DRAFT AND CONFIDENTIAL MINUTES BASSENDEAN PRIMARY SCHOOL
P&C ASSOCIATION INC.

Meeting held at Bassendean Primary School Library
Tuesday, 26 May, 2015
GM

Start Time: 6.05pm

1. Attendance
   Jacqueline Varris (JV) [Principal], Kim Veale (KV) [President], Jaye Crawford-Moore (JCM) [Treasurer], James West (JW) [Secretary], Ngaire Kasdorf (NK), Margo Ferguson-Hunt (MFH), Jacinta Baptiste-Nelmes (JBN), Thea Verrall (TV), Emma Slavin (ES), Sarah Watts (SW), Tamsin Woodward (TW), Shane Nelson (SN), Monique Herbst (MH), Simone Zammit (SZ), Jane Dundas (JD), Ingrid Reiger (IR), Marnie Giles (MG), Tammy McEwan (TM)

2. Apologies
   - Janet Criddle, Jamie D’Emden, Cardi Bates

3. Visitors
   - None

4. Call for amendments to Draft and Confidential Minutes April 2015
   - Nil amendments tabled

5. Acceptance of Draft and Confidential Minutes April 2015
   - The minutes of the meeting of Bassendean Primary School P&C Association held on 28th April 2015 are taken as a true and accurate record. Carried.

6. Business Arising
   - Appointment of Treasurer – KV reaffirmed that JCM would be standing down as Treasurer, and a replacement needed to be found. SN nominated for the position, seconded by JBN. Carried.
   - Purchase/installation of dishwasher for canteen – TW advised that new dishwasher had arrived. Installation to be booked in by JV.
   - Lyreco Trolley for Scholastic Book Club – JC advised via email that a suitable trolley had not been found – would continue to look.
   - Mother’s Day Stall – KV advised that the Mother’s Day stall was a great success raising a total of $1,575. Item Closed.
   - Flip Out Fundraiser – KV advised that a total of 97 students attended the event raising $679 for the P&C. Item Closed.
   - Honey Drive – KV confirmed that honey pots had been purchased by RH, ready for sale. A couple of members felt there may be issues with selling the honey in the canteen. Item to be discussed further when RH returns.
City to Surf – JBN advised that the upfront cost was too high to make this event a worthwhile fundraiser. **Item Closed.**

Kings Park Excursion – No update on this item. Will be re-introduced when a date has been set for this outing.

Guilty Pleasures Quiz Night – organising committee held first meeting on 5th May to plan event. Craig Mauger has been confirmed as the Quiz Master. Food platters will be pre sold and delivered on the night. Drinks will be sold through a ticket system with mark-up applied. Prize donations underway – being sought through local businesses and families. Next committee meeting is scheduled for 9th June – additional participation welcome. JD advised that there is Shire Council funding for community events. Action: JD/NK to investigate further.

7. **Correspondence**

7.1 **IN**

- Flu Vaccination Brochure (Chemmart Pharmacy)
- Fundraising Material (Tulips with a Difference)
- Bank Statement (Commonwealth)
- Membership Form
- School’s Wish List Brochure (The West Australian)

7.2 **OUT**

- None

8. **Reports in Agenda**

8.1 **President**

- Report accepted.
- TM requested reimbursement for icy poles given to kids at Cross Country Carnival. Carried.
- KV raised the possibility of presenting the school with a donation for Literacy and Numeracy programs to demonstrate P&C investment in the school. Motion tabled to donate $2,000. Carried.
- Big thank you to the gardening team (Marnie, Jamie and Emma) and Milners (Dick) for creating the nature playground out of the remains of the old tree. The structure has been well received by the students.
- KV suggested holding a clearance sale to try and sell old uniform stock – gabardine pants and jumpers. It was agreed that items would be reduced to half price. Sale notice to go out in next school newsletter.

8.2 **Principal**

- Report accepted.
- JV advised that the ICT systems at the school were being upgraded between 2nd and 5th June.
- JV reminded members that the withdrawal of children from school for vacation purposes during the school term would be marked down as unauthorised absences (School Education Act 1999).
JV presented the floor plans for the new Administration Building to the meeting. It is not possible to upgrade the existing building; therefore a standalone structure will be built in the staff car park. JV advised that a portion of the school oval would be lost to accommodate a new staff parking area. The build time (including the new car park) will be approx. 40 weeks.

8.3 Treasurer

- Report accepted.
- Incoming funds from the Mother’s Day stall and Flip Out event.
- Outgoing payments for the dishwasher and ribbons.

8.4 Canteen Coordinator

- No report received.
- SN advised that the school owes the P&C an amount for juice boxes.

8.5 Uniform Shop Coordinator

- No report received.

8.6 School Banking Coordinator

- Report accepted.
- TW reminded the meeting that care needs to be taken with deposit slips and statements. A reminder to parents will be added to the next school newsletter.

8.7 Scholastic Book Club Coordinator

- Report accepted.
- Issue 4 catalogues to be sent home next week. This will be the last issue until Term 4 as the Book Fair is held in Term 3.

8.8 School Council Representative

- No report received.

8.9 Gardening Club Report

- No report received.

9. General Business

- **Canteen Busy Bee** – MG stated that the canteen required a thorough clean, and suggested a busy bee to complete the work. It was agreed that this would be held on 19th June – newsletter and Facebook notices to go out. **Action:** MG to compile a list of areas that require attention.
- **Nesting Boxes** – MG suggested that nesting boxes be installed to make up for the trees being removed. **Action:** MG to facilitate with the help of the River Rangers.
10. Other Business

- **Entertainment Books** – JCM suggested that Entertainment Books could be sold to raise money – good returns can be made for minimal effort. It was agreed that this idea should be investigated further. **Action:** SW to enquire about the sale of these books.
- **Disability Commission WA** – JD advised that the Disability Commission WA had $50,000 available to support children with disabilities. Information regarding this funding to be added to the school newsletter.

11. Next Meeting

- Next meeting to be held 6.00pm Tuesday, 23rd June 2015 in the school library.

Meeting closed: 7:30pm