

# 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 still 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: Alison 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

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*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
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9.1	
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### 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	Alison Sander	20-08-2018
10.	Purchase and erect shelving into the shed	Jennifer Herrmann	20-08-2018

## Summary of Attachments

### Attachments

Item	File Name
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| 6. | <a href="#">REPORT_JULY_2018.pdf</a>                     |
| 7. | <a href="#">Principal's_Report_23rd_July_2018.pdf</a>    |
| 8. | <a href="#">School_Banking_Report_23rd_July_2018.pdf</a> |

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