

Fremantle Primary P&C



P&C General Meeting 5th June 2019 @ 7pm

P&C General Meeting to discuss Term 2 events and to go through current business and projects.

When 05-06-2019 at 03:00

Location: Fremantle Primary School Staff Room, Fremantle Primary School Staff Room

Chairperson Sharon Bell

Minute
taker Kate Easton

Present Fremantle Primary P&C , Sharon Bell , Kate Easton , Jillian Mitchell , Sally Porter ,
Amanda Rowe , Zoe Schmidt , Brook Yaeger

Apologies Peta Crogan , Martin Forsey , Emma Herrick , Chris Morlidge , Melinda Omari

Minutes

1. WELCOME

Welcome to our General Meeting.

Thanks for coming.

Adriano congratulated on his successful application / acceptance of his new role as FPS
Principal.

Quorum not present.

Attendees - Sharon Bell; Adriano Truscott; Kate Easton; Sally Porter; Jillian Mitchell; Amanda
Rowe; Brook Yaeger; Zoe Schmidt

2. APOLOGIES

Chris Morlidge; Brigid Marciano; Martin Forsey; Emma Herrick; Laura Pengelly; Melinda
Omari; Peta Crogan; Helena Everkrans-Smith

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 8 May 2019 be confirmed as a true and accurate record.

Decision

Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. National Walk to School Safely Day (17 May)

Not discussed due to incorrect agenda being printed out.

Decision

Carried over to next meeting.

4.2. Election Day Update (18 May)

A big thank you to everyone who helped at the Election Day. It was a huge success.

We raised just over \$4,000 for our school. Woo hoo!!

New ideas that were big winners on the day were eftpos facilities and the coffee stall.

Decision

Event needs to be summarised for future reference.

Need a Certificate of Thanks / Recognition to give to future sponsors, etc.

Approval given by Adriano to use FPS school logo on Certificates of Thanks / Recognition.

Tasks

- ✓ Arrange design of Certificate of Thanks / Recognition.
Assignee: Sharon Bell
Due date: 30-06-2019
- ✓ Event Summary document and spreadsheet
Assignee: Sharon Bell
Due date: 30-06-2019

4.3. Arts Sub-Committee Update

Not discussed in Brigid's absence, although Adriano advised that teacher's were keen for students to have input on proposed art work - especially wording.

Informed Adriano that Brigid is working on formal proposal for Outdoor STEAM Classroom and Grounds Plan that will include design plans.

Decision

Carried over to next meeting.

Tasks

- ☒ Finalise Outdoor STEAM Classroom and Grounds Plan proposal
Assignee: Brigid Marciano
Due date: 30-06-2019

4.4. Grounds Sub-Committee Update

Not discussed due to incorrect agenda being printed out.

Decision

Carried over to next meeting.

4.5. Grants / Sponsorship Update

Amanda advised that most businesses are unwilling to part with their money at the moment.

Decision

Need to look at:

What we really need money for.

What businesses we currently have relationships with.

What businesses we want / need to develop relationships with.

Tasks

- ☒ Talk to Adriano and Board about what the school needs money for
Assignee: Sharon Bell
Due date: 30-06-2019

4.6. Colour Run Update

Thinking of holding event last day of Term 3.

Colour Run information pack received.

Zoe mentioned that colour powder can travel quite far when carried by the wind.

Sharon suggested a letter drop to advise local residence prior to event and supplying (or selling?) bandanas to kids to prevent excess inhalation.

Sharon also mentioned that more promotion is required to encourage kids to get as many sponsors as possible. Sally suggested using GoFundMe.

Decision

Tasks

- ✓ Confirm date of Colour Run
Assignee: Kate Easton
Due date: 30-06-2019
- ✓ Use SignUp to ask P&C members to join Colour Run Sub-Committee
Assignee: Sally Porter
Due date: 31-08-2019

4.7. Bag Hook Update

Not discussed in Chris's absence.

Allocate to someone else in Chris's continued absence?

Adriano mentioned that hooks need to match existing due to HSEC requirements.

Decision

Carried over to next meeting.

4.8. Interschool Sports Jersey Update

Adriano advised that staff are unsure if we need interschool jerseys - suggestion made to take stock of what we currently have.

Sharon commented that teaching staff other than the physical education teacher probably don't / won't have any interest / investment in interschool sport jerseys but does this mean we shouldn't get them?

Comments also made about how the jerseys would be managed i.e. stored, laundered, etc.

