

Fremantle Primary P&C



Special General Meeting

Election of vacant office bearer positions, review calendar of events and proposed new initiatives.

When 29-05-2017 at 03:00

Location: Fremantle Primary School Library, 1 Brennan Street, Fremantle WA 6160, Australia

Chairperson Lisa Barnes

Minute taker Lisa Barnes

Present Lisa Barnes , Nicolette Mckenzie , Paul Mier , Natalie Pearson

Apologies Emma Herrick , Melissa Johnston

Unconfirmed Fremantle Primary P&C

Minutes

1. Welcome and apologies

Attendees: Lisa Barnes, Natalie Pearson, Nikki Winton, Lynne Kudus, Kali Balint, Carlene Kastropil, Cate Turk, Eloise Dortch, Paul Mier, Traci Gamblin, Catherine Putland (Nicky Thomas by phone)

Apologies: Hayden O'Mara, Lou Wales, Laura Pengelly, Katrina Sacshe, Sheri Yeoman, Emma Herrick, Francesca Pattenon, Tatiana Stringer, Julie Savill, Stacy Childs, Anglea Reimers, Andrew Jeffs, Nanette Uy-Gonzales, Melissa Johnston

2. Confirmation of previous minutes

Link to minutes on TidyHQ did not work without log on, so will confirm at next meeting.

Decision

Minutes of the AGM, held 27 March 2017 are attached and are to be confirmed at next meeting.

Tasks

- Attach relevant papers and minutes
Assignee: Lisa Barnes
Due date: 30-05-2017

3. Action arising from previous minutes

a. Election of vacant office bearer roles - Secretary, Treasurer and two executive office bearer roles

b. P&C contributions update - what have we got and what happens to it?

Decision

Secretary - Nicky Thomas

Treasurer - Roslinda Abd Kudus

Exec - Nikki Winton

Exec - Paul Mier

Tasks

- Find out if the voluntary contribution has been added to the book list
Due date: 12-06-2017

4. General Business

a. Engagement of broader school community

Set up public facing free primary profile, new push on class coordinators.

b. Proposed management and administration tool tidyhq.com

Endorsed. View video at www.tidyhq.com

c. Ratify calendar of events

Need a committee for each event - call upon people who expressed an interest at sundowner. Aim to get events managed by 1 or 2 year groups/classrooms for each event with an event coordinator.

- Op Swap to be coordinated by Kindy/PP (Combine with mums day concept?) - Laura, Nikki W

- Maggie Dent - Traci will assist Emma & committee to be established. Look at other venues that have seating already set up to make easier.

- Little Legends - Lynne and Lisa to discuss with Hayden - every student needs to sign up.
- Parent direct toy/book online store - every \$1 spent, 20% to school. - Lynne
- Wharf Rats - look at distribution - Nikki and Lynne {Christie Diffey (New Edition), Jen Jackson (Paper Bird)}

d. Ratify funding requests

Discuss The Big Splash with Hayden - Lizz, Dallys and Laura.

e. Australia's biggest morning tea - Coco (netball) is fundraising for Cancer Council - they want to use the P&C's coffee machine. P&C approve so long as the person is competent. Traci to follow up

f. Camp Australia - use of P&C facilities - Carlene to discuss with Hayden.

g. Grill'd - donated \$100 to ECE - thanks to efforts of Nikki Winton

 [Freo_P_C_events_calendar.doc](#)

Decision

TidyHQ has been endorsed as the new management system

Tasks

- a. Create facebook profile for Freo Primary P&C
Due date: 12-06-2017
- a. Liaise with Amanda Vorisek to handover Class Rep Coordinator
Due date: 12-06-2017
- b. All execs to review video at www.tidyhq.com, log in and review site functionality
Assignee: Fremantle Primary P&C
Due date: 12-06-2017
- c. Review school calendar to ensure that we are not clashing with key school events.
Due date: 12-06-2017
- c. Op swap coordinated by Kindy/PP
Assignee: Nicolette Mckenzie
- c. Maggie Dent - Set up committee with Emma H
- c. Disco event management - Catherine P with
- c. Movie Night - discuss with Lou support needed
Due date: 12-06-2017
- c. Wharf Rats distribution for heritage fesitval - Lynne with
Assignee: Nicolette Mckenzie
Due date: 05-06-2017
- c. Parent direct - investigate and set up
- c. RAC Little Legends membership and sign up - Lisa with
- d. Discuss Big Splash with Hayden (Lizz C, Dallys, Laura)
Due date: 12-06-2017
- e. Biggest Morning Tea - Liaise with Coco
Due date: 20-06-2017
- f. Discuss use of P&C facilities with Hayden

Due date: 12-06-2017

- Update membership and supportrer details into TidyHQ and send log on details to Exec group & key users
Assignee: Lisa Barnes
Due date: 01-06-2017

5. Next Meeting

Decision

Executive Meeting - 12 June 2017

General Meeting - 7 August 2017

Tasks

- Set up meetings
Assignee: Lisa Barnes
Due date: 31-05-2017

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

Minutes of Special General Meeting on 29-05-2017

Summary of Matters Arising

Decisions

Item Decision

2. Minutes of the AGM, held 27 March 2017 are attached and are to be confirmed at next meeting.

3. Secretary - Nicky Thomas
Treasurer - Roslinda Abd Kudus
Exec - Nikki Winton
Exec - Paul Mier

4. TidyHQ has been endorsed as the new management system

5. Executive Meeting - 12 June 2017
General Meeting - 7 August 2017

Tasks

Item	Task	Assigned to	Due date
2.	Attach relevant papers and minutes AGM_MINUTES_March2017.docx ECE_Grounds_Committee_Report_T1_2017.docx Groundwork_Committee_Report_2017.docx Library_Report_for_P_C.pdf 2016_-_Audit_Program_Summary.pdf 2016_Audit_Representation_Letter.pdf Treasurer_Report_2017.docx Treasurers_Report_Account_Detail_28_March....xls 2016_FPS_PC_Audit_Report.pdf Treasurers_Report_Account_Detail_31_Decem....xls	Lisa Barnes	30-05-2017
3.	Find out if the voluntary contribution has been added to the book list		12-06-2017
4.	a. Create facebook profile for Freo Primary P&C		12-06-2017
4.	a. Liaise with Amanda Vorisek to handover Class Rep Coordinator		12-06-2017
4.	b. All execs to review video at www.tidyhq.com , log in and review site functionality	Fremantle Primary P&C	12-06-2017
4.	c. Review school calendar to ensure that we are not clashing with key school events.		12-06-2017
4.	c. Op swap coordinated by Kindy/PP	Nicolette Mckenzie	
4.	c. Maggie Dent - Set up committee with Emma H		
4.	c. Disco event management - Catherine P with		
4.	c. Movie Night - discuss with Lou support needed		12-06-2017
4.	c. Wharf Rats distribution for heritage fesitval - Lynne with	Nicolette Mckenzie	05-06-2017
4.	c. Parent direct - investigate and set up		
4.	c. RAC Little Legends membership and sign up - Lisa with		
4.	d. Discuss Big Splash with Hayden (Lizz C, Dallys, Laura)		12-06-2017
4.	e. Biggest Morning Tea - Liaise with Coco		20-06-2017
4.	f. Discuss use of P&C facilities with Hayden		12-06-2017
4.	Update membership and supportrer details into TidyHQ and send log on details to Exec group & key users	Lisa Barnes	01-06-2017
5.	Set up meetings	Lisa Barnes	31-05-2017

Summary of Attachments

Attachments

Item	File Name
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4.	Freo_P_C_events_calendar.doc
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [Special General Meeting](#)