

# General Meeting Minutes

## Theodore Primary P&C Association

**Date:** Wednesday 5th September 2018

**Attendees:** Narelle, Emily, Michelle, Liset, Kerri, Rhonda, Rosemary, Laura, Alison.

**Apologies:** Carrie, Lynda, Gavin, Nicola.

**Meeting Opened:** 1840

**Chair:** Narelle

### 1. Minutes from General Meeting August 1st 2018

Moved: Narelle                      Seconded: Rosemary

### 2. Action Items

	Action Item	Person	Outcome
1.	Investigate Auditor for next 12 months	Nicola	Ongoing
2.	Renew and pay ACT P&C Council affiliation fees and insurance fees	Nicola	PAID Completed
3.	Lodge BAS Statement	Nicola	Lodged but may need corrections
4.	2018 Year Book – Talk to Rose about possibilities and options and get feedback from other schools as to how they do it.	Kerri Gavin Narelle Rosemary	\$1650 quote from MSP - for 100 books with 50 colour pages each. Sell to students for \$15 P and C will cover the gap of approx \$1.50 per book. Computer template will be made available to teachers for them to begin filling in their sections. Aiming to give them out in week 9 of term 4. Rosemary to continue to liaise.
5.	Narelle to provide some outstanding receipts to Nicola	Narelle	Compiled for Nicola and will be handed over as soon as she sees Nicola.
8	Public liability insurance to be updated and information given to Jemima for preschool bunnings BBQ	Nicola	PAID Completed
9	Online volunteer co ordination program change admin to Narelle.	Michelle	Completed
10	Narelle to add items to the term planner in the teachers staff room	Narelle	Completed

### 3. President's Report:

### 4. Principal's Report:

Book week parade, activity day and the hot chocolate night were fantastic successes.

Focus currently on learning opportunities and community engagement.

ANU extension day and science week both went well.

Jump rope for heart day is coming up on the 27th as well as learning journeys in week 9.

The school improvement process has come back with alot of commendations, aspirations and recommendations which will be shared after they have been discussed with the school board.

## 5. Treasurer's Report

Here is a treasurer report:

Bank balances are:

Main account - \$15919.05

Debit card - \$836.30

Pre - \$12950.72

Pre card - \$620.25

Plus there is the money from the sports day canteen to bank.

Our money is committed as follows:

- \$3k to the school

- \$8k minimum required in the bank at the end of the year

- a few \$100s owing to Carrie and Narelle for purchases they have made

- a few \$100s for the auditor

So we have about \$5k available to spend on fundraising or purchases or whatever.

We owe reimbursements to Carrie (coffee cups) and Narelle (purchases for athletics carnival), and I have an invoice to do for Michelle (show bags for fete).

**Approval requested for \$8 to be transferred to the school which was accidentally paid by a parent into the P and C account.**

**Moved:** Michelle

**Seconded:** Emily

**Motion Carried**

## 6. Out of Session Approvals

Transfer of funds: \$2000 requested to be transferred from the Primary P&C account to the Fundraising credit card by Narelle.

**Moved:** Lynda

**Seconded:** Laura

**Motion Carried**

## 7. Sub-Committees:

**Fundraising** – since our last meeting, there, we have had a number of activities on the go. Update on events below:

- Winter Disco
  - Deferred to 26 October. Waiting to hear from Cliff if this date can be accommodated
  - Presently have 165 pre-orders, \$830.50 in sales
  - Excess stock purchased for Carnival can be used at this event.
  - Expenses currently sit at \$760.
  - Entry fee plus sales on the night will bolster revenue, as will any additional pre-orders

**Approval requested for an additional \$500 disco**

**Moved:** Emily **Seconded:** Rosemary **Motion Carried**

- Father's Day
  - Sold 188 \$5 and 188 \$10 gifts, \$2880.00 in sales
  - Expenses totalled \$2368, generating a profit of \$512
- Tuggeranong Valley Interschool Carnival

- Event ran well and learnt a lot from the experience
  - Recommendation for next time:
    - purchase a card/chip reader to allow for electronic transactions (\$20+\$60 investment),
    - sell bacon and egg rolls (would go like the clappers on a cold day),
    - reduce some lines – chips, popcorn, tiny teddies.
    - increase lolly quantities – zappos, killer pythons, nerds, mentos, sour straps.
    - Advise Brooke we would be available for next year if they struggle to find a P&C to run the canteen
    - **Action – Narelle. Contact Brooke to advise P&C available in the event other schools decline canteen opportunity.**
  - Expenses for the day \$780, turnover \$2366
  - Profit generated \$1,594
- Colour Run
    - Entries close tomorrow, with 104 received so far (\$1040 revenue)
    - Some sponsorship money starting to come in (approx \$100 to date)
    - Estimated expenses \$1,000
    - School has advised more entries will be handed in tomorrow –extending closing date to Tuesday next week.
    - Will increase communications on sponsorship in the lead up to the event. Forms and money due the Wednesday prior to the run
    - Carrie has spoken with Mr M who has agreed to be the MC for the event
    - Course will be plotted next week. Carrie is working on this.
    - **Action – Narelle. Stand alone email to be prepared and sent to families about the run this week.**

**Approval requested for \$2000 for Mothers day 2019**

**Moved: Liset    Seconded: Rhonda    Motion Carried**

**Approval requested for \$4000 transfered to the P&C credit card to cover expenses for the Colour Run (powder, runners pack etc) and Fete (showbags, lollies etc).**

**Moved: Michelle    Seconded: Laura    Motion Carried**

**Fete Report:**

- New sponsorship received from ACT Optical, Calwell Car Care
- Will be also approaching Active Leisure Centre and Rebel Sports
- See attached sponsorship notes from Michelle
- Still need a few convenors for stall. Spoke to Noah's Ark this week, great range of animals for the fete
- Will be contacting current list of convenors this week to check in on how things are going and encourage them to provide content for the fortnightly fete newsletter.
- Will be mapping out zones over the next week or so for the fete

- Liaised with Jemima on the market stall. Numbers down and payments slowly trickly in. Jemima will be looking at other sites to advertise our fete and drive up interest.

**Pre-School Report:**

**8. School Board**

**9. High School Liaison:**

10. **Uniforms :** A number of parents have been asking about purchasing items - another day needs to be held ASAP hopefully before the end of term 3. Nicole in the office is also happy to sell from the office but would need an idea of what is available and a price list.

Emily and Laura are happy to help Nicola get this stuff organised ready for this to happen.

**11. Student Banking: Nicola to provide update when possible.**

**12. Other business:**

- \* Web link on school website needs to be updated to reflect current P and C information.
- \* Narelle to look into the possibility of getting a 'square' for EFT transfers for future events

**13. Next Meeting Date: 24th October 6.30pm**

**Meeting Closed: 2000**