General Meeting held on **Wednesday 30th March 2016** commenced at **7.00pm** in the school staff room.

1. **Present and Apologies**
   - **Present:**
     Andrew Malcolm, Craig Pilatti, Kellie McGrath, Marwa Shoeib, Nick Sofield, Jeff Jorgensen, Helen Uppill, Leanne Pool, Delhia Ding, Erica Schurmann and Emma Phillips
   - **Apologies:**
     Emma Rose Phillips, Karen Cole, Katia Charlebois, Ingrid Meyer

2. **Confirmation of previous minutes.**
   - Confirmed the Executive committee members
     Nick Sofield
     Leanne Pool
     Andrew Malcolm
     Emma Phillips
   - And to include Kellie McGrath
   - Moved: H. Uppill
   - Seconded: L. Pool

3. **Business arising from previous minutes**
   - **3.1 Confirmation of Minutes No 15/10 Meeting date 2\textsuperscript{nd} December 2015**
     - With Amendments being:
     - Appointment for vacancies for 2015
     - 3.1 Claire Shoebridge – Fundraising
       - Karen Cole – Account Controller
   - Moved: E. Schurmann
   - Seconded: A. Malcolm

4. **Correspondence**
   - None recorded

5. **Reports**
   - **5.1 President**
     - School Principal – to use newsletter to promote volunteers.
     - Outlined the role of Canteen Volunteer duties
     - Outlined the role of uniform volunteer duties.
• Parent reps asked for ideas – maybe conscription to get volunteers from each class room.
• Walking to school – Sunday times is visiting the school 20th May walking to school day)

5.2 Principal
• Teachers are preparing an interim report to be distributed 7th April. This will increase the communication between classroom and families. It will cover reading, writing and effort.
• Funding request of $18k for the school, this includes $5k for the centenary. The additional $5k (making the total P&C contribution 10K ) this demonstrates the P&C is committed to the Centenary celebrations and should assist with the Lotterywest Grant application.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Centenary Celebrations,</td>
<td>$5000.00</td>
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<tr>
<td>ICT Hardware Pro wise Boards</td>
<td>$5000.00</td>
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<tr>
<td>Nature play/Free play initiative</td>
<td>$3000.00</td>
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<tr>
<td>General Educational Assistant time</td>
<td>$5000.00</td>
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<td></td>
<td>$18000.00</td>
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• Budget Request: $5K additional for Centenary
  Motion Passed with Majority for (10 votes) (1 against)

• Budget Request: $13K for the above listed items
  Motion Passed (11 votes for)

5.3 Treasurer's

Cash in the Bank at 28/03/2016 $91,474.47.

Projected funds available at 28/03/2016 $64k (after unpresented cheques and agreed expenses are paid) less $18K of approved school expenses therefore $46K projected available funds.

Float currently $30K.

Motion that $15k be a minimum float/emergency funds in the bank account.
Moved: J. Jorgenson
Seconded: E. Schurmann

Request for payment of an additional $200.00 for the Band for Croc Rock
Moved: L.Pool
Seconded: A. Malcolm

Croc Rock Profit $4677.59
6. **Nomination for P& C President**
   Nomination of Jeff Jorgensen
   Seconder: E. Schurmann

   A. Malcolm to resign but to continue to chair the meeting.

7. **Matters arising from Committees**

   7.1 **Fundraising Committee**
   - July 2\textsuperscript{nd} Sausage Sizzle – Election date
   - Future events not to clash (ie swimming carnival and croc rock)
   - Thermomix Raffle - $20 each x 500 tickets. Raffle to be drawn 6\textsuperscript{th} May. Steph Sofield donating package of cookbooks. Steph will demonstrate the use of the Thermomix 8\textsuperscript{th} April after Assembly.

   Request for $2100.00 to purchase the Thermomix
   Moved: K McGrath
   Seconded: L Pool

   Request for costs associated with the Raffle $125.00 print tickets and $48 for the Permit
   Moved: L Pool
   Seconded: E Schurmann

   - Entertainment book to be circulated on 31\textsuperscript{st} May 2016 to all families at the school.
   - Croc Rock – successful lighting improvement. Went from 4 lights in 2015 to 3 this year.
   - Huge thanks to the volunteers. Special mention to Nick and Steph Sofield and Pilatti Family.
   - Thank you to Bellcourt Property Group, special thanks to Lili Tan, Beyond Broking, Prestige Homes, Como Panel and Paint, Barbaro Butchers, Mias Bread, for their sponsorship of this event.
   - Total sponsored – band, sausages, water and all sausage sizzle sundries.
   - Total Raised – $4766.59

   7.2 **School Banking Report**
   - No report

   7.3 **Uniform Shop Report**
   The uniform store has the sports shirts in.
   Katia is a week away from stepping down, has 2 people willing to take on small parts of the running of the store such as online ordering and doing orders. Still looking for another volunteer.
Katia has ordered all bags, winter items etc so that the transition is a simple one.

