

# TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



## P&C Executive Meeting

When 02-08-2018 at 03:00

Location: Renee Freeman's house, 70 Ferndale Ave, Dalyellup WA 6230, Australia

Chairperson Alison Sander

Minute taker Susanna Throne

Present Rebecca Ison , Susanna Throne

## Minutes

### 1. Attendees

Renee Freeman, Rebecca Ison, Mick Mackinlay, Michelle Greengrass, Angie Sparks, Susanna Throne, Aneke Smit

### 2. Apologies

Jennifer Herrmann

### 3. Father's Day Expenditure

\$1/magnetic frame x 400 + postage - Renee to order the frames online

\$20-\$30 on props for photos

~10c per photo print @ Kmart

\$16.50 for chalk paint

On the day: only 1 area for photo to be taken, sell photos with frames for \$3 each, float required

Vote on expenditure at max of \$500 - All in favour

#### Decision

\$500 max expenditure

#### Tasks

- Order magnetic photo frames  
Assignee: Alison Sander  
Due date: 03-08-2018
- Purchase props from Kmart  
Due date: 30-08-2018
- Float required  
Assignee: Aneke Smit  
Due date: 30-08-2018
- Flyer for families  
Assignee: Susanna Throne  
Due date: 08-08-2018

### 4. Speaker

Dr Justin Coulson

\$4000 + GST

250 people attend @ \$25 = \$1000 profit or @\$30 = \$2000 profit

Possible Wespine Grant for \$1000

Renee to check with Brian if the purple block can be used for venue

Looking at booking in Term 1 of 2019 - March

#### Tasks

- Check with Brian if purple block can be used as a venue  
Assignee: Alison Sander  
Due date: 31-08-2018

## **5. Grant Applications for playground**

Just for the equipment and installation is \$66,000. Double the amount for the preparation of the grounds for installation.

Shire can grant 1/3 cost upto \$10,000

P&C to work out how much we will put toward the playground

Find out from Brian how much school will put in

Jennifer to work on other grant applications

### **Decision**

## **6. Treasurer change of hands**

A new Treasure is required for our P&C. Nominations have been made and we have only had one nomination for the position.

Michelle Greengrass nomination has been accepted and and voted on. Voting all in favour for Michelle Greengrass and she will be taking over from Aneke Smit at the end of August beginning 1/09/2018.

In the mean time Michelle will learn the role from Aneke.

### **Decision**

All in favour of Michelle Greengrass to take on Treasurer Role

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of P&C Executive Meeting on 02-08-2018

## Summary of Matters Arising

### Decisions

Item Decision

3. \$500 max expenditure

5.

6. All in favour of Michelle Greengrass to take on Treasurer Role

### Tasks

Item	Task	Assigned to	Due date
3.	Order magnetic photo frames	Alison Sander	03-08-2018
3.	Purchase props from Kmart		30-08-2018
3.	Float required	Aneke Smit	30-08-2018
3.	Flyer for families	Susanna Throne	08-08-2018
4.	Check with Brian if purple block can be used as a venue	Alison Sander	31-08-2018