

Melville Primary School P&C Assoc Inc.	Committee Meeting Minutes Wednesday 5th April 2017
Item	Notes
1. Meeting opened	7.34pm
2. Present / Apologies	<p>Present: Jo Webb (Chair), Tracy Kim, Carolyn Taylor, Kristy Binns, Betty McNeil, Rebecca Sheldon, Geoff Britton, Trish Ratto, Gayle Passmore, Darrin Richards, Nicole Gray, Emma Charlton, Tenielle Stone, Ros Lumley, Shirley Dawe, Bethany Patrick, Kristy Izzilo, Kym Matthews,</p> <p>Apologies: Catherine Oates, Cherie Pirnie, Helen Moore, Tammee Lynn, Amy Conti, Betty McNeill, Sascha Johnston, Annette Henson, Scott Pollock, Sashi Verma</p>
3. New P&C Memberships	Membership forms are distributed to new members and are signed off at the meeting.
4. Business Arising	<p>a) Election of Office Bearer – Secretary Motion: <i>“To accept the nomination of Amy Conti to the position of Secretary”.</i> <i>Moved: Jo Webb</i> <i>Seconded: Nicole Gray</i> Motion Carried</p> <p>b) P&C Communication – News Wrap and School Newsletter</p> <p>a. What is the News Wrap Discussion on what the news wrap is and how it is circulated.</p> <p>b. P&C News Wrap Liaison 2017 Liz & Gayle to share the role</p> <p>c. School Newsletter Dates Last week of every month</p> <p>c) Appointment of Auditor Motion: <i>“To approve the appointment of Walker Wayland Pty Ltd as Auditors for MPS P&C for 2017”.</i> <i>Moved: Jo Webb</i> <i>Seconded: Rebecca Sheldon</i> Motion Carried</p> <p>d) Acceptance of Members Register Members Register to be recorded and maintained by the Secretary. Motion: <i>“To accept the Members Register”.</i> <i>Moved: Jo Webb</i> <i>Seconded: Gayle Passmore</i> Motion Carried</p>

<p>5. Minutes from previous meeting</p>	<p>Motion: “<i>That the minutes of the previous Melville Primary School P&C meeting be accepted.</i>” <i>Moved: Jo Webb</i> <i>Seconded: Nicole Gray</i> Motion Carried</p>
<p>6. Correspondence</p>	<ul style="list-style-type: none"> • As tabled by Tracy Kim <p>Motion: “<i>That the correspondence be accepted</i>”. <i>Moved: Jo Webb</i> <i>Seconded: Gayle Passmore</i> Motion Carried</p>
<p>7. Reports</p>	<p>Treasurer:</p> <ul style="list-style-type: none"> • Financials & Report as tabled <p>Uniform Shop:</p> <ul style="list-style-type: none"> • Financials as Tabled <p>Canteen:</p> <ul style="list-style-type: none"> • Financials & Report as Tabled <p>Social/Fundraising:</p> <ul style="list-style-type: none"> • Report as Tabled. • Discussions re upcoming events <p>Veggie Patch:</p> <ul style="list-style-type: none"> • Financials as Tabled • Going very well with ministry incredibly organized – back to back assemblies and kids organized the stand on their own • Planting Week 1 T2 – kids deciding what to plant • Fundraising for Year 6 camp – sale of mushrooms. • Thank you to Alan Niven who has been donating produce to sustain the veg patch stall. <p>Fathering Project:</p> <ul style="list-style-type: none"> • Report as Tabled <p>School Board: Meeting: 27th Feb</p> <ul style="list-style-type: none"> • Brief run down of the Board and what it does: <ul style="list-style-type: none"> o Responsible for strategic direction of school o Forum for Exec to report o Responsible for annual reporting • Elected Chair for 2017 is Julia O’Neill • Spoke about directions for the Board, including: <ul style="list-style-type: none"> o Slight changes to whole school positive programs (ie “You can do it”) Looking at “Kids Matter o Staffing and managing 676 student o New app for relief teachers being trialled o Mr Macintosh doing more extra curricular activities

- o 3 vacancies on the Board and BM to announce in due course
- o Fire damage
- Next meeting in May and should have full Board

Principal (presented by Trish Ratto):

- Welcome to executive team, thankful for new faces
- Thank you to:
 - Organisers of Harmony Day picnic
 - Tammee Lynn – all year 6’s have received their graduation shirts
 - Canteen for the staff Harmony Day cake
- Reminder that school starts on Wed 26th April
- ANZAC days service will be held at school
- Fire Damage – hopeful for next term, week 3. Need to have an inspection and organise a celebration
 - o Date TBC – possibly Wed 10th May after lunch for a whole school celebration – looking for volunteers to help move furniture back, coordinate celebration.
- Red key – resilience
- Kids Matter framework – had first session with staff and firming up staff that will lead the program.

Motion: *“That all reports be accepted”*

Moved: Jo Webb

Seconded: Emma Charlton

Motion Carried

8. New and General Business

a) Bankwest Signatories

Requirement to update signatories on all Bankwest accounts.

Motion: *“That the P&C approve the change in signatories on all Melville Primary School P&C Bankwest accounts for the outgoing and incoming office bearers as follows:*

To be removed:

- o Catherine Oates – President
- o Cherie Pirnie – Vice President
- o Carolyn Taylor – Secretary

To Be Added:

- o Jo Webb – President
- o Tracy Kim – Vice President
- o Amy Conti - Secretary”

Moved: Jo Webb

Seconded: Darrin Richards

Motion Carried

b) Social/Fundraising Coordinator

Position remains vacant.

c) Social/Fundraising Events

Per Social/Fundraising Report

	<p>d) Cross Country Breakfast – Gayle Passmore Request for P & C to fund supplies for the cross country breakfast in Term 2. Gayle to run however require volunteers to pack up on Thursday's.</p> <p>e) P & C Logo P&C Logo displayed to Committee. This logo is used for Facebook Profile and internal documents. External correspondence will also display school logo.</p> <p>f) Dropbox Business – Carolyn Taylor Request to approve purchase of annual Dropbox Business Subscription at a discounted rate. Motion: <i>“That the P&C will approve funding for the purchase of an annual Dropbox business subscription with 5 user licences to the value of \$735”.</i> <i>Moved: Jo Webb</i> <i>Seconded: Darrin Richards</i> Motion Carried</p> <p>g) Canteen Equipment Replacement Motion: <i>“That the P&C will approve funding for the replacement of canteen equipment up to the value of \$500”.</i> <i>Moved: Jo Webb</i> <i>Seconded: Nicole Gray</i> Motion Carried</p> <p>h) Canteen Policy Reminder to all that as per the Canteen Policy and consistent with the DOE's School Security Policy, no children are allowed in the canteen for safety and security reasons.</p> <p>i) Thanks to 2016 P&C Executive Team</p>
9. Next Meeting:	Wednesday 3rd May 2017
10. Meeting closed	8.55pm
11. Signed by the Chairperson and Secretary	<p style="text-align: center;">_____</p> <p>Chairperson Secretary</p>

Any items of New/General business must be submitted in writing to the Secretary 7 days prior to the General Meetings for inclusion in the final agenda. Items received after this date will be at the discretion of the Chairperson.