



Aveley Primary School P&C Association Agenda

Date	Monday 16 October 2023	Start time	1803h
Location	Aveley PS Staffroom	Finish time	1919h
Facilitator/Chair	Peta Magorian	Minute taker	Simone Close
Attendees	Peta Magorian, Kylie Davies, Caterina McKenzie, , Neil Hollis, Samuel Close, Simone Close, Sall Hollis,, Shami Baxter, Helen Robinson, Kim Pieri, Ashlee Davies, Sarah Edward		
Apologies	Sally Wulf, Angela James, Angie Kattowitz, Michelle Murray, Sonia Oldershaw, Vania Fontura		

Agenda Item	Discussion / Actions	Action
Conflict of interest	No	
1.0 Introduction	<ul style="list-style-type: none"> Welcome Attendance & apologies See above. Any conflict of interest with tonight's agenda. 	No conflict
2.0 Accept Minutes	Minutes from 24.7.23 meeting First, Sally Hollis Second, Ashlee Davies Minutes from last meeting were accepted as a true and accurate record.	Recorded
3.0 Business arising	<ul style="list-style-type: none"> Update from Neil around outlook/online meeting options: <ul style="list-style-type: none"> - Trial video recording tonight connected no issues Sustainable fundraising: <ul style="list-style-type: none"> - Neil looking at possible bargains on Black Friday sales. - Discuss more next meeting 	Neil to send invite for next meeting. Neil to update at next meeting
4.0 Correspondence in	<ul style="list-style-type: none"> Fundraising advertisements 	Recorded
5.0 Principal's report	See attached	Recorded
6.0 President's report	See attached	Recorded
7.0 Vice President	<ul style="list-style-type: none"> Feedback from Father's Day stall and student assistance was very positive. Thanks to all that helped. 	Recorded
8.0 Treasurer's report	<ul style="list-style-type: none"> one vendor hasn't yet paid will follow up this week Canteen running at a slight loss due to cost of living. Funds for sports carnival have been transferred from canteen back to P&C P&C account doing well but still need to pay reimbursement once the bank has been sorted. Commonwealth member had gone on holiday and the form has been saved to his computer and didn't have access. Sharni will follow up this week. Year 5 fundraising around \$2500 at this point is going well Icy pole Tuesdays have commenced this week See attached financial reports.	Recorded. Peta to follow up with vendor. Signed minutes to be taken to Commbank and actioned.
9.0 Canteen report	9.1 - Food Safety Officer <ul style="list-style-type: none"> Health department brought in need a food safety at the school when the canteen is being used. Needs to be signed off by another food safety officer (Sally Hollis registered) and sign off when course completed. School volunteers need to complete a free one. These need to be done by the end of term. 9.2 - Alternative Online Ordering System	



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	<ul style="list-style-type: none"> • New Spriggy order system to take over from Flexi school platform. • Offering 1% of sales and saving over the year significant. • Ability to add things such as the second hand school uniforms. • Parents can also add child allergies to the order system. 	
10.0 General / New Business	<p>10.1 - STEM/ open night (T4: Wednesday 8 November)</p> <ul style="list-style-type: none"> • Getting to know you board • Vendors booked and confirmed • Discussed p&c shirts for future events • Promote on social media to encourage family's to attend and build community <p>10.2 - Christmas carols</p> <ul style="list-style-type: none"> • Sausages already purchased left over from referendum. Need to purchase bread rolls • Social media post To ask for parent volunteers <p>10.3 - Pizza &PJ</p> <ul style="list-style-type: none"> • Cancel pizza day canteen will open as usual. • Discussed various simple dress up instead (to be confirmed next meeting). <p>10.4 - Colour run 2024 Term 1</p> <ul style="list-style-type: none"> • Communication plan to be developed over remainder of year/holidays, including social media posts • Canteen will not be open or operational that week. Vendors instead on day. 	<p>Marketing Campaign to be developed for STEM Night, Carols and revised free dress day.</p> <p>Colour Run. communication plan and social media advertising to commence over school holiday break.</p>
11.0 Motions	<p>11.1 Change pizza day to free dress – unopposed</p> <p>11.2 Transfer from flexi school to Spriggy platform in 2024 – unopposed</p>	<p>Recorded. School to amend community notices Canteen/P&C to commence communication of platform change with parents etc.</p>
12.0 Next meeting	AGM - Monday 12 February 2024	Recorded


P & C President


Principal

Date 19 October 2023

Date 23/10/23