



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.05pm

Venue: ENPS Staff Room

Date: 12th August 2019

Attendance: **Present:** Helen Fiebig, Marie Edgley, Ros Boothey, Kate Furphy, Emma Peddey and Sarah Hennessey

Apologies: Lynne Dorset, Alyce Smith

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 10th June accepted as a true and correct record. **Accepted:** Marie **Seconded:** Kate

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Toilet Art Project

- Painting of walls and doors done by Rohan
- Artwork well underway
- Accessories like mirrors, hygiene stickers etc being investigated
- Shire component due for completion by mid November
- Media interest (story on toilet transformations)

2.2 Sensory Garden

- Tim Ewen to make 2 arbours – just waiting on availability
- Artwork to be mounted after arbours in to make sure they can be seen
- Several items collected for interactive stations (from RJ Smith Eng)

2.3 Role Description Procedures

- Ongoing (succession planning)

2.4 Disco Debrief

- Add volunteers to the roster for the thankyou morning tea in term 4
- Use smaller BBQ rather than the large trailer for future
- Timing for next evening – junior (5.00 to 6.15) senior (6.30 to 8.00)

2.5 Computer Disposal

- Sarah to see if the High School might want the mice/keyboards

2.6 Literature Centre Incursion

- Keep original project application open/running as it still meets criteria
- Commonwealth Bank donated \$500 this year
- Motion raised by Marie as follows;

The P & C will aim to provide continued support for the literacy incursion (approximately \$1500 annually) if resources allow

In Favour: 7 Against: 0 **Carried**

2.7 Book Fair Dates

- Materials arrive 9 Sep with official opening on 10 Sep
- Rosters for before and after school helping out in the library
- Opening day will be dress up day for the children
- Learning Journey will be the end of the book fair
- Need to advertise in weeks 6 and 8 in the newsletter

Person Responsible

Emily U
Emma

Tim
Helen
Alyce

Kate, Sarah, Marie

Sarah

Sarah

Marie

Kate
Kate

Marie

2.8 Colour Run/Fun Run

- School fundraiser electronic platform that aims to streamline organization for 10% of profits (includes instructions, prizes etc)
- Emails with details to be forwarded to committee for consideration
- Speak to Chris Pettit to see if she is interested in assisting
- Select an appropriate date (avoiding carnivals etc) – Proposed Tue 22 Oct
- Helen to speak to Fiona about GST

Person Responsible

Marie
Helen

Helen

2.9 Catering for Network Day (28th August)

- Morning tea and lunch for about 10 people
- Ask for donations from helpers list
- Respond to NSHS
- Roz and Lynne to liaise with other interested parties (Kate and Emma)

Marie

Marie

Roz/Lynne

3. CORRESPONDENCE

3.1 Incoming:

- Invitation from NSHS to cater for the upcoming Network Day (28 Aug)
- Acknowledgement of application for charity registration
- Scholastic Book Fair confirmation of dates
- Agreement for the sensory garden artwork signage
- ABC correspondence for toilet transformations project
- Various quotes and information for projects underway
- Project application from Helen for water playground for Kindy Pre-primary area

3.2 Outgoing:

- New application for charity status (ATO)

4. REPORTS (All reports circulated via email prior to meeting)

4.1 Treasurer's report

- Run at profit in the last 6 months and will keep track of costs for the next 6 months to monitor
- Probably need to do a stocktake at the end of year once stocks have been depleted

4.2 President's report

- Organise a date for helping to paint quotes on the toilet doors (tentatively set 7/8 September) TBC

4.3 Principal's Report

- Submission for a water play area
- Limestone wall along the oval will be installed (project value up to \$55,000)
- School is looking for a Gardener, advertised in jobs was but spread the word if you know anyone

4.4 Canteen Report

- Orders are steady at the moment
- Thanks to Helen for promoting the canteen and the P & C
- Roz taking leave for the last 2 weeks of term. Lynne to cover this absence

4.5 Uniform Report

- Good supply of shirts
- Small amount of overstock from jacket order, will hold on and sell in future
- Factions shirts can be ordered – last chance prior to carnivals

Close of meeting: 8.50pm

Next Meeting: Monday 16th September 2019