
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13.	motion carried
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14.	motion carried
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15.	motion carried
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16.	motion carried
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17.	carolyn to follow up on evaluating tables, hold to next meeting
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19.	motion carried
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20.	motion carried
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22.	motion carried
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## Tasks

Item	Task	Assigned to	Due date
4.	email kindy play area plan, area to tackle	Carolyn Williams	
4.	alloate a subcommittee for kindy play area of P&C, principal and teachers at next meeting	Shireen Loud	
8.	ask paulette to add raffle draw to open night agenda	Natalie Brookes	10-05-2023
11.	Approach teachers re: artwork to submit to WACSSO conference	President (Shireen Loud)	01-07-2023
24.	talk to gina re new cabinet	Jo Robinson	
24.	ask officeworks re new cabinet	Shireen Loud	

## Summary of Attachments

### Attachments

Item	File Name
4.	<a href="#">Principal's Report_03.05.23.pdf</a>
6.	<a href="#">Correspondence_In.pdf</a> <a href="#">Correspondence_out.pdf</a>
15.	<a href="#">Financial_Motion1_-_birthday_icypoles.pdf</a>
16.	<a href="#">Financial_Motion2_-_shed__stall_supplies.pdf</a>
17.	<a href="#">Financial_Motion3_-_picnic_tables.pdf</a>

*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [Term 2 General Meeting](#)