

# Fremantle Primary P&C



## P&C General Meeting Wednesday 8th May 2019 @ 7pm

P&C General Meeting to organise upcoming events and to go through current business and projects.

When 08-05-2019 at 03:00

Location: Fremantle Primary undercove area, Fremantle Primary undercove area

Chairperson Sharon Bell

Minute taker Kate Easton

Present Sharon Bell , Kate Easton , Martin Forsey , Jillian Mitchell , Sally Porter , Amanda Rowe , Zoe Schmidt , Brook Yaeger

Apologies Gillian Douglas , Emma Herrick

Unconfirmed Rebecca Elder

## Minutes

### 1. WELCOME

Welcome to our General Meeting.

Thanks for coming.

Quorum present.

Attendees - Sharon Bell, Kate Easton, Sally Porter, Jillian Mitchell, Brigid Marciano, Amanda Rowe, Courtney Farrell, Zoe Schmidt, Brook Yaeger, Laura Pengelly Jones, Martin Forsey

### Decision

## **2. APOLOGIES**

Gillian Douglas, Emma Herrick, Chris Morlidge, Helena Everkrans-Smith, Lou Wales, Melinda Omari

## **3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

Motion put to the meeting that the minutes of Fremantle Primary School P&C Association Executive Meeting held on 3 April 2019 be confirmed as a true and accurate record.

### **Decision**

Motion carried.

## **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **Decision**

### **4.1. Grant / Sponsorship Update**

Research potential grants / sponsorship available.

Not discussed as Chris's absence.

### **Decision**

Carried over to next meeting.

### **Tasks**

- Ideas on applying for and seeking new grants / sponsorship  
Assignee: Amanda Rowe  
Due date: 31-05-2019

### **4.2. Toilet Door Update**

Doors have been installed.

Query as to why both doors are being left open as it was previously communicated that the Alma St doors would be permanently closed once the new doors were in place?

### **Decision**

#### 4.3. Bag Hooks Update

Extra bag hooks needed on walls outside classrooms.

Not discussed in Chris's absence.

##### Decision

Carried over to next meeting.

##### Tasks

- ✓ See if Mens Shed can help with providing extra bags hooks on walls outside classrooms

Assignee: Chris Morlidge

Due date: 31-05-2019

#### 4.4. Art's Sub-Committee Update

ECE Cubby House Project complete - looks great and kids love it.

Brigid talking to artist regarding FPS STEAM outdoor classroom mural. All of the Freo Ports grant will more than likely be used to pay for mural.

Decision needs to be made on how / where to give the Freo Ports scholarships (x2).

##### Decision

Possible sardine theme for STEAM outdoor classroom mural.

##### Tasks

- ✓ Provide a proposal for STEAM classroom

Assignee: Brigid Marciano

Due date: 31-05-2019

- ✓ Decision on how / where to give Freo Ports scholarship

Assignee: Brigid Marciano

Due date: 30-06-2019

#### 4.5. Giant Chess Board Update

Helena has a quote - not discussed in her absence.

Suggestion made to paint chess board in-house as part of Busy Bee.

##### Decision

Paint chess board in-house as part of Busy Bee.

##### Tasks

- ✓ Provide quote on Giant Chess Board at next meeting

Assignee: Helena Everkrans-Smith

Due date: 05-06-2019

#### **4.6. Election Day (18 May)**

Coffee stall has been booked. Coffee beans to be donated by Port City Roasters.

Communications sent out via Skoolbag, Facebook and SignUp asking for volunteers to help on the day.

Food orders have been placed and goods to be received Friday 17 May.

#### **4.7. Movie Night (8 June)**

Lou Wales suggested running two films - one at 5.30pm for the little kids (We're Going On A Bear Hunt) and one at 6:30pm for the bigger kids (Early Man).

Helena to organise catering for movie night.

P&C to run "coffee & slice" stall.

##### **Decision**

Agree that two movies is a good idea. Still need to decide if night should be by donation.

