



**MINUTES - General Meeting
Monday 15 February 2021**

1 Meeting opened – 7.00pm

2 Attendance and apologies -

Attendees: Daniel Saunders, Amanda Chitty, Alex Ellis, Liz McQueen, Suzanne Harmer, Jerry Collova, Craig Skinner, Belinda Rickert, Helen Taylforth, Liz Perkins, Kylie Seal-Pollard, Amy Hollingsworth, Lea Frisina
Apologies: N/A

3 Accept previous meeting minutes

3.1 Monday 23 November 2020 (General Meeting) – *Moved Dan Saunders, 2nd Suzanne Harmer*

4 Business arising from previous minutes

- N/A

5 Principal's report

- The school has had a smooth start to the year despite lockdown postponing the start of school, and mandatory mask requirement for staff when school commenced.
- Student numbers are at 432. The school welcomed two new staff members and two returning staff members.
- The new AV equipment was installed in the undercover area over the holidays. There has been a delay with the solar panels, and hoping to get them installed in the April school holidays. New classroom furniture has been ordered, but delivery has been delayed.
- New uniform is available, but there will be a delay on new faction shirts and hats until the factions have been renamed. Children will be allocated a faction colour for this year.
- The school has increased Chaplain time to one day a week (Monday) and the School Psychologist is now at the school two days a week.
- Lisa Baker has announced funding for Bayswater Primary School, should the Labor Government get re-elected. Funding likely to be re-directed to AV Equipment and Solar Panels, which will mean P&C funding will need to be reallocated.
- Request if the school would consider opening classrooms for a short window before Term 1 goes back (during the professional development days), so parents can drop off school supplies. Would greatly assist with the rush and traffic on Day 1.

6 Office Bearer Reports

6.1 President

- Working on finalising the asset register for the P&C assets stored in the shipping container. Will then audit the contents of the shipping container against the list.
- Will be introducing a sign out system for any staff or members of the school community who borrow P&C resources.

6.2 Treasurer

- The P&C currently has \$85,000 in allocated funds and \$7,900 in unallocated funds. Allocated funds covers approved financial motions awaiting invoices (for example, solar panels, AV equipment, oval redevelopment, classroom furniture).
- Awaiting information from Lea P in order to finalise review of accounts from last year.

- **ACTION: Dan to follow up Lea P.**
- Craig questioned the remaining balance in Muffin Morning funds from 2019 of \$1605.90. Proposed this money could be reallocated to the school's excursion fund (from voluntary contribution) or the hardship fund. School does not believe there are enough requests for financial assistance from hardship to make this worthwhile.
- **ACTION: Liz to put financial motion from Craig on next Agenda re: transferring 2019 Muffin Morning money to the school's excursion fund.**
- Raised that this was traditionally a fete year. Call to be put out for anyone interested in managing a school fete in 2021.
- **ACTION: Liz to email out a call for a fete coordinator(s) and send to the school for inclusion in the newsletter.**

7 Breakfast Club

- A Breakfast Club was established last year by Amanda, at the school's request, and was organized by Suzanne and the Chaplain throughout 2020.
- The Chaplain is only working one day a week this year (Monday) and can assist with the Breakfast Club but not run it. Suzanne is no longer able to run Breakfast Club and is seeking new volunteers to coordinate it. Ideally suit a couple of parents working together.
- Breakfast Club will not run in 2021 until new volunteers are on board. Pending new coordinators, it will be run on Monday morning.
- **ACTION: Suzanne to draft an advert, calling for Breakfast Club volunteers.**
- **MOTION: The P&C approve advertising for new Breakfast Club coordinators. Moved Suzanne Harmer, 2nd Liz Perkins. All in favour.**

8 Muffin Morning

- Muffin morning has been unable to run since Week 3 of Term 1 2020, due to COVID restrictions preventing food prepared by parents being sold at school. It seems unlikely that this restriction will be lifted anytime soon.
- The school introduced a voluntary excursion fund in 2020 which duplicates the fundraising aim of Muffin Morning. The school reported 80% of parents had paid the voluntary contributions, therefore it does not seem suitable for the P&C to run Muffin Morning to raise money for the same cause.
- **MOTION: The P&C approve pausing of Muffin Morning for 2021. When COVID restrictions are lifted, the P&C revisit the fundraising purpose of Muffin Morning. Moved Liz Perkins, 2nd Dan Saunders. All in favour.**

9 Fundraising 2021

- Limited fundraising held last year by the P&C. Aim to have a few fundraisers this year. Suzanne has looked at a few options including a Colour Run (with a different approach to make it more environmentally friendly), Sock Box, Movie night (could be held indoor using the AV equipment in the undercover area).
- Bigger fundraisers to supplement the regular fundraising such as Easter Raffle and the Mothers' Day and Fathers' Day Raffles and stalls. Unsure if we have a KPC representative to coordinate these.
- Bigger fundraising will require a purpose as school community more inclined to get involved if they know what they are fundraising for.
- **ACTION: School to provide a wishlist for the purposes of fundraising goals.**
- **ACTION: Suzanne to look at timing for large fundraising. Dan has a calendar from last year that will need to be updated for 2021.**

10 Tabled sub-committee/representative reports

10.1 Canteen - report circulated with the meeting agenda

- Canteen required to submit a Healthy Food and Drink policy every year. Amanda has drafted one for 2021.
- **MOTION: The P&C approve the Healthy Food and Drink Policy. Moved Amanda Chitty, 2nd Suzanne Harmer. All in favour.**
- No volunteers as yet for the Canteen Coordinator role for 2021.

- **ACTION: Liz P to email a password reset for the Canteen account to Amanda.**
- **ACTION: P&C members to use their P&C email accounts to enable transfer of knowledge and history to new volunteers taking on the Executive roles.**

10.2 Gardening and Sustainability - report circulated with the meeting agenda

- Oval re-development project update – hoping that the bench, netball goal post and swings all installed by the end of March. The water fountain has, unfortunately, had to be removed from the project due to issues with a shared-use agreement. The money for this component of the upgrade will be redirected to new court surfacing for the netball/basketball hoop.
- Hillside Harvest is going well and has had reticulation installed. Containers for Change is set up between Rooms 15 and 16. Please donate all eligible containers! Proceeds go to the school (Scheme ID: C10277186).
- Committee is seeking new members and coordinators with Liz M and Alex to “retire” at the end of the year.

10.3 KPC Fundraising – no report

11 Other Business

- Liz M has been approached by the Bayswater Laneway Group which is looking to brighten up the cyclone fencing along the new train station development by installing banners of kids artwork. Advised to contact the school if wish to pursue.
- Next meeting is the AGM. A number of Executive members are willing to stay on if there are no new volunteers, however, a number of members will not be continuing. Call for volunteers to go in the newsletter and be circulated with notice of the AGM.
- Dan queried how people get removed from the P&C mailing list as he has had a number of families ask to be removed. Liz P noted that due to privacy restrictions, the P&C is unable to access the school’s records/email addresses and therefore does not know when people leave the school. There is a footer on emails which gives instructions about being removed from the mailing list - people simply need to email the secretary email address and their email address will be deleted.

Next meeting – AGM and General Meeting. 7.00pm Monday 15 March, 2021

Meeting closed - 8.15pm