

TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



Tuart Forest Primary School P&C Meeting

We will be meeting in the staff room

Please arrive a little before 6pm so we can start on time.

There is a \$1 fee for any new memberships.

When 23-07-2018 at 02:00

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

Chairperson Angie Sparks

Minute
taker Susanna Throne

Present Nickola Crompton

Minutes

1. Apologies

Renee Freeman

2. Welcome

Congratulations to Renee on the birth of Samuel.

3. Attendees

Brian Johnson, Aneke Smit, Mick McKinlay, Michelle Greengrass, Susanna Throne, Angie Sparks, Margaret Sanderson-Miller, Jennifer Herrmann, Nickola Crompton

4. Confirmation of previous meeting (18/6/18) minutes

Jennifer Herrmann

5. Correspondence In & Out

Refer to Correspondence In & Out Log book that the Secretary (Susanna Throne) has.

6. Treasurer Report

Aneke announced she will be moving to Geraldton in the next couple of months, therefore the Treasurer position will need to be filled again. Susanna to advertise on Facebook Parent Page and via Skoolbag App.

There also has been an issue with accessing money from the Paypal account. Aneke will look into it further and possibly speak to previous Treasurer.

 [REPORT_JULY_2018.pdf](#)

Tasks

- Advertise for another Treasurer
Assignee: Susanna Throne
Due date: 20-08-2018
- Follow up Paypal money
Assignee: Aneke Smit
Due date: 20-08-2018

7. Principal Report

 [Principal's_Report_23rd_July_2018.pdf](#)

8. School Banking

 [School_Banking_Report_23rd_July_2018.pdf](#)

9. Fundraising

9.1. Father's Day

Changed date from Friday 31st Aug to Thursday 30th August

Possibility of purchasing magnetic frames via Bear & Moon website @ \$1 - Angie to look into

Brian has agreed to the usage of the school camera to take the photos - will require a person to take the photos between a certain timeframe at the event

Jen will source information on costs of printing the photos

Expenditure on magnetic photo frames will need to be voted on by Executives before next P&C Meeting

Decision

Tasks

- Source prices for printing of photos
Assignee: Jennifer Herrmann
Due date: 20-08-2018
- Follow up costs and postage times for Photo Frames
Assignee: Angie Sparks
Due date: 20-08-2018
- Approved expenditure on photo frames to be voted on
Assignee: Angie Sparks
Due date: 20-08-2018

9.2. Sports Carnival

Coffee van sill to be confirmed

Tanya Kirk and Charmaine Palmer will attend our next P&C Meeting to update with costs etc for Sausage Sizzle

Tasks

- Coffee Van to be confirmed
Assignee: Ali Sander
Due date: 20-08-2018

10. Storage Update

Jennifer will purchase shelving and set up in the shed tomorrow

Tasks

- Purchase and erect shelving into the shed
Assignee: Jennifer Herrmann
Due date: 20-08-2018

11. Date & Time of next meeting

Week 6

Monday 20th August 2018 @ 6pm

12. Close of meeting (time)

6.45pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Tuart Forest Primary School P&C Meeting on 23-07-2018

Summary of Matters Arising

Decisions

Item Decision

9.1

Tasks

| Item | Task | Assigned to | Due date |
|------|---|-------------------|------------|
| 6. | Advertise for another Treasurer | Susanna Throne | 20-08-2018 |
| 6. | Follow up Paypal money | Aneke Smit | 20-08-2018 |
| 9.1 | Source prices for printing of photos | Jennifer Herrmann | 20-08-2018 |
| 9.1 | Follow up costs and postage times for Photo Frames | Angie Sparks | 20-08-2018 |
| 9.1 | Approved expenditure on photo frames to be voted on | Angie Sparks | 20-08-2018 |
| 9.2 | Coffee Van to be confirmed | Ali Sander | 20-08-2018 |
| 10. | Purchase and erect shelving into the shed | Jennifer Herrmann | 20-08-2018 |

Summary of Attachments

Attachments

Item File Name

6. [REPORT_JULY_2018.pdf](#)

7. [Principal's Report_23rd_July_2018.pdf](#)

8. [School_Banking_Report_23rd_July_2018.pdf](#)

*Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [Tuart Forest Primary School P&C Meeting](#)*