##### **Tasks**

- Decision required as to whether movie night should be by donation  
Assignee: Sharon Bell  
Due date: 31-05-2019

### **5. CORRESPONDENCE**

#### **5.1. Correspondence In**

Motion that correspondence in be received as per attached list.

 [P\\_C\\_Mail\\_Correspondence\\_In.docx](#)

##### **Decision**

Motion carried.

#### **5.2. Correspondence Out**

Motion that correspondence out be confirmed as per attached list.

 [P\\_C\\_Mail\\_Correspondence\\_Out.docx](#)

##### **Decision**

Motion carried.

### **6. GENERAL BUSINESS**

### 6.1. ECE Cubby House Project

Motion put to meeting that P&C cover costs of ECE Cubby House Project (\$299).

 [ECE\\_Cubby\\_house\\_quote.jpg](#)

#### Decision

Motion carried.

### 6.2. ECE Trampoline

Motion put to meeting that P&C fund new ECE trampoline (\$150-\$300).

 [ECE\\_Trampoline.pdf](#)

#### Decision

Motion carried to fund \$150 if required.

#### Tasks

Put a call out to parents to see if anyone has a trampoline to donate. Must be in good condition.

Assignee: Sally Porter

Due date: 31-05-2019

### 6.3. Interschool Sports Jerseys

Quote obtained for 60 shirts @ \$35.00 each (\$2,310). Expensive!

Suggestion made to find local sponsors.

 [Jersey\\_Quote\\_\(1\).pdf](#)

#### Decision

Try to find local sponsors to pay for jerseys.

#### Tasks

Try to find local sponsors to pay for jerseys.

Assignee: Amanda Rowe

Due date: 31-05-2019

### 6.4. Quarterly Grounds Maintenance Fee for ECE

Motion put to meeting to provide quarterly ECE ground maintenance payment (\$200).

#### Decision

Motion carried.

#### Tasks

Check with previous P&C committee members that this was agreed to

Assignee: Sharon Bell

Due date: 31-05-2019

## 7. NEW BUSINESS

### **7.1. Quiz Night**

Need Sub-Committee to plan and run event.

#### **Decision**

Carried over to next meeting.

### **7.2. Lapathon**

Need Sub-Committee to plan and run event.

#### **Decision**

Kate and Sally volunteered to head Sub-Committee

#### **Tasks**

- Scheduling and planning to commence,  
Assignee: Kate Easton

### **7.3. Disco (Run by Year 6 Parents)**

Need Sub-Committee to plan and run event.

#### **Decision**

Carried over to next meeting.

### **7.4. Inventory of P&C Storeroom**

Needs to conduct an inventory of P&C storeroom.

Suggestion made to include in previously mentioned Busy Bee.

#### **Decision**

Include in Busy Bee.

#### **Tasks**

- Include P&C storeroom inventory in Busy Bee  
Assignee: Brigid Marciano  
Due date: 31-05-2019

### **7.5. New Auditor**

Need a new auditor.

Suggestion made that our tax agent might also be able to provide an auditor.

#### **Decision**

Find new auditor

#### **Tasks**

- Ask tax agent if they can provide an auditor.  
Assignee: Jillian Mitchell  
Due date: 30-06-2019

### **7.6. Wharf Rats Update**

Need to determine how many books are in P&C storeroom.

Need to determine how many books are still with local retailers.

#### **Decision**

Talk to previous P&C members to determine which retailers were given books to sell.

#### **Tasks**

- Talk to previous P&C members to determine which retailers were given books to sell.  
Assignee: Sharon Bell  
Due date: 31-05-2019

### **7.7. New Fundraising Ideas**

Cook book.

Swap meet.

Tea towels.

Silent auction.

Decorate a plate.

Calendar

### **7.8. School Grounds Co-ordinator**

Brooke volunteered to be the School Grounds Co-ordinator

#### **Decision**

Agreed.

### **7.9. Improved Communication with Teaching Staff**

Important that P&C knows what teaching staff need / are planning / working on.  
Need to open lines of communication.

#### **Decision**

Kate to communicate / liaise with teaching staff regularly and report back to P&C.