Decision

Need to determine exactly what jersey's we have and how suitable / fit for purpose they are.

Tasks

- ☒ Determine exactly what we already have and how suitable / fit for purpose
Assignee: Kate Easton
Due date: 30-06-2019

4.9. Busy Bee Update

Decision made previously to include clean up and inventory of P&C storage room and painting of giant chess board.

Not discussed in Brigid's absence.

Decision

Carried over to next meeting.

4.10. ECE Trampoline Update

No progress made since comment was made about possible HSEC requirements for equipment.

Decision

Need clarification on HSEC requirements for equipment.

Tasks

- ☒ Speak to Alana Tippy about HSEC requirements for equipment
Assignee: Sally Porter
Due date: 14-06-2019

4.11. Wharf Rats Update

Pending.

Decision

Carried over to next meeting.

4.12. P&C Voluntary Contributions

Reminder needs to be sent out to all parents encouraging them to contribute.

Decision

Sharon to send out reminder in next week or two.

Tasks

- ☒ Reminder e-mail to be sent out to all parents
Assignee: Sharon Bell
Due date: 21-06-2019

4.13. New Auditor

New auditor has been found - Daniel Papaphotic (Francis A. Jones)

Decision

4.14. Movie Night (22 June)

Decision made to delay movie to 22 June.

Two movies to be shown - "Going on a Bear Hunt" at 5:30pm followed by "Early Man" at 6.15pm Early Man.

Sharon commented that future movie nights need to be bedded down at least a month before the proposed event.

Suggestion made to use SignUp to put call out for post-event clean up volunteers.

Amanda working on raffle prizes - already has Sealink voucher for Rottneast as first prize. Looking at family pass movie vouchers and local cafe / restaurant vouchers for other prizes.

Need to talk to Helena about food or possibly look at other options e.g. pizza (ordered by time slot).

Decision

Entry by donation.

Free popcorn with entry.

Hot chocolate sold by gold coin donation.

Ice cream sold by gold coin donation.

Tasks

- ✓ Speak to local cafe's / restaurants regarding meal voucher prizes
Assignee: Jillian Mitchell
Due date: 14-06-2019
- ✓ Talk to Helena regarding food for event
Assignee: Sharon Bell
Due date: 14-06-2019
- ✓ Purchase groceries required for event
Assignee: Sharon Bell
Due date: 21-06-2019

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.

Tasks

- ✓ Update WACSSO regarding new P&C members.
Assignee: Jillian Mitchell
Due date: 14-06-2019

5.2. Correspondence Out

Motion that correspondence out be confirmed as attached list.

 [P_C_Mail_Correspondence_Out.docx](#)

Decision

Motion carried.

6. General Business

6.1. Uniform Shop Volunteer Replacements

Urgent matter.

Two of the three current volunteers (Catherine and Carlene) would like to leave their positions as soon as possible.

One volunteer (Kirsty) happy to remain.

Suggestion made that job description is required (detailing tasks, weekly hours, etc.) before putting call out for replacement volunteers. Amanda mentioned that she might be able to fill one of the positions.



Kate suggested that we request a Uniform Shop Report at all meetings moving forward.

Decision

Job description required.

Uniform Shop Report required at all meetings moving forward.

Tasks

-  Ask Catherine and Carlene to put together a job description
Assignee: Kate Easton
Due date: 30-06-2019
-  Request Uniform Shop Report at all meetings moving forward
Due date: 30-06-2019

6.2. Additional Bike Racks

\$1,500 budgeted by previous P&C but location could not be decided upon.

Adriano commented that surveys showed that the existing bike racks weren't being used in great numbers.

Question raised as to whether additional bike racks were actually required?

Decision

Put on hold.

6.3. Improved Communication

P&C to move from TidyHQ to Connect.

FPS website needs updated (now and regularly) - one source of truth is essential. Jillian suggested that her partner Matty may be able to help with this. Brook requested that the movie is retained as it was what sold her on FPS.

Adriano advised that Skoolbag (and most other offshore apps) are not secure.

Sharon suggested that a "Welcome Pack" (containing pertinent contacts, information on in-school resources, etc.) be developed and distributed to all new students (and their parents). Adriano agreed that induction procedures needed improvement for both students and teachers.

Tasks

- ✓ See if Matty can help with updating the FPS website
Assignee: Jillian Mitchell
Due date: 30-06-2019
- ✓ Speak to Adriano regarding "Welcome Pack"
Assignee: Sharon Bell
Due date: 30-06-2019

6.4. Quiz Night

Needs to be improved.

