

Fremantle Primary P&C



P and C Executive Meeting Wednesday 3rd April 2019 @ 7pm

New committee to establish their committee roles and responsibilities and discuss events and projects for Term 2.

When 03-04-2019 at 03:00

Location: Fremante Primary Staff Room, Fremante Primary Staff Room

Chairperson Sharon Bell

Minute taker Kate Easton

Present Fremantle Primary P&C , Sharon Bell , Kate Easton , Helena Everkrans-Smith (Executive members), Martin Forsey , Chris Morlidge , Sally Porter

Apologies Lisa Barnes , Courtney Farrell , Brigid Marciano , Jillian Mitchell , Amanda Rowe , Zoe Schmidt

Minutes

1. Attendees

Sharon Bell, Sally Porter, Kate Easton, Helena Everkrans-Smith, Chris Morlidge, Martin Forsey, Laura Pengelly (Board representative)

Decision

2. Apologies

Jillian Mitchell, Brigid Marciano, Amanda Rowe, Courtney Farrell, Zoe Schmidt

Decision

3. Confirmation of previous minutes - AGM minutes dated 20/03/19

Minutes accepted.

Decision

4. New Committee - discuss roles and responsibilities

Exec Committee members agreed to read the WACSSO guidelines regarding their roles and responsibilities;

Future meetings to follow WACSSO guidelines;

It was proposed that the Committee have their own P&C t-shirts - assignee TBA;

It was proposed to have a P&C Suggestion Box to be put at Reception;

Constitution Document to be located;

P&C Logo - clarification on how this is going (has been raised before);

Organise welcome P&C Booklet (1 A4 Page);

Authorise new signatories with bank.

Decision

Tasks

- Training on TidyHQ for Exec Members via Lisa Barnes
Assignee: Sharon Bell
Due date: 30-05-2019
- Organising P&C Committee t-shirts
Assignee: Sharon Bell
Due date: 30-06-2019
- Organising a P&C suggestion box
Assignee: Sharon Bell
Due date: 30-06-2019
- Constitution document to be located.
Assignee: Sally Porter
Due date: 08-05-2019
- Update on P&C Logo - speak to Lisa Barnes
Assignee: Sharon Bell
Due date: 30-06-2019
- Co-ordination of P&C Booklet (A4 Page)
Assignee: Sharon Bell
Due date: 30-06-2019
- Authorise new signatories with bank
Assignee: Jillian Mitchell
Due date: 08-05-2019

5. Updates from Subcommittees - Communication and Marketing; Fundraising and Grants; Arts and Projects

COMMUNICATION AND MARKETING:

- Sharon agreed to follow up with Adriano;

FUNDRAISING AND GRANTS:

- Applications submitted for Fremantle's Office Works "Round up to make a Difference" on 29 March 2019 - successful with Participation Agreement signed 29 March 2019.
- Application submitted to Fremantle Ports - approval pending.
- Organise system to record Grants - check with Lisa Barnes if already exists.
- Look for further Grant opportunities

Tasks

- Application submitted to Fremantle Ports - need an update
Assignee: Brigid Marciano
Due date: 08-05-2019
- Grant hunting (further opportunities)
Assignee: Sharon Bell
Due date: 08-05-2019

6. Term 2 Events

ELECTION EVENT:

- Date still to be advised. To be advertised in the newsletter and Face Book. Sheri Yeoman can do up flyers if requested.
- Organise coffee machine; cake stall; jaffles; sausage sizzle.

MOVIE NIGHT

- 8/06/2019 - contact person Lou Wales. Invite Lou to meeting on 8 May to update.

Decision

Tasks that have been assigned to Sally to organise or delegate where needed.

Tasks

- Get Quotes for coffee machine hire, talk to Quinlan Metro Tafe re. Barista's
Assignee: Sally Porter
Due date: 19-04-2019
- Request items for cake stall from school community
Assignee: Sally Porter
Due date: 08-05-2019
- Update new Exec Committee on Movie night dated 8 June 2019
Assignee: Louisa Wales
Due date: 20-05-2019

7. Projects

STEAM PROJECT:

- Committee proposed a change of name from STEM to STEAM to incorporate Arts. Committee agreed to adopt this name change.

TOILET DOOR:

- Adriano to update.

CHESS BOARD:

- Mr Pozzi still to organise quotes for painting of chess board.