### **8. National Walk to School Safely Day (17 May)**

Laura mentioned this but acknowledged that it was probably too late to organise anything "big".

Suggestion made that event could be organised quickly if kept simple i.e. free fruit and faction points for everyone who participates.

#### **Decision**

FPS to promote event and offer fresh fruit and faction points for everyone who participates.

#### **Tasks**

- Ask Galatis for fruit donation  
Assignee: Kate Easton  
Due date: 13-05-2019

### **9. DATE OF NEXT P&C GENERAL MEETING**

The next general meeting will be held Wednesday 5 June at 7.30pm in the FPS Staff Room.

#### **Decision**

### **10. CLOSURE**

The meeting closed at 9.00pm.

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*End of minutes.  
Summary of matters arising are tabled on the following page.*



# Minutes of P&C General Meeting Wednesday 8th May 2019 @ 7pm on 08-05-2019

## Summary of Matters Arising

### Decisions

Item	Decision
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1.

3.

Motion carried.

4.

4.1

Carried over to next meeting.

4.2

4.3

Carried over to next meeting.

4.4

Possible sardine theme for STEAM outdoor classroom mural.

4.5

Paint chess board in-house as part of Busy Bee.

4.7

Agree that two movies is a good idea. Still need to decide if night should be by donation.

5.1

Motion carried.

5.2

Motion carried.

6.1

Motion carried.

6.2

Motion carried to fund \$150 if required.

6.3

Try to find local sponsors to pay for jerseys.

6.4

Motion carried.

7.1

Carried over to next meeting.

Item Decision

7.2 Kate and Sally volunteered to head Sub-Committee

7.3 Carried over to next meeting.

7.4 Include in Busy Bee.

7.5 Find new auditor

7.6 Talk to previous P&C members to determine which retailers were given books to sell.

7.8 Agreed.

7.9 Kate to communicate / liaise with teaching staff regularly and report back to P&C.

8. FPS to promote event and offer fresh fruit and faction points for everyone who participates.

9.

## Tasks

Item	Task	Assigned to	Due date
4.1	Ideas on applying for and seeking new grants / sponsorship	Amanda Rowe	31-05-2019
4.3	See if Mens Shed can help with providing extra bags hooks on walls outside classrooms	Chris Morlidge	31-05-2019
4.4	Provide a proposal for STEAM classroom	Brigid Marciano	31-05-2019
4.4	Decision on how / where to give Freo Ports scholarship	Brigid Marciano	30-06-2019
4.5	Provide quote on Giant Chess Board at next meeting	Helena Everkrans-Smith	05-06-2019
4.7	Decision required as to whether movie night should be by donation	Sharon Bell	31-05-2019
6.2	Put a call out to parents to see if anyone has a trampoline to donate. Must be in good condition.	Sally Porter	31-05-2019
6.3	Try to find local sponsors to pay for jerseys.	Amanda Rowe	31-05-2019
6.4	Check with previous P&C committee members that this was agreed to	Sharon Bell	31-05-2019
7.2	Scheduling and planning to commence,	Kate Easton	
7.4	Include P&C storeroom inventory in Busy Bee	Brigid Marciano	31-05-2019
7.5	Ask tax agent if they can provide an auditor.	Jillian Mitchell	30-06-2019
7.6	Talk to previous P&C members to determine which retailers were given books to sell.	Sharon Bell	31-05-2019
8.	Ask Galatis for fruit donation	Kate Easton	13-05-2019

## Summary of Attachments

### Attachments

Item	File Name
5.1.	<a href="#">P_C_Mail_Correspondence_In.docx</a>
5.2.	<a href="#">P_C_Mail_Correspondence_Out.docx</a>
6.1.	<a href="#">ECE_Cubby_house_quote.jpg</a>
6.2.	<a href="#">ECE_Trampoline.pdf</a>
6.3.	<a href="#">Jersey_Quote_(1).pdf</a>

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [P&C General Meeting Wednesday 8th May 2019 @ 7pm](#)