

TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



Executive Meeting and WACSSO Conference Update

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-P&C Self Reflection

-WACSSO Conference run down and ideas

-Tidy HQ Introduction (please feel free to look into prior to meeting- <https://tidyhq.com/>)

If you can not make it but have something you would like to add please let myself or Charmaine know prior to the meeting.

When 29-08-2017 at 03:00

Location: 70 Ferndale Ave, 70 Ferndale Ave, Dalyellup WA 6230, Australia

Chairperson Alison Sander

Minute
taker Charmaine Lindberg

Present garramisty@bigpond.com , Gail Eagle , Jennifer Herrmann (Vice President), Alison Sander (Executive Member- 1), Angie Sparks , Susanna Throne

Apologies Rynee Green , Charmaine Lindberg , Onya Tickenoff

Minutes

1. WACSSO Conference run down

WACSSO conference was attended by Renee and Jen in Perth. A lot of information was gained through the conference. A lot of the things that the P and C is doing goes against the correct procedures. The committee will be tightening up on the procedures to ensure these standards are met. Teleconferencing will be attempted, notices of agenda will be sent out and followed.

The P & C needs a constitution. WACSSO is going to forward a basic framework to us to see how to structure one. A code of conduct also needs to be created. The items are standard but required. A P & C handbook will also be created to clearly outline roles for handovers.

Tidy HQ was recommended as a tool to keep records.

Jen look at how to attract volunteers. Riverside Primary School has doubled P & C membership over the last 2 years. They have given volunteers clear roles and do an induction. They have lanyards that P & C members wear so that the community members can clearly see who the volunteers are. They have tried to get there, get seen and encourage other to joins. Trying to attract people from a broader range of backgrounds, e.g. non English speaking etc. Fundraising is not to be seen as the key role.

Tasks

- ✓ Add the School P & C constution on the school web site.
- ✓ Actively seek out Community members for wider back grounds, person approaches etc.

2. P&C Self Reflection

We need to set a plan ahead of time so that people can plan ahead. Considering the big turn over of members things have settled. A lot of the issues that are being raised are school issues and no those related to P & C tasks.

Helping direct people to the correct person to speak to is the best way to support this aspect.

Engaging with new parents and offering little community activities (not just fund raising), developing a sense of community with in the school.

3. Tidy HQ Introduction

Tidy HQ is a program that records all the meeting minutes, stores documents etc. The package is free and allows us to store, create and forward information to all members. It keeps all records on a central data base so documents don't get lost (cloud based). It is recommended by WACSSO.

It can all do events and ticket sales, can control orders (e.g.. pizzas) as well as a basic finance package. Events can then be duplicated for future occasions.

Every thing is archived. People can be tag into events to maintain communication and transparency.

Tasks

- ✓ Organise Tidy HQ information session
Assignee: Renee Freeman
Due date: 18-09-2017

4. Future Meeting set up and online meeting option

Has already been discussed with Andrew (Principal). Trying to set up a structure and a regular meeting time will be advantageous and more inclusive.

If members or people can not attend the meeting, they can contact a P & C member to represent them. Emails and phone contact can also made.

Decision

As an executive member, WACSSO rules state that if you miss 3 meetings in a row, a vote of no confidence can be moved and the member removed. This need to be a ballot vote.

A member can also be removed if they breach the code of conduct.

5. P&C Direction for 2017/2018

To create more of a social approach and reduce the emphasis on fundraising. One small event (community) and one fundraiser a term. Events will be planned so as not to clash with school events.

6. P&C communication

There are lots of platforms used for passing on information, some staff are not forwarding notes as they have commitments late in the afternoon. Apps news, letters and notes.

The Facebook page needs to be viewed as a page for comments, passing on of information etc. not a bitch feast. The terms of the page need to be clearly posted on a regular basis.

Admin by school ,P & C and parent would be a suitable outcome.

Principal is contacting some of the contributors.

7. Narrow Down Fundraising Goal for rest of 2017

Fundraising goal. Some ideas are needed. A long term project as well as small and achievable steps. e.g. playground and reading books. It is important that people see some sort of achievement.

Decision

Suggestion for another venue as cold and late for young children.

8. Fathers Day Door Prize

Event starts at 2:45 and finishes at 4pm. We can use canteen to keep them warm. The pizzas will be handed out from the staff room. Pizzas will be delivered at 3:30.

Four prizes will be given out as door prizes.

Decision

109 I have been returned. We will need volunteers to hand out pizzas

9. Speaker for 2018

Following the success of Maggie Dent, we are looking for a speaker for 2018. Any suggestions would be greatly appreciated.

Decision

10. Storage box budget

We need to buy some plastic crates etc, to store resources in the new shed. Boxes are around \$30 to \$40 each. Total budget is suggested at \$300.

Decision

All agreed.

11. Halloween run down

We applied for a grant from the Satterley Group. Capel Sire has been less helpful. They have offered a Hall and \$500 but we would need to hire chairs and tables, no food is allowed etc.

Bowling Club is walk in walk out.

Halcome (Gelorup) to be approached re funding.

Budget has been posted to members of exec for transparency.

Sponsorships still needed for 6 rounds. \$200 per round. Need to follow up on Donations and collect prizes.

All donations have been logged so we have a clear view of what prizes we have.

5 to 6 volunteers needed on the night.

Charmaine has been in contact with Ian from Global Insurance in regarding Certificate of Currency, he will email it though. Follow up if not received in a week or two.

Decision

Paul C has volunteered time and questions.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Executive Meeting and WACSSO Conference Update on 29-08-2017

Summary of Matters Arising

Decisions

| Item | Decision |
|------|----------|
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- | | |
|-----|---|
| 4. | As an executive member, WACSSO rules state that if you miss 3 meetings in a row, a vote of no confidence can be moved and the member removed. This needs to be a ballot vote. A member can also be removed if they breach the code of conduct. |
| 7. | Suggestion for another venue as cold and late for young children. |
| 8. | 109 I have been returned. We will need volunteers to hand out pizzas |
| 9. | |
| 10. | All agreed. |
| 11. | Paul C has volunteered time and questions. |

Tasks

| Item | Task | Assigned to | Due date |
|------|--|---------------|------------|
| 1. | Add the School P & C constitution on the school web site. | | |
| 1. | Actively seek out Community members for wider back grounds, person approaches etc. | | |
| 3. | Organise Tidy HQ information session | Renee Freeman | 18-09-2017 |