



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.17pm

Venue: ENPS Staff Room

Date: 14th October 2019

Attendance: **Present:** Ros Boothey, Lynne Dorset, Marie Edgley, Kate Furphy, Sarah Hennessey and Jackie McBurney
Apologies: Emma Peddey and Sue Hann

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 9th September accepted as a true and correct record. **Accepted:** Marie **Seconded:** Lynne

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Toilet Art Project

- Costings for project have been completed
- Need to purchase mirrors (speak to Emma)
- Stickers (hydration and hand washing) to be installed
- Lynne to Fiona regarding sticker payment
- Still need to complete 2 small (1 x 1m) murals
- Invite shire rep for official opening (aim for assembly on 22 Nov)

Person Responsible

Marie
 Marie
 Lynne
 Emily U
 Sarah

2.2 Sensory Garden

- Mostly complete – possibly a few more tactile objects to be added
- Arbours came in well over budget so Marie approached the school for help
- Motion raised by Marie and seconded by Kate as follows;

With reference to the paid invoice of East Narrogin PS to TY Construction for building and installing two arbours in the sensory garden, the allocated ENPS P&C funds for this project, being \$1170.75, will be donated to the school.

In favour: 5 Against: 0 **Carried**

- Marie to speak to Rohan about stain or paint to protect wood surface
- Requests for plants to be added to the garden and possibility of plants like grape vines to cover the arbours etc
- Letter of thanks to go to all contributors (volunteers and contractors) and pictures to the signmaker

Yohan van Wyk

Marie
 Jackie to speak to gardener
 Marie to compile list of recipients
 Sarah to send out

2.3 Role Description Procedures

- Kate to scan the running procedures for the canteen and email to Sarah

Kate

2.4 Computer Disposal

- Ongoing

2.5 Book Fair Debrief

- Raised about \$2,800 which translates to \$500 worth of books for the school
- Consider keeping overstock for selling at Ngn Show before sending back
- Ag Society – can we sell from a display stall at the show or separate stall?

2.6 Learning Journey Debrief

- Marie impressed with donations of food and offers of help for canteen
- Made around \$250
- Would be great to get a summary of the survey results once compiled

2.7 Colour Run Fundraiser

- Marie spoken to Jo H and Chris who are keen to go ahead with it
- Need to go through the details but maybe a good way to finish the year

Marie

2.8 Carnivals – Selling food and drink - organisation

- Alyce made up a flyer to advertise products and prices – put on Facebook
- Email helpers to man the stall and provide donations of biscuits/bread
- Email families to pre-order sausage sizzle for ordering purposes
- Advertise in the newsletter
- Repeat process for interschool carnival in week 4 (8 Nov)
- Send letter to the Sports Network committee to see how catering events are distributed (is it still first preference to organising school?)

Alyce
Marie
Marie
Marie

Jackie to speak to
Chris/Jo to find out
how rotation works

2.9 Constitution update

- There is a video to watch which will be forwarded to committee members
- Need to hold a special general meeting with 10 financial members to pass new constitution (proposed date Fri 25th Oct, 3.15 at canteen)

Marie
Marie to contact
members
Sarah to send email

3. CORRESPONDENCE

3.1 Incoming:

- 25 Sep – Jo Hayes – Requesting a quote for the graduation dinner
- 28 Sep – Francis Gale – Praise for the sensory garden
- 14 Oct – ATO – Tax debt letter

3.2 Outgoing:

- 30 Sep – Jo Hayes – Response to request for quote (Graduation dinner)

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

4.1 Treasurer's report

- ATO tax bill came in at \$1,753.86 – Lynne to contact ATO and arrange for a payment plan

4.2 President's report – no additional information

4.3 Principal's Report – not applicable due to it being Jackie's first day

4.4 Canteen Report – no additional information

4.5 Uniform Report

- Belinda Furphy has agreed to learn the uniform role next year with Kate's assistance in readiness to take over the position for 2021.

5.0 GENERAL BUSINESS

5.1 Disco

- Set a date for Friday 15th Nov – 2 sessions

5.2 Canteen menu

- To be sent out with the next newsletter

Person
Responsible
Marie and Kate

Close of meeting: 9.10 pm

Next Meeting: Monday (11 November) 2019