CLASSROOM DOORS:

- Committee proposed ECE doors being part of the painting classroom doors

Tasks

- Update P&C Exec Committee on moving of toilet doors
Assignee: Adriano Truscott
Due date: 08-05-2019
- Painting of Classroom doors
Assignee: Brigid Marciano
Due date: 29-05-2019

8. Allocation of Funds

Laura Pengelly proposed motion requesting P&C find touch timers for future FPS swimming carnivals (\$250 to \$300). Motion accepted.

Decision

Assign committee member to follow-up on touch timers.

9. Uniform Shop

It was proposed to have a interschool jersey - assignee TBA
Replacement of Carlene and Catherine.

Decision

10. Correspondence

CORRESPONDENCE IN:

Remittance advice from LW Reid for the sum of \$1,508.79 (for uniforms) - liaise with uniform shop.

Letter of Department of Education re. review of Type A Children's crossing on Hampton Road near Stevens Street - letter to be scanned and put out to school community for comment. This correspondence should be passed to School Admin / Adriano.

CORRESPONDENCE OUT:

Nothing to report.

Tasks

- Liaise with uniform shop re. payment to LW Reid
Assignee: Sharon Bell
Due date: 08-05-2019
- Hampton Road traffic correspondence to be passed to School Admin / Adriano
Assignee: Sharon Bell
Due date: 12-04-2019

11. Other Business

EVENTS:

- Fathering Project - overnight camp out at the school;
- End of Year Fete

PROJECTS:

- Repair and replace classroom bag hooks - seek help from the Men's Shed
- AFL Footy Goals - To be assigned to someone to action.

OTHER:

Send out reminder to pay voluntary P&C fee in Term 2

Tasks

- Liaise with Mens Shed about Classroom hook Project
Assignee: Chris Morlidge
Due date: 22-05-2019
- FPS Interschool shirts
Assignee: Kate Easton
Due date: 22-05-2019
- Send out reminder to pay voluntary P&C Fee
Assignee: Sharon Bell
Due date: 30-06-2019

12. Next General Meeting - Term 2

Wednesday 8/05/2019 - 7.00pm to 9.00pm - Fremantle Primary staff room.

13. Meeting close

Meeting closed at 9.00pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P and C Executive Meeting Wednesday 3rd April 2019 @ 7pm on 03-04-2019

Summary of Matters Arising

Decisions

Item	Decision
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	Tasks that have been assigned to Sally to organise or delegate where needed.
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8.	
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	Assign committee member to follow-up on touch timers.
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9.	
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Tasks

Item	Task	Assigned to	Due date
4.	Training on TidyHQ for Exec Members via Lisa Barnes	Sharon Bell	30-05-2019
4.	Organising P&C Committee t-shirts	Sharon Bell	30-06-2019
4.	Organising a P&C suggestion box	Sharon Bell	30-06-2019
4.	Constitution document to be located.	Sally Porter	08-05-2019
4.	Update on P&C Logo - speak to Lisa Barnes	Sharon Bell	30-06-2019
4.	Co-ordination of P&C Booklet (A4 Page)	Sharon Bell	30-06-2019
4.	Authorise new signatories with bank	Jillian Mitchell	08-05-2019
5.	Application submitted to Fremantle Ports - need an update	Brigid Marciano	08-05-2019
5.	Grant hunting (further opportunities)	Sharon Bell	08-05-2019
6.	Get Quotes for coffee machine hire, talk to Quinlan Metro Tafe re. Barista's	Sally Porter	19-04-2019
6.	Request items for cake stall from school community	Sally Porter	08-05-2019
6.	Update new Exec Committee on Movie night dated 8 June 2019	Louisa Wales	20-05-2019
7.	Update P&C Exec Committee on moving of toilet doors	Adriano Truscott	08-05-2019
7.	Painting of Classroom doors	Brigid Marciano	29-05-2019
10.	Liaise with uniform shop re. payment to LW Reid	Sharon Bell	08-05-2019
10.	Hampton Road traffic correspondence to be passed to School Admin / Adriano	Sharon Bell	12-04-2019
11.	Liaise with Mens Shed about Classroom hook Project	Chris Morlidge	22-05-2019
11.	FPS Interschool shirts Jersey_Quote.pdf	Kate Easton	22-05-2019
11.	Send out reminder to pay voluntary P&C Fee	Sharon Bell	30-06-2019