7.4 “Comovers’
• No Report

Request to purchase a new barbeque $1500.00
Moved: J Jorgenson
Seconded: N Sofield

7.5 Class Representatives
• 18th March Meeting – to work out how to recruit more volunteers – “conscription”

7.6 Centenary Planning Committee
• Any profits made from the sale of Calico bags, cook books, money trail, raffles etc will go back to the P&C.
• Sale of Calico Bags $5 each and Cook Books $25 each. It is estimated if all bags and books are sold the profit would be approximately $8k.
• Sponsorship should be finalised by week 1 of Term 2. There is a 3 tiers and once sponsors are finalised their business will be advertised through the school for the remainder of the year. It is projected to gather $20K in sponsorship.
• The budget for the day is $36k which will be available for review next meeting.
• Cook Book history completed up to when R. Griffiths was Principle.
• South Perth Library has a historian and will scan photos for the cook book in return for school photos they don’t have.
• Memorial & Plaque has been finalised and will be opened by RSL.
• The school board has endorsed the event as a “community” event vs “fundraising”.

7.7 Safety Committee
• No Communication from Edwards.
• Signs for “No Parking” and flashing speed signs still to come

7.8 Grants Committee
• Lotterywest Grant to be summited soon for centenary celebrations

7.9 Canteen Committee
• As the financials indicate, Term 1 has been relatively quiet (and down compared to last year). Sales traditionally pick up in term 2 and the new menu will regenerate interest.
• With the figures in mind, hiring of an additional assistant for Fridays has been postponed; this will be reconsidered once orders increase and we’re in a better financial position. Note: School canteens generally operate with one paid staff member / manager,
along with the support of parent volunteers. It would be ideal to achieve this at Como.

• The new menu has been based on: item popularity, taste tests trialed over the last month, general feedback from the children, and discussions both with canteen staff and at the canteen committee meeting. Note: feedback from parents is always welcomed and would have been considered if any had been lodged. The redesigning and reformatting is almost complete for pricing and WASCA approval.

• The lack of volunteers is at a critical point. Newsletter notices have received little result. Potential reasons for this were discussed at the Class Representative meeting. Due to this and as an alternate method, I have written a recruitment letter that includes basic Q&A’s, to dispelled any myths and overcome some potential barriers that may be discouraging parents. The letter will include a registration of interest slip. I will also forward to Marwa a ‘follow up’ letter template, that the class reps can either email or print & send home with children.

8. General Business

• School Board –
  o report updated terms of reference
  o Sunsmart review (policy that is easy to maintain – ie no hat needs to be worn June/July)
  o comparison of like schools in the area Como Primary sit in the middle and topped schools Penrhos and Wesley. Data from My School website. Como sits 5th/9 schools in reading
  o School is looking into welcoming foreign students into the school on a study tour. Maximum is 10 students per tour and this would be spread across all year groups. There are some financial benefits of taking students. More discussion will take place with staff due to current class sizes.

• Voluntary Contribution to be distributed back to the classrooms – considerations:
  o August is when the P&C usually receive funds
  o J.Jorgenson asked how restricted is the school budget for the classrooms and if this was to proceed the funds should be available at the beginning of the year.
  o A. Malcolm - classrooms are adequately funded
    ▪ Difficult for the teachers as they don’t know their class’s in advance
    ▪ He would like to present this to the teachers
    ▪ Could be extra work for the teachers

• Should the whole $60 go straight to the school or continue to be divided between the school and the P&C as the school generally requests more than the total $30 voluntary contribution back each year for school resources?
• **Buddy Bench**
  - Tool to broaden play groups
  - Teachers educated on use and to assist use
  - Student leaders to be educated on use
  - Program to be enlisted not just a bench
  - Could be the seniors project they can decorate and have rules on bench.

9. **Other Business**
   9.1 Calendar of Events
      • P&C Secretary to go through with A Malcolm and circulate to members.
      • In 4th Term project 2017 calendar of events.

10. **Date of next meeting**
    • Wednesday 11th May 2016 at 7pm

11. **Close of meeting**
    • 8.45pm