



P&C ASSOCIATION

Aveley Primary School P&C Association Meeting Minutes

Time:	6:00pm
Date:	13 th May 2019
Place:	Staff Room

1. Attendees

Nyomi, Kim, Helen, Mel, Sally, Lyn, Caterina, Emily, Sharni, Elisia

2. Apologies/Absent;

Laura, Renee

3. Minutes of last meeting

1st Helen, 2nd Sharni

4. Issues arising from last meeting

4.1 **Honorary Secretary** – Melissa Roe

4.2 **Audit** – Sharni to go ahead with company that supplied quote for \$800

4.3 **STP**- it was agreed that we can get an exemption from the ATO in regards to the STP.

4.4 **Storage Space** – Will address at the next meeting as Michelle is absent.

5. Correspondence In

5.1 6 entertainment books purchased

6. Principals Report

7. **Presidents Report** – Need to advise new teachers of children attending specialist programs can attend the mothers day and fathers day stalls outside of specified hours. Communication is key when holding events between the P&C, staff, students & Families.

Nyomi advised she has been on the facebook page trying to encourage more members to join the P&C. This Seems to be working with 4 new members to our P&C so far this year.

8. Committee Reports

8.1 **Vice President**- N/A

8.2 **Treasurer Report** –mothers day invoices have been paid. See attached reports.

8.3 **School Banking**– Banking prizes are in, Kim & Helen are away Tuesday 4th June there is no banking on that day, but will be back to normal the following tuesday

8.4 **Canteen**- packet of sweet chilli chicken fingers were donated, found they are really chilli and wont reorder once have all sold out.

8.5

9. General/New Business

9.1 **New Members** – Nyomi advertised on facebook, Cat and Mel.



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- 9.2 **Second hand uniform volunteers** – Nyomi has asked if someone can help assist with selling second hand uniforms on a Thursday after assembly, also need help to wash and prep uniforms for onselling. Also to go through lost property. cat and Sally have offered to assist. It was agreed to a stall once a term for both the lower and senior school. Office will communicate with Nyomi for those families who are unable to afford the uniforms, they will offer them to the families for free.
- 9.3 **School Disco Term 3 Theme** – Friday week 9, still deciding on a theme. It was suggested that this year the parents should drop the kids off to the gates and then collect from the gate. K- PP 1 parent is welcome, years 1-3 and 4-6 be dropped off by parents. This has arisen from issues last year, safety and littering. No ticket sales at the gate this year, and having separate entry and exit points for follow.
- 9.4 **Entertainment** – looking at getting a DJ for the whole time, need to get quotes. cat suggested calling WAPPA to see if they had students that would like to volunteer or work for a small fee.
- 9.5 **Sports Carnival Catering 6th September**– we have been able to borrow the BBQ trailer but we do need volunteers for the BBQ. Nyomi suggested calling COS to see if they have volunteers. It was suggested if we use flexi schools to order the sausage sizzle orders instead of manual orders. It was suggested that we get the tomato sauce sachets for the sausage sizzle to go with the orders other than putting the sauce in the bun. We will also have a cake stall that will be run from the canteen, need parents to volunteer to make cakes and muffins to sell. Nyomi is going to call Lorenzo to see if they can get the woodfire truck back and organising 2 coffee vans this year, to be finalised by the end of Term 2. Need to organise another ice cream van and see if we can extend the time they will be here.
- 9.6 **Schools website P&C blurb** – we need a blurb, can we get some ideas by Wednesday.
- 9.7 **Canteen menus for website** – Nyomi asked Helen for updated menu's for the website.
- 9.8 **Fathers day ordering** – need volunteers to order items (Emily and Kim) and assist with the stalls on the days.
- 9.9 **2nd uniform stall** – see above, Nyomi will find uniform price list for Cat and Emily.
- 9.10 **Mothers & Fathers day stall selling Times** – it was agreed to extend the timings to lunch time on a Wednesday on the week of the stalls.
- 9.11 **Removal of renee from bank accounts** – forms have been signed to remove Renee the previous P&C Presidednt from the Bank Account. Nyomi Prior (PRESIDENT), Kim Pieri (VICE PRESIDENT), Helen Robinbson (CANTEEN SUPERVISOR) & Sharni Baxter (TREASURE) have filled out and signed the form to authorise change of signatories on the bank account



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10. Next Meeting-
10/6-6pm Term 2 Week 7

5/8-6pm Term 3 Week 3
2/9-6pm Term 3 Week 7

28/10-6pm Term 4 Week 3
25/11-6pm Term 4 Week 7

11. Meeting Closed- 7:10PM