

TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



Exec Meeting

Present for meeting- Rebecca Ison, Jennifer Herrmann, Angie Sparks, Michelle Greengrass and Renee Freeman

Absent- Mick McKinlay and Susanna Throne

When 19-09-2018 at 21:30

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

Chairperson Alison Sander

Minute
taker Susanna Throne

Present Michelle Greengrass , Mick Mackinlay , Susanna Throne

Minutes

1. Storage Update - Vote in combination lock purchase

Combination lock needed for our store shed.

Budget needed for lock \$20. Voted all in favour.

Jen and Husband to finish setting up shelving and organise tomorrow.

Decision

\$20 Combination lock to be purchased

Tasks

- ✓ Jen to enquire about combination lock cost
Assignee: Jennifer Herrmann
Due date: 30-09-2017

2. Term 4 Planner

Want to end 2018 with a bang and go out reaching our \$10,000 goal for the year.

2.1. Sports Carnival

Sports Carnival- 19th October.

New beaut coffee it's has been booked. They will have a donation for the school on the day.

Notes for lunch order have gone out.

Angie to discuss with organises that P&C membership form needs to be returned by the end of the term. We also need to see a list of all volunteers for the day.

Renee to confirm lunch time with Brian and Mark Sheedy for the day. Kindy and Preprimary lunch to be done up seperatly to take back to classes (Y6, Y5, Y4 and Y3)

A bake sale tally sheet needs to be used to keep track of all bake sale profit made to see if worth doing in the future or not. Renee to make tally sheet.

Need to count juice box, sausage and bun stock left so we know how much we already have. Michelle and Renee will do.

Tasks

- ✓ Make Bake Sale Tally Sheet
Assignee: Alison Sander
Due date: 15-10-2018
- ✓ Stock count of sausages, buns and Juice with Renee
Assignee: Michelle Greengrass
Due date: 09-09-2018
- ✓ Angie to keep on top of and organise sausage sizzle organisers
Assignee: Angie Sparks

2.2. Pizza Day Date

Pizza day will go ahead term 4. Edit, print, and cut flyers beginning of next term so they are ready to go when we distribute week 6.

Pizza day will be 30th November for main school and 3rd December for beginning week Kindy.

Tasks

- ✓ Edit, print and photocopy pizza notes for term 4
Assignee: Susanna Throne
Due date: 15-10-2018

2.3. Raffle

Discussed Raffle for term 4. Discussed Thermomix, Travel Voucher and Gift Card as main prize.

Voted and Travel Voucher \$2500 was all in favour.

Renee and Jen to look into donation for accommodation and other option for 2nd and 3rd Prize.

Renee to check rules and regulations on running a raffle.

Jen will look into agency for travel vouchers

Will come back discuss final options, costs and finalise raffle tickets next meeting.

Proposed dates- 1st November tickets out, 30th November tickets back and drawn 7th December at school assembly.

How to sell tickets- online is too hard to organise physical tickets and ticket number to people so decided ticket book is the best way to go.

Printing, permit and other costs needs to be voted on at the next meeting. Renee to look into.

Looking at 500 ticket book it 5 tickets, each family gets given one ticket book. Can get more ticket books from front office. If people out of the school want to purchase ticket book they can do via front office or contacting the P&C.

Vote- all in favour to run fundraiser.

Decision

\$2500 Travel Vouchers all in favour

Tasks

- ✓ Look into prizes
Assignee: Jennifer Herrmann
Due date: 15-10-2018
- ✓ Check raffle rules and regulations
Assignee: Alison Sander
Due date: 15-10-2018
- ✓ Ticket printing costs
Assignee: Alison Sander
Due date: 15-10-2018

2.4. Christmas Event

We will be selling glow sticks, candles and left over Mothers Day and Fathers Day frames.

Jen to check stock and stocktake glow products and candles to see if need to purchase more. To bring results to next meeting with possible vote on extra purchases.

Other ideas to draw people over mentioned were money board, Jellybean count or prize board.

Voted- Prize board all in favour.

Prize board- ask Preprimary and kindy kids to decorate hand cut outs or something Christmas related. We the use a number of these by popping them in a big white board. People can purchase one of the art work and there will be a prize allocated to each. Some have prizes of a candy cane and some have donated to us prizes allocated. Similar to the "duck in the pond" set up at shows. To discuss prize board art with Brian.

