



**Aveley Primary School P&C Association  
Minutes 12.02.2024**

<b>Date</b>	Monday 12 <sup>th</sup> February 2024	<b>Start time</b>	1806h
<b>Location</b>	Aveley PS Staffroom	<b>Finish time</b>	1947h
<b>Facilitator/Chair</b>	Peta Magorian	<b>Minute taker</b>	Sally Hollis
<b>Attendees</b>	Peta Magorian, Michelle Murray, Neil Hollis, Sally Hollis, Sharni Baxter, Helen Robinson, Vania Fontura, Alara Fisher, Angela James and Janae Pritchard		
<b>Apologies</b>	Sally Wulf, Ashlee Davies, Angie Kattowitz, Sonia Oldershaw, Kim Peri, Sam Close		

<b>Agenda Item</b>	<b>Discussion / Actions</b>	<b>Action</b>
Conflict of interest	No	
1.0 Introduction	<ul style="list-style-type: none"> <li>Welcome</li> <li>Attendance &amp; apologies See above.</li> <li>Any conflict of interest with tonight's agenda.</li> </ul>	No conflict
2.0 Accept Minutes	Minutes from 16.10.23 meeting First, Sharni Baxter Second, Sally Hollis Minutes from last meeting were accepted as a true and accurate record.	Recorded
3.0 Business arising	<ul style="list-style-type: none"> <li>Update from Neil around outlook/online meeting options: To go live next meeting</li> <li>Sustainable fundraising: - Neil unable to find any commercial local suppliers. Slushy Maker approx. \$240 Neil to confirm vendor so we can table purchase at next meeting</li> </ul>	Neil to send invite for next meeting.  Neil to update at next meeting
4.0 Correspondence in/out	<ul style="list-style-type: none"> <li>Tania Lawrence email about 2<sup>nd</sup> round funding. Correspondance arrived outside of the dates to claim</li> <li>Rita Saffioti – offering \$300 bike voucher which Peta accepted on behalf of P&amp;C</li> <li>Confirmation on receipt of Colour Run Materials and correspondence to families going out this week</li> <li>Mother's Day Catalogues</li> <li>Invitations were sent to local Food Vendors to secure places for different school events</li> </ul>	Recorded
5.0 Principal's report	See attached	Recorded
6.0 President's report	See attached	Recorded
8.0 Vice President	<ul style="list-style-type: none"> <li>No Report</li> </ul>	Recorded
8.1 Treasurer's report 8.2 Canteen Report	<ul style="list-style-type: none"> <li>Audit Prelim Done and no errors or adjustments found</li> <li>Date and time to be organized for all required members to attend Commonwealth Bank for Account signing. Members required include; President, Vice President, Secretary and Treasurer.</li> <li>Canteen finished the year with a \$4,627.23 loss due to final week closure and unexpected expenditures with needing to replace oven and also the Cost of Living increased to food purchases</li> <li>See attached financial reports.</li> </ul>	Recorded.  President, Vice President, Secretary and Treasurer need to be added to Bank Account




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	<ul style="list-style-type: none"> <li>• 46 orders for the first Friday week 1 and increased to 99 orders for the following Friday</li> <li>• Spriggy has given Canteen more access and control and allows correspondence with parents if a child doesn't bring lunch in.</li> <li>• Labels ordered, 1000 sheets for \$130 per year</li> <li>• Food Safety and Allergy courses are now mandatory for all canteen volunteers</li> <li>• Implementing new Healthy Food Safety Guidelines</li> </ul>	
9.0 Dissolving the Current Committee	<ul style="list-style-type: none"> <li>• Michelle Murray dissolved 2023 P&amp;C Committee, Thanking everyone for their participation and hard work throughout 2023</li> </ul>	
10.0 Committee Nominations	<ul style="list-style-type: none"> <li>• Peta Magorian – President</li> <li>• Sally Hollis – Vice President</li> <li>• Simone Close – Secretary</li> <li>• Treasurer – Position Vacant</li> </ul> <p>Committee Positions</p> <ul style="list-style-type: none"> <li>• Volunteer Co-ordinator/Social Media – Vania Fontura</li> <li>• 2<sup>nd</sup> Hand Uniform Co-Ordinator – Sally Hollis</li> </ul> <p>General Committee</p> <ul style="list-style-type: none"> <li>• Neil Hollis</li> <li>• Alara Fisher</li> <li>• Angela James</li> <li>• Janae Pritchard</li> </ul>	Peta to organize Facebook Post to try to encourage a parent to fill Treasurer Position. Training to be provided by Sharni Baxter
11.0 General/New Business	<p>11.1 Online Meetings to commence from next meeting to try to increase Parent Participation</p> <p>11.2 Storage Space Working Bee</p> <p>11.3 Canteen Menu- Potential Price Increase due to new government Policy and confirmed canteen closed last week of term due to Colour Run and other school activities</p> <p>11.4 Awaiting delivery of Containers for Change, new agreement signed again with Scouts WA</p> <p>11.5 Fundraising 2024 Colour Run Thursday 28<sup>th</sup> March , forms to be sent out 13<sup>th</sup> February Food Trucks will be available from Midday til end of event</p> <p>All other Fundraising for the year discussed and further confirmation of dates to be discussed at next meeting</p> <p>11.6 Paint &amp; Sip idea- Creative Party Flair – Parent evening</p>	<p>11.2 Date TBC via online</p> <p>11.3 Peta to follow up on blue bin Michelle to send Peta copy of Teacher Term Calendar 11.6 Sally to follow up with more information for next meeting</p>



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	11.7 Need to ensure more communication through as many mediums as possible so parents are aware of the P&C and any events that we run	
12.0 Motions	<ul style="list-style-type: none"><li>Assortment of shirts to be ordered so P&amp;C members can be identified during events</li><li>Fundraising Targets Sister School in Bali, awaiting further information and photos of what is needed and where we might be able to support Ampitheatre – Synthetic turf Shade Sail outside of T2 Staff Wish List Will table at next meeting</li><li>Mother's Day Expenditure - \$3,500 tabled All approved</li></ul>	Recorded Michelle to follow up with Sister School information and quotes for synthetic turf. Also to approach staff for a Wish List
13.0 Next Meeting	<ul style="list-style-type: none"><li>Next Meeting Date Monday 22<sup>nd</sup> April 2024</li></ul>	

  
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P & C President

  
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Principal

Date 16.2.2024

Date 16.02.2024