



Aveley Primary School P & C AGM Meeting Minutes

Date: 17/02/20

Meeting opened at 6.07pm *Minutes from last meeting were accepted as a true and accurate record.*

Present : Nyomi Prior, Melissa Roe, Kayla Behrendt, Caterina McKenzie, Sally Wulf, Kim Pieri, Melanie Cox, Michelle Murray, Peta Magorian, Sharni Baxter

Apologies: Emily Harman-Smith & Helen Robinson

<i>Agenda Item</i>	<i>Discussion</i>	<i>Action- Who?</i>
Conflict of Interest	Sharni 1 st and Cat 2 nd the minutes	
1. Issues arising	<ul style="list-style-type: none">• No	
2. Correspondence in	<ul style="list-style-type: none">• Nyomi advised we have received Cadbury fundraising, entertainment book (Nyomi to speak to the Entertainment book co-ordinator, commonwealth banking statements and School banking reports.	
3. Principals Report	<ul style="list-style-type: none">•	
4. Presidents	<ul style="list-style-type: none">• Nyomi advised that the P&C had a very successful year last year and welcomed 3 new ladies, Kayla, Peta and Mel.• Sharni advised that she had a discussion with the auditors that the wages had gone up and that had been discussed in the meeting but not documented.	
5. Treasure Report	<ul style="list-style-type: none">• Sharni advised that the canteen made a profit in 2019 and the P&C account has around \$7500 to put towards the \$10,000 for the Amphitheatre.• Helen had discussed that the canteen prices will rise a little this year to cover costs.• It was discussed that we should be receiving a percentage of sales from Lowes, Michelle will enquire with the company.• Sharni will follow up with woodfired pizzas and the coffee van in regards to their payment to the P&C from the School carnival last year.	
6. School Banking Report	<ul style="list-style-type: none">• Nyomi and Kim are in charge of school banking this year, Kim advised that the numbers were quite low to start the year with. They are thinking of ideas of how to get more kids involved. Kim suggested putting a section in the school newsletter to promote school banking, advising parents and care givers that the school receives bonuses from banking.• Cat suggested maybe we sell raffle tickets at the same time as school banking days or an incentive to entice the kids to start	

	<p>banking their money.</p> <ul style="list-style-type: none"> ● Another suggestion was made that we advertise the school banking days on the electronic board out the front of the school. ● Cat suggested that maybe we enquire with commonwealth bank if money is being transferred electronically can that count towards the school bonuses. 	
7. Canteen Report	<ul style="list-style-type: none"> ● Kim advised that canteen had a slow start to the year but it has picked up this week. ● The committee suggested moving the P&C Box to outside the canteen for lunch orders as there is only 1 key to that box. It was suggested moving the Book club box from outside the library to outside the office for any P&C Correspondence. 	
8. Dissolving the Current Committee	<ul style="list-style-type: none"> ● Nyomi Dissolved Current Committee and handed the meeting over to the Principal Michelle Murray to announce the new President and then hand it back over to chair remainder of the meeting. 	
9. Committee Positions	<ul style="list-style-type: none"> ● President;- Nyomi Prior ● Vice President- Sally Wulf ● Treasurer/ Public Officer- Sharni Baxter ● Secretary- Melissa Roe ● School Banking Co-Ordinator – Kim Pieri ● Facebook Co-Ordinator – Helen ● Fundraising CO-Ordinator – N/A ● Canteen Co-Ordinator – N/A ● General Committee Members- Kayla Behrendt, Caterina McKenzie, Melanie Cox and Peta Magorian 	
10. Executive Committee	<ul style="list-style-type: none"> ● President- Nyomi Prior ● Vice President-Sally Wulf ● Honorary Secretary-Melissa Roe ● Honorary Treasure-Sharni Baxter ● Other Members (no less the 3)- Melanie, Cat and Kayla 	
11. General / New Business	<ul style="list-style-type: none"> ● Nyomi advised that the P&C will cover \$1000 towards the year 6 camp for 2021 ● The P&C will continue to do the book awards for 2020 and 2021 ● The graduation gifts for 2020 and 2021 ● Cash on hand for 2021 agreed to be \$5000.00 ● Michelle handed out the list of fundraising days for Term 1. ● Cat advised that she got quotes for the Movie night fundraiser, one of the quotes she received was over \$700 and then another payment of around \$220.00 to pay for a movie. ● Cat looked into the lunchbox fundraising, the prices for lunchboxes were between \$30-\$75 and they are sustainable boxes, boxes can be ordered online by parents and then delivered in bulk to the school, P&C can distribute the week before school goes back? It 	

was also suggested that we look at labels and drink bottles as well. It was suggested that we advertise that fundraiser the same time as sending out the school lists for the following year.

- Nyomi suggested a cookie dough fundraiser, a friend had suggested their school had this fundraiser and they made a profit of \$3500.00, P/UP will be available from North Coogee. There are also online ordering options for families as well, Nyomi is hoping to start the fundraiser from next week.
- Icy Pole Friday will be starting this Friday
- P&C Free dress day on the 8th April a gold coin donation (no theme).
- Mother's day order will be placed by Kim, need to agree on items to purchase for stall so that Kim can order this week.
- Mother's day stall has been organised for the 5th and 6th May, Michelle will advise OSHC that the P&C will require the undercover area on Tuesday 5th and Wednesday 6th May.
- Father's Day stall will be held on 25th and 26th August, Michelle to advise OSHC the undercover area will be unavailable on these days.
- Sports Carnival will be on the 4th September
- School Disco will be held on Friday 13th November
- Nyomi advised that she has spoken to Brendan the new sports teacher and he advised that he will run a similar timetable to what Mitch had done, Nyomi advised that P&C will run the sausage sizzle and cake stall again this year out of the Aveley Community Centre.
- Michelle advised that the School Board are looking for 2-3 more parent reps and the timing of the Board meeting has been moved to 5.00pm.
- Michelle advised that Rita Safioti is donating a \$300 bike voucher to the school, it was agreed to run a raffle at the sports carnival, however Nyomi will enquire within the guidelines of how we go about raffling the voucher.
- Nyomi and Kim had suggested looking at upgrading the P&C / Canteen laptop, Nyomi has proposed a budget of up to \$800 for laptop and accessories. Motioned by Nyomi and 2nd by Kayla
- Sharni advised that she needs to update the employee contracts, she will check the hard drive to update details.
- Nyomi has to notify WASCO of Office Bearers

Meeting closed at 7.35pm

Next Meeting: 16th March 2020 at 6.30pm

Meetings for 2020

P & C President

Principal

Date _____

Date _____