

# TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



## Tuart Forest Primary School P&C Meeting

Meeting will take place in the school's staffroom

Please arrive earlier so we can start at 6pm sharp.

\$1 membership fee for new members

When 15-10-2018 at 02:00

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

Chairperson Ali Sander

Minute  
taker Susanna Throne

Present Michelle Greengrass , Susanna Throne

## Minutes

### 1. Apologies

Jennifer Herrmann, Angie Sparks

### 2. Attendees

Renee Freeman, Susanna Throne, Nicki Crompton, Margaret Sanderson-Miller, Brian Johnson, Tania Kirk, Michelle Greengrass, Shireen Loud, Mick Mackinley, Rebecca Ison

### 3. Welcome

#### 4. Confirmation of previous meeting minutes (20/08/18)

Michelle Greengrass

Confirmation of Executive Meeting - Rebecca Ison

#### 5. Correspondence In & Out

Bankwest Security Token and Statement

#### 6. Treasurer Report

 [Treasurer\\_Report\\_October\\_2018.pdf](#)  
 [Treasurer\\_Report\\_October\\_2018\\_0001.pdf](#)

##### 6.1. Term Deposit Bank Account

Suggestion to add another account for ins and outs of money, original account for bulk amount to earn interest on it.

##### Tasks

- To vote at next Executive Meeting  
Assignee: Ali Sander  
Due date: 25-11-2018

#### 7. Principal Report

 [Principal\\_Report\\_October\\_2018.pdf](#)

#### 8. Commonwealth School Banking

Commonwealth Bank has ruled that children's deposit slips can no longer go home with Co-Ordinator to be processed. All processing must be done on school site. Nicki has been entering the data via her phone when collecting the deposits.

Nicki announced her pregnancy and due in December. She will be looking for a couple of people to take over and coordinate the school banking.

Nicki also advised she will be running a competition this term and giving away 2 prize packs donated by CWB.

##### Tasks

- Organise a couple of people to train and take over coordination next year  
Assignee: Nickola Crompton  
Due date: 25-11-2018

## 9. Sports Carnival

So far 200 preorders for Sausage Sizzle Combo

Juice boxes to go into fridge

On the day Sausage in bun \$2.50, drinks \$1.50

Gazebo to go on grass area

Separate Tally sheet for Baked goods and Sausage Sizzle sales

Michelle to organise float

Apex trailer to be organised and collected

Charmaine Suttell will be supplying all the baked goods no cost to the P&C

Leftover buns from Father's Day to be donated to the Breakfast Club Program

### Decision

#### Tasks

- Donate buns to the breakfast club  
Assignee: Ali Sander  
Due date: 25-11-2018

## 10. Guest Speaker

Justin Coulson - Tuesday 26th February

TFPS Staff will be doing the P.D. part and P&C hold the Evening Session

Cost at this stage is \$4400 plus extra costs for flights, accomm etc which will be divided between the schools that has booked him

We have received a \$1000 Satterly donation to go towards this event

Set up an event on FB page

Flyer to be done and ready to hand out by end of Term 4

Still to discuss the topic

### Decision

Ticket Costs - Early Bird fee \$25, late bookings \$30 - all in favour

#### Tasks

- Make up flyer  
Assignee: Susanna Throne  
Due date: 01-12-2018

## 11. Year 6 Disco

Renee spoke to Yr 6 teacher and the decision has been made that the disco will not go ahead this term.

## 12. Fundraising Raffles

Postpone to next meeting as Angie Sparks who is overseeing this is absent from this meeting

## 13. Christmas Stall

Letter for donations has been done by Renee and sent out to businesses and posted on fb

All P&C members are encouraged to go out and seek donations

Prizes will go into boxes and each have a number, matching numbers will go onto a bauble to pick a bauble cost will be \$5 each

Small \$100 budget for incidentals leading up to and including the night of the Christmas stall

\$100 Float required

### Decision

to pick a bauble cost will be \$5 each- all in favour

Small \$100 budget for incidentals leading up to and including the night of the Christmas stall - all in favour

\$100 Float required - all in favour

## 14. Playground Update - Grants Applications

Jen is still in the process of doing the grants, due to her being absent from this meeting we will postpone to discuss at next meeting

## 15. Eski & Gazebo Purchase

Eski cost \$199 and Gazebo \$89 both from Bunnings - Michelle to purchase

### Decision

budget of \$300 max to purchase Eski and Gazebo

## 16. Halloween Stock

To be sold off

### Decision

To be sold off - all in favour

### Tasks

- Sell stock
- Assignee: Ali Sander
- Due date: 31-10-2018

**17. Front Office P&C Notice Board**

Needs to be completed - How much donated thermometer - Michelle offered to help out to get it finished

Susanna to then keep it updated with upcoming meeting date and events

**18. AGM Meeting Nomination Forms**

At next AGM meeting all positions will be open and vacant

Email forms with next AGM Agenda

Susanna to do a flyer advertising the AGM meeting

**19. Purchase of P&C Banner**

Renee would like to purchase a large banner to use for out of school events - budget \$100

Rebecca to discuss with Kristie Hahn to screen print P&C name on gazebo

**Decision**

Budget for banner \$100 - all in favour

**Tasks**

- Purchase banner
- Assignee: Ali Sander
- Due date: 25-11-2018

**20. Date & time of next meeting**

Week 8

Monday 26th November @6pm

**21. Close of meeting time**

7.15pm

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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 15-10-2018

## Summary of Matters Arising

### Decisions

Item Decision

9.

10.

Ticket Costs - Early Bird fee \$25, late bookings \$30 - all in favour

13.

to pick a bauble cost will be \$5 each- all in favour

Small \$100 budget for incidentals leading up to and including the night of the Christmas stall - all in favour

\$100 Float required - all in favour

15.

budget of \$300 max to purchase Eski and Gazebo

16.

To be sold off - all in favour

19.

Budget for banner \$100 - all in favour

### Tasks

Item	Task	Assigned to	Due date
6.1	To vote at next Executive Meeting	Ali Sander	25-11-2018
8.	Organise a couple of people to train and take over coordination next year	Nickola Crompton	25-11-2018
9.	Donate buns to the breakfast club	Ali Sander	25-11-2018
10.	Make up flyer	Susanna Throne	01-12-2018
16.	Sell stock	Ali Sander	31-10-2018
19.	Purchase banner	Ali Sander	25-11-2018

## Summary of Attachments

## Attachments

Item File Name

- |    |   |
|----|---|
| 6. | <a href="#">Treasurer_Report_October_2018.pdf</a><br><a href="#">Treasurer_Report_October_2018_0001.pdf</a> |
| 7. | <a href="#">Principal_Report_October_2018.pdf</a>   |

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