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

Meeting held at Bassendean Primary School Library
Tuesday, 17 December, 2015
GM

Start Time: 6.20pm

1. Attendance
Kim Veale (KV) [President], James West (JW) [Secretary], Amanda Ricciardi (AR) [Treasurer], Shane Nelson (SN), Jaye Crawford-Moore (JCM), Ngaire Kasdorf (NK), Margo Ferguson-Hunt (MFH), Jane Dundas (JD)

2. Apologies
- Jacqueline Varris, Reija Hurry, Tamsin Woodward, Brad Brown, Simone Zammit, Pam Hahnel, Janet Criddle, Carina McMillan, Jacinta Baptiste-Nelmes, Thea Verrall, Tammy McEwan

3. Visitors
- Stuart Maughan, Jay Crawford-Moore

4. Call for amendments to Draft and Confidential Minutes November 2015
- Amendment of the Honey Drive item to include the approval of $300 to purchase honey.
- Amendment of Children’s Crossing item.
- Amend items under Principal’s Report regarding the AiR Grant, and visit by Senior Project Officer.
- Amendment of Travel Smart item.

5. Acceptance of Draft and Confidential Minutes November 2015
- The minutes of the meeting of Bassendean Primary School P&C Association held on 17th November 2015 are taken as a true and accurate record. Carried.

6. Business Arising
- Children’s Crossing – JV not able to attend meeting, no update on this item.
- Canteen Coordinator – JCM to take on the coordinator role on an interim basis with canteen days likely to be Tuesday and Friday. Volunteers will be required, a roster board to be set up in the first week of Term 1. Item Closed.
- Banking Coordinator – A new banking coordinator is required to replace Tamsin Woodward. Discussion was had regarding alternate savings options, and whether there were any available that would offer the students a better return than the incumbent arrangement. Action: KV to research other investment options.
- Next Meeting – JW proposed that the next P&C meeting be held on Tue 23rd February (4th week of Term 1). Carried. Item Closed.
7. Correspondence

7.1 IN

- Joint Xmas Party Letter (Dave Kelly MLA)
- Fundraising Brochure (JTC Import Export)
- Book Prize Invoice (Bassendean PS)

7.2 OUT

- None

8. Reports in Agenda

8.1 President

- No report received.
- A Fathering Project based in Eden Hill has commenced, with the first event being held in mid-December. **Action:** JW to keep in touch with Jeremy Warnock (P&C President) to see how it is progressing. There may be an opportunity for interested Bassendean Dads to join the programme.
- KV reiterated the potential for holding a joint fundraising event with the Ashfield Primary P&C in 2016. Discussion surrounding prospective events can be held once both committees have recorded ‘in principle’ agreement (motion tabled, passed, and minuted).

8.2 Principal

- No report received.

8.3 Treasurer

- Report accepted.

8.4 Grants Coordinator

- No report received.
- JD tabled a motion for the Bassendean Primary School P&C to participate in the following fundraising activities at the Hawaiian Food Circus 22-23 Jan 2016 (at Bassendean Shopping Centre) – A. Fairy floss stall, and B. Photo Booth. Motion seconded by JW. **Carried.**
- The Hawaiian Food Circus event will require volunteers to run the stalls between 4pm and 8pm on 22nd Jan, and between 11am and 3pm on 23rd Jan. An announcement regarding helpers will be made via the P&C members email group.
- Occupational Therapist Natalie Martin has volunteered her time to hold a couple of free sessions as part of the School Readiness Program. The Town of Bassendean have agreed to provide free venue hire. Dates to be finalised, and advertised to other P&C’s in the area.
- JD advised that she will be relinquishing the Grant Writer position next year; however, will be happy to run a workshop for P&C-specific grant writing tips if anyone would be interested in taking on this role.
8.5  Canteen Coordinator
- No report received.

8.6  Uniform Shop Coordinator
- Report accepted.
- NK advised that the uniform shop has received all ordered stock; however, there is a shortage of high selling items such as polos and yellow faction t-shirts. There will be a need to reorder prior to the first opening in late January.

8.7  School Banking Coordinator
- Report accepted.

8.8  School Council Representative
- No report received.

8.9  Scholastic Book Club Coordinator
- Report accepted.

8.10 Gardening Club Report
- No report received.

9.  General Business
- None

10. Other Business
- Entertainment Books – MFH advised that the P&C had not yet received money owing from the sale of Entertainment books, despite repeated attempts to arrange payment. Action: KV to follow up with Entertainment Book representative.

11. Next Meeting
- Next