Renee to send donation letters to previous donators and see how many prizes we can get.

Will discuss finding next meeting.

Decision

Run a Prize board all in favour

Tasks

- ✓ Check and stock take glow and candle products
Assignee: Jennifer Herrmann
Due date: 15-10-2018
- ✓ Send a letter to previous donators for donations
Assignee: Alison Sander
Due date: 15-10-2018
- ✓ Discuss prize board art with Brian
Assignee: Alison Sander
Due date: 15-10-2018

3. Grant Approvals

Jen is applying for grants. Discussed and think it's a great idea.

Vote- all in favour to apply for grants.

Decision

All in favour to apply for grants

4. P&C purchases

Discussed we need our own P&C esky and Gazebo. These would be used at least 4 times this year and every other year if we had them.

Jen to price up and see if can get a good deal. Will discuss and vote at the next meeting.

Tasks

- ✓ Look into esky and gazebo for P&C
Assignee: Jennifer Herrmann
Due date: 15-10-2018

5. School Year 6 Disco Help

Paulette White (teacher and year 6 leader coordinator) has approached us asking if we could assist the year 6 leader fundraiser for term 4.

The year 6's would like to end the year with a bang and have asked if we could assist them with running a disco as they have lots happening this term and need help.

They are planning a school disco and at this stage will be end of October. At this stage the plan is to run a Halloween dress up disco as it will be around then. She has asked if we could provide our decorations if they go ahead.

We have discussed and have agreed to support and help the school as they helped and supported our Fathers Day event.

Renee will discuss with Paulette and fine tune details and how we can help and support.

Will discuss with her how much is normally donated to the selected charity and will arrange how the P&C can gain some dollar amount towards the play equipment. Angie mentioned they normally would get around \$400+ for a gold coin donation fundraiser. If we help organise and sort money donate \$400-\$500 to the selected charity and the P&C keeps the test this might be an option.

Renee will continue to discuss with Paulette after her well deserved school holiday break.

Will keep everyone updated.

Vote to support and help the Year 6 Disco- all in favour

Decision

Vote- all in favour to help and support year 6 disco

6. Term Despoit Bank Account

Michelle brought to our attention the onus of having a term deposit account for our excess P&C funds which could be earning the P&C interest.

Michelle has agreed to look into it and if worth will to apply.

Decision

Voted- all in favour for Michelle to look into term deposit account.

7. Halloween Stock

If the Halloween disco does not go ahead we discussed selling all the stock.
Jen asked if we could sell off the to scarey for primary school items. All agreed.
Vote Sell Halloween supplies to scarey- all in favour

Decision

Vote Sell Halloween supplies to scarey- all in favour

Tasks

- ✓ Sort out Halloween stock Jen and Renee
Assignee: Jennifer Herrmann

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Exec Meeting on 19-09-2018

Summary of Matters Arising

Decisions

Item Decision

1. \$20 Combination lock to be purchased

2.3 \$2500 Travel Vouchers all in favour

2.4 Run a Prize board all in favour

3. All in favour to apply for grants

5. Vote- all in favour to help and support year 6 disco

6. Voted- all in favour for Michelle to look into term deposit account.

7. Vote Sell Halloween supplies to scarey- all in favour

Tasks

Item	Task	Assigned to	Due date
1.	Jen to enquire about combination lock cost	Jennifer Herrmann	30-09-2017
2.1	Make Bake Sale Tally Sheet	Alison Sander	15-10-2018
2.1	Stock count of sausages, buns and Juice with Renee	Michelle Greengrass	09-09-2018
2.1	Angie to keep on top of and organise sausage sizzle organisers	Angie Sparks	
2.2	Edit, print and photocopy pizza notes for term 4	Susanna Throne	15-10-2018
2.3	Look into prizes	Jennifer Herrmann	15-10-2018
2.3	Check raffle rules and regulations	Alison Sander	15-10-2018
2.3	Ticket printing costs	Alison Sander	15-10-2018
2.4	Check and stock take glow and candle products	Jennifer Herrmann	15-10-2018
2.4	Send a letter to previous donators for donations	Alison Sander	15-10-2018
2.4	Discuss prize board art with Brian	Alison Sander	15-10-2018
4.	Look into esky and gazebo for P&C	Jennifer Herrmann	15-10-2018
7.	Sort out Halloween stock Jen and Renee	Jennifer Herrmann	