

# TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



## P&C General Meeting

Date and time - TO BE CONFIRMED

When 14-02-2018 at 02:00

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

Chairperson Alison Sander

Minute  
taker Susanna Throne

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

## Minutes

### 1. Presidents Welcome

Apologies: Jennifer Herrmann, Misty Garrett, Monica Brown

 [Presidents\\_Report-14th\\_Feb\\_2018.docx](#)

### 2. Principals Welcome

 [Principal\\_Report\\_14th\\_February\\_2018.pdf](#)

**Decision**

### **3. Treasure Report**

The only money that has come since last meeting is from Memberships and Sponsorship for the Quiz night

Current bank account is \$13953.57

All costs from last year has been replenished

### **4. Meeting dates for 2018- week 2 & 6?**

Mondays - Weeks 2 and 6 each term @ 6pm

Term 1 - Tuesday 6th March (Monday is a Public Holiday)

Term2 - Monday 7th May & Tuesday 5th June (Monday is a Public Holiday)

Term 3 - Monday 23rd July & Monday 20th August

Term 4 - Monday 22nd October & Monday 19th November (AGM)

### **5. School Banking**

Money received in commission from Commonwealth Bank was \$511.89 last year

I am currently in the process of training another person to learn the role so I have back up if I cant be there for the week.

We have around 20-25 children banking each week this year. I am just waiting on the new banking brochures to arrive and then I can hand one out to every child. The CWB has a competition running this term to win a holiday to Hawaii.

One of our bankers last year won a prize from the country wide competition that CWB was running last term.

This year my husband made a wooden locked box so for the Mon-Tues Kindy families can bank and if a Co-Ordinator isn't available on the Thursday morning all the books can be placed in it. Amy Cutts has been amazing in locking away the locked box and pulling it out on the Tuesday and Thursdays.

### **6. Fundraising Ideas**

### **6.1. Easter Raffle & Budget**

Officeworks to do the raffle tickets

Need helpers to distribute to prepare for students on Wednesday week 5 and hand out on Friday Week 5

3 weeks to ask for donations

Draw the Easter Raffle on Friday Week 8 23/3/18 - Predraw small prizes, 5 large prizes at Assembly?

Propose a \$70 budget for the raffle tickets from Officeworks

#### **Decision**

Agreed to \$70 budget for the raffle tickets from Officeworks

1st Angie Sparks

2nd Rebecca Ison

### **6.2. Mothers Day & Budget**

Asked on parent fb page what they would like to do

Overwhelming response to do a Mothers Day Stall

Spoken to Bec from Eaton PS- Order in items add \$1 onto what it has cost us. No more than \$5 each per child to spend. Suggestion to buy item from Ebay.

Run the stall through classes library sessions

To be discussed further over the next few weeks and decide next meeting

### **6.3. Speaker options for 2018**

Need to cancel Maggie Dent that is booked for end of this year

Do we do another speaker for this year??

Brian to look into speakers for P.D. day for teacher that could possibly do a workshop for parents too???

### **6.4. Pizza Days Confirmed dates**

Changing from Bakers Delight to Best in the West - Karina West is a parent at the school

Week 8 Fridays (Mondays for 1st half of week Kindy children)

Cost to us is \$2.50 sell for \$4

## **6.5. Open Night & Budget**

Sausage Sizzle & drinks

Need helpers to source supplies

Raffle for the Caves voucher

## **7. Leavers Shirts**

P & C are going to pay 50% for them this year

### **Decision**

1st Rebecca Ison

2nd Angie Sparks

## **8. 2018 Planning**

Be in touch with Paula White to organise free dress days - check what each faction are doing each year

Fathers Day Fundraiser

Sports Carnival

## **9. Auditor Needs Arranging**

Michelle to speak to Kat Confortti

## **10. Tupperware P&C Online Fundraiser**

Rebecca Oats will run an online Fundraiser and give profits to P&C

### **Decision**

1st Danielle Hook

2nd Rebecca Ison

## **11. School Parking Issues**

Issues passed onto Brian

## **12. Fundraising towards idea**

Playground equipment for year 1-6?

Brian to follow up playground zone areas, suggested a high rise playground

Suggestion to create a Playground Committee

Look into different types of grants

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*End of minutes.*

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

# Minutes of P&C General Meeting on 14-02-2018

## Summary of Matters Arising

### Decisions

Item	Decision
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2.	
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6.1	
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	Agreed to \$70 budget for the raffle tickets from Officeworks
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	1st Angie Sparks
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	2nd Rebecca Ison
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7.	
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	1st Rebecca Ison
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	2nd Angie Sparks
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10.	
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	1st Danielle Hook
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	2nd Rebecca Ison
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## Summary of Attachments

### Attachments

Item	File Name
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1.	<a href="#">Presidents_Report-14th_Feb_2018.docx</a>
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2.	<a href="#">Principal_Report_14th_February_2018.pdf</a>
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*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [P&C General Meeting](#)