Open to the public - more \$.

Look at possibility of teaming up with Freo Social - they already have regular music quiz nights, maybe we could piggy back off that?

Fancy dress - come as your favourite musician?

Decision

To be discussed in more detail at next meeting.

6.5. Decorate-a-Plate Fundraiser

Quick earner that will take very little effort.

Whole school fundraiser. Sharon suggested selling idea to Year 6's as memory plate i.e. they can get all their class mates to sign it or write a message before they graduate.

Doing as in class activity (art?) would be better for management / tracking purposes.

Decision

Need to canvas whether teachers would be on board with doing this as a class activity.

Tasks

- ✓ Talk to Adriano about possibility of doing this as an in class (art?) activity
Assignee: Sharon Bell
Due date: 30-06-2019

6.6. Cook Book Fundraiser

People are keen.

Looks like this will be much easier than first thought. Sharon advised that there are companies on the internet that "do" this as a business. They do everything from start to finish - set up a site for parents to send recipes and photos, help with the design and layout and print the books.

Good to do in Term 4 as books would make great Christmas presents.

Decision

To be discussed in more detail at next meeting.

Tasks

- ✓ Talk to other P&C's who've done this for advice
Assignee: Sharon Bell
Due date: 30-06-2019

6.7. Christmas Event

People are keen.

Combine with Christmas Concert? Do / will we need a better PA system?

Research of other P&C's shows that alcohol sales raise (significantly) extra money at events, especially if you can get a local brewer / supplier to donate the alcohol.

Concerns about drinking in front of kids. Would having the event off school grounds help with this?

Look at possibility of having event at South Freo Oval.

Food trucks.

Each classroom to have a stall at which they sell items to raise money for P&C.

Decision

To be discussed in more detail at next meeting.

Tasks

- ✓ Speak to Lynne and ring South Fremantle Oval
Assignee: Sharon Bell
Due date: 30-06-2019

7. New Business

7.1. P&C Training

Training scheduled for 4 June cancelled by WACSSO.

Needs to be rescheduled.

Question asked whether evening would be more suitable? General consensus was yes but preferably not on the first Tuesday of the month.

Decision

Reschedule training for an evening.

Tasks

- ☒ Reschedule P&C training
Assignee: Sharon Bell
Due date: 30-06-2019

7.2. Disco (run by Year 6 Parents)

Not discussed.

Decision

Carried over to next meeting.

Tasks

- ☒ Talk to previous P&C committee to see how organisation of this event has worked previously
Assignee: Sharon Bell
Due date: 30-06-2019

8. New Fundraising Ideas

Not discussed but ideas mentioned at previous meeting include tea towels, calendar, swap meet, donate an hour of your time.

Decision

Carried over to next meeting.

9. Treasurer's Report

Current amount in account \$36,000.

Sharon asked what was happening with the invoice for the toilet doors? Adriano advised that the school had already paid the contractor, so the P&C would need to be reimbursed the school.

Request made for credit card to be organised to cover any pre-event purchases (instead of having people fork out their own money).

Gilberts Fresh Foods were contacted regarding their loyalty card system and advised that they had forwarded the appropriate monies in March / April. Sharon suggested advertising this loyalty system to parents and possibly hitting up Peaches for a similar loyalty plan.

Decision

Organise a credit card.

Advertise Gilberts Fresh Food loyalty program to parents.

Hit Peaches up for similar loyalty program.

Tasks

- ✓ Follow up invoice for toilet doors
Assignee: Jillian Mitchell
Due date: 30-06-2019
- ✓ Organise credit card
Assignee: Jillian Mitchell
Due date: 30-06-2019
- ✓ Follow up Gilberts Fresh Food payments
Assignee: Jillian Mitchell
Due date: 30-06-2019
- ✓ Hit Peaches up for loyalty program
Assignee: Sharon Bell
Due date: 30-06-2019

10. Date of next meeting

The next general meeting will be held Wednesday 3 July at 7.00pm in the FPS Staff Room.

