



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.15pm

Venue: ENPS Room 8

Date: 11th November 2019

Attendance: **Present:** Ros Boothey, Lynne Dorset, Marie Edgley, Kate Furphy, Sarah Hennessey and Emma Peddey and Alyce Smith

Apologies: Jackie McBurney

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 14th October accepted as a true and correct record. **Accepted:** Lynne **Seconded:** Ros

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Toilet Art Project

- \$2500 reimbursement from Shire (need to collate paperwork)
- Mirrors to be installed this week
- Stickers to be installed soon, Emma to get Sugar Soap wipes to prepare wall
- Still need to complete 2 small (1 x 1m) murals
- Invite shire rep for official opening (aim for assembly on 22 Nov)
- Marie to let Jackie know of intention to invite Shire Rep to assembly

2.2 Sensory Garden

- Paint arbours to protect wood (get paint out of Gardener's shed)
- Letter of thanks to go to all contributors (volunteers and contractors) and pictures to the signmaker

2.3 Role Description Procedures

- Canteen done, everyone else needs to present them at the next meeting
- Running sheets for regular events would also be helpful
- Sarah and Alyce to catch up and go through records from past events
- Good to have event calendar up and running again for 2020 events

2.4 Computer Disposal

- Ongoing

2.5 Colour Run Fundraiser

- Delayed to 2020
- Marie to return resources
- Maybe go back to movie night fundraiser (Emma to talk to Amity)

2.6 Carnival Food Stall

- Worked well, worth the effort, everything sold (made ~\$520 profit)
- Good to have food advertisement on the race fixtures
- Alyce presented summary sheet to help next years' organiser
- Send out thank you letters for donations

Person Responsible

Marie
Ike's Glass
Emma
Emily U
Sarah
Marie
Sarah, Michelle
Marie to give list to Sarah to send out
Event organizer
P & C USB
Sarah
Marie
Emma
Alyce
Sarah

2.7 Disco (Fri 15th Nov)

- Tickets have gone out to the kids and email to helpers for assistance
- Put a copy of the ticket on the Facebook page
- Kate to liase with Michelle & Alyce re music and games on the night
- Ros has organized food/buns/chockies/juice etc
- Alyce to get BBQ and reverse up to canteen Fri afternoon for cooking
- Any teachers able to attend – good to have someone who knows the kids
- Need helpers to put up decorations after school
- Cleaners to vacuum the floor after school but before the disco
- Ticket money needs to have separate total from food money

Person Responsible

Alyce
Kate

Alyce
Kate to ask Josie

Kate

3. CORRESPONDENCE

3.1 Incoming:

- Invitation to cater for teacher's lunch on School Development Day (1st November)
- Invoice for Canteen Association

3.2 Outgoing:

- Email to School quoting cost (\$20/head) of providing dinner for Graduation
- Email to Jackie about information required for drink fountain project application

4. REPORTS (Refer to reports emailed with agenda or see Dropbox)

4.1 Treasurer's report

- ATO bill (\$3203.86). Will need to put on payment plan or take it out of the contingency account. To be discussed at the next meeting when ATO have processed

4.2 **President's report** – Thanks to Lynne and Ros for catering the teachers lunch

4.3 **Principal's Report** – No additional information

4.4 **Canteen Report** – Waiting for Working With Children check to come through for Yhow's mum

4.5 **Uniform Report** – No additional information

5.0 GENERAL BUSINESS

5.1 Speedway Fundraising

- Several dates tabled between December 2019 and April 2020
- Involves running the kitchen for a shift (4 - 5 people) possible income?
- Ros to speak to Sharon about the dates in April (Sat 25 and Sun 26th)

5.2 Graduation Dinner

- Quoted \$20/head but has not been confirmed by school as yet
- May need to have sub-committee if accepted to enable time to organise
- Look for Leah's notes from last year as a starting point

Person Responsible

Ros

Close of meeting: 8.55 pm

Next Meeting: Monday (9 December) 2019