

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 18-06-2018 at 02:00

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

Chairperson Alison Sander

Minute
taker Susanna Throne

Present Nickola Crompton , Michelle Greengrass , Margaret Sanderson , Aneke Smit ,
Susanna Throne

Minutes

1. Attendees

Rebecca Ison, Brian Johnson, Aneke Smit, Nick McKinlay, Michelle Greengrass, Susanna Throne, Renee Freeman, Angie Sparks, Natalie Whitelaw-Brookes, Margaret Sanderson-Miller, Jennifer Herrmann

2. Apologies

Danielle Hook, Nicki Crompton

3. Welcome & President's Report

As of next term, myself (Renee) will be on maternity leave. Angie will step up into role as needed. I will be still around and if needed I can assist in anyway I can.

4. Confirmation of previous meeting (7/5/18) minutes

Angie confirmed

5. Correspondence In & Out

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

6. Treasurer Report

 [Treasurer_REPORT_JUNE_2018](#)

7. Principal Report

 [Principal_Report_June_2018.pdf](#)

8. School Banking

Postpone to next meeting as Nicki Crompton not at meeting

9. WACSSO Conference Delegates

Our P&C missed out on the accommodation funding. It will cost the P&C \$775 to send 2 people. Decision made not to send anyone at the cost. Angie look into how previous President managed to get funding for 3 people to go previously.

Decision

All in favour not to spend \$775 to send 2 people to conference

10. Fundraising

10.1. Mother's Day Report

Yr 6 Student Reps were amazing over the whole week - Thanks to Brian and Yr6 teachers for allowing them to participate

Profit of \$515

Very well supported by the whole school, only a small box of items remaining

Ideas for next year if we do stall again were: No poster of what items were available, look into a company that takes returns on unsold items, mark up items a little more, make sure stock is catered for students and staff.

10.2. Father's Day

Andrew Bilsby and Mark Sheedy are happy to run similar event as last year

Nerf guns have been donated to the P&C which can be used on the day

Idea of photos taken at the event and families can purchase a photo frame with a photo on the day

We can have a photo stage area or just action shot photos.. or both..??

Aneke will look into photo frame prices

Tasks

☒ Aneke to look into photo frame pricing

Assignee: Aneke Smit

Due date: 23-07-2018

10.3. Photography Fundraiser Update

Only 1 or 2 families booked

Renee is still awaiting update from Photographer

10.4. Sports Carnival

Coffee Van still to advise if they are available

Mick to ask another coffee van

Two Mums (Tanya Kirk and Charmaine Palmer) have approached Angie to say they are willing to organise a sausage sizzle lunch - they will provide costs at the 2nd meeting of Term 3

10.5. School Beanies

A group of parents has approached Renee to see if an option of School Beanies can be added to the uniform selection. Brian has emailed Amy Cutts to look into.

10.6. School Accessories

Still trying to reduce stock, currently replacing any broken ones.

Vote: to give away rest of stock at no cost - All in favour

Donate stock to Teachers for their prize boxes

Decision

Stock to be given away to Teachers

10.7. Pizza Day

346 pizzas ordered

Angie unavailable to Coordinate the distribution on Friday. Susanna to Coordinate instead. 7 volunteers are helping

Extra money has been donated for extra pizzas to be given to students that don't have the opportunity to order, Brian to source out those students

11. Storage Update

Shelving still needs to be purchased

Brian stated in his Principal Report that when P&C are ready the shed is ready to put in the shelving

Tasks

- ☒ Purchase Shelving
Assignee: Jennifer Herrmann
Due date: 23-07-2018

12. Audit

Documents are missing receipts etc - Been a nightmare to sort out

Budget was \$300 however now needs to be changed to \$350

Decision

All in favour of new budget of \$350

13. Date & Time of next meeting

Week 2

Monday 23rd July 2018 @6pm

14. Close of meeting (time)

7.15pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Tuart Forest Primary School P&C Meeting on 18-06-2018

Summary of Matters Arising

Decisions

Item	Decision
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9.	All in favour not to spend \$775 to send 2 people to conference
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10.6	Stock to be given away to Teachers
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12.	All in favour of new budget of \$350
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Tasks

Item	Task	Assigned to	Due date
10.2	Aneke to look into photo frame pricing	Aneke Smit	23-07-2018
11.	Purchase Shelving	Jennifer Herrmann	23-07-2018

Summary of Attachments

Attachments

Item	File Name
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6.	Treasurer_REPORT_JUNE_2018
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7.	Principal_Report_June_2018.pdf
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [Tuart Forest Primary School P&C Meeting](#)