11. Closure

Meeting closed at 9.00pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C General Meeting 5th June 2019 @ 7pm on 05-06-2019

Summary of Matters Arising

Decisions

Item	Decision
------	----------

3.	Motion carried.
----	-----------------

4.1	Carried over to next meeting.
-----	-------------------------------

4.2	Event needs to be summarised for future reference. Need a Certificate of Thanks / Recognition to give to future sponsors, etc. Approval given by Adriano to use FPS school logo on Certificates of Thanks / Recognition.
-----	--

4.3	Carried over to next meeting.
-----	-------------------------------

4.4	Carried over to next meeting.
-----	-------------------------------

4.5	Need to look at: What we really need money for. What businesses we currently have relationships with. What businesses we want / need to develop relationships with.
-----	--

4.6	
-----	--

4.7	Carried over to next meeting.
-----	-------------------------------

4.8	Need to determine exactly what jersey's we have and how suitable / fit for purpose they are.
-----	--

4.9	Carried over to next meeting.
-----	-------------------------------

4.10	Need clarification on HSEC requirements for equipment.
------	--

4.11	Carried over to next meeting.
------	-------------------------------

4.12	Sharon to send out reminder in next week or two.
------	--

Item Decision

4.13

4.14

Entry by donation.

Free popcorn with entry.

Hot chocolate sold by gold coin donation.

Ice cream sold by gold coin donation.

5.1

Motion carried.

5.2

Motion carried.

6.1

Job description required.

Uniform Shop Report required at all meetings moving forward.

6.2

Put on hold.

6.4

To be discussed in more detail at next meeting.

6.5

Need to canvas whether teachers would be on board with doing this as a class activity.

6.6

To be discussed in more detail at next meeting.

6.7

To be discussed in more detail at next meeting.

7.1

Reschedule training for an evening.

7.2

Carried over to next meeting.

8.

Carried over to next meeting.

9.

Organise a credit card.

Advertise Gilberts Fresh Food loyalty program to parents.

Hit Peaches up for similar loyalty program.

Tasks

Item	Task	Assigned to	Due date
4.2	Arrange design of Certificate of Thanks / Recognition.	Sharon Bell	30-06-2019
4.2	Event Summary document and spreadsheet	Sharon Bell	30-06-2019
4.3	Finalise Outdoor STEAM Classroom and Grounds Plan proposal	Brigid Marciano	30-06-2019
4.5	Talk to Adriano and Board about what the school needs money for	Sharon Bell	30-06-2019
4.6	Confirm date of Colour Run	Kate Easton	30-06-2019
4.6	Use SignUp to ask P&C members to join Colour Run Sub-Committee	Sally Porter	31-08-2019
4.8	Determine exactly what we already have and how suitable / fit for purpose	Kate Easton	30-06-2019
4.10	Speak to Alana Tippy about HSEC requirements for equipment	Sally Porter	14-06-2019
4.12	Reminder e-mail to be sent out to all parents	Sharon Bell	21-06-2019
4.14	Speak to local cafe's / restaurants regarding meal voucher prizes	Jillian Mitchell	14-06-2019
4.14	Talk to Helena regarding food for event	Sharon Bell	14-06-2019
4.14	Purchase groceries required for event	Sharon Bell	21-06-2019
5.1	Update WACSSO regarding new P&C members.	Jillian Mitchell	14-06-2019
6.1	Ask Catherine and Carlene to put together a job description	Kate Easton	30-06-2019
6.1	Request Uniform Shop Report at all meetings moving forward		30-06-2019
6.3	See if Matty can help with updating the FPS website	Jillian Mitchell	30-06-2019
6.3	Speak to Adriano regarding "Welcome Pack"	Sharon Bell	30-06-2019
6.5	Talk to Adriano about possibility of doing this as an in class (art?) activity	Sharon Bell	30-06-2019
6.6	Talk to other P&C's who've done this for advice	Sharon Bell	30-06-2019
6.7	Speak to Lynne and ring South Fremantle Oval	Sharon Bell	30-06-2019
7.1	Reschedule P&C training	Sharon Bell	30-06-2019
7.2	Talk to previous P&C committee to see how organisation of this event has worked perviously	Sharon Bell	30-06-2019
9.	Follow up invoice for toilet doors	Jillian Mitchell	30-06-2019
9.	Organise credit card	Jillian Mitchell	30-06-2019
9.	Follow up Gilberts Fresh Food payments	Jillian Mitchell	30-06-2019
9.	Hit Peaches up for loyalty program	Sharon Bell	30-06-2019

Summary of Attachments

Attachments

Item	File Name
------	-----------

5.1.	P_C_Mail_Correspondence_In.docx
------	---

5.2.	P_C_Mail_Correspondence_Out.docx
------	--

Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [P&C General Meeting 5th June 2019 @ 7pm](#)