



P&C ASSOCIATION

Aveley Primary School P&C Association Meeting Minutes

Time:	6:00pm
Date:	25 th March 2019
Place:	Staff Room

1. Attendees

Laura, Sharni, Helen, Nyomi, Michelle, Lyn

2. Apologies/Absent;

Elisia, Kim, Renee, Sally, Emily

3. Minutes of last meeting

1st Helen, 2nd Sharni

4. Issues arising from last meeting

4.1 Honorary Secretary

4.2 Honorary Treasurer- Sharni

4.3 Audit

1 quote \$800 from accountant suggested by Elisia.

Nyomi to ring WACSO about single touch payroll and audits.

5. Correspondence In

5.1 ATO single touch payroll

5.2 Entertainment book promotions material

5.3 Woolworths Earn & Learn

5.4 Invoices for mothers day stall items

5.5

6. Principals Report

7. Presidents Report

Welcome to our first official meeting of the year, I would like to thank all members from last year and congratulate them on a great year I look forward to another great year ahead with all current members and hope to gain some more throughout the year.

8. Committee Reports

8.1 Vice President

8.2 Treasurer Report

8.3 Secretary

8.4 School Banking

8.5 Canteen

9. General/New Business

9.1 Storage space for P&C within the school

Michelle will check on storage.



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- 9.2 School fundraising schedule P&C fundraising ideas for the year**
Renee to have access to email and facebook page for fundraising purposes only.
Discussing disco Friday week 9 or 10 and fun run or something like that for term 4.
Renee to call lions for sports day. Helen have another option
Discussing community day/afternoon. Table for next meeting
- 9.3 Canteen employee hours reduction**
For a trial until next meeting laura will reduce her hours on a wednesdsy and start at 10
instead of 9 unless helen gets an unexpected amount of orders.
- 9.4 School Banking require another person to be registered and trained.**
Laura to register and train. Helen to organise.
- 9.5 Volunteers for term 1**
Helen to supply volunteers information to thank them for there help this term in the
newsletter
- 9.6 Email access**
Renee to have access to facebook as an advertiser only and also to have access to the
email solely for the use of fundraising and is only to open and send fundraising
information and nothing more.
- 9.7 Mothers day stall**
Volunteer form to go out this week
20-21 may bookfair need to be organised

- 10. Next Meeting-**
13/5-6pm Term 2 Week 3
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 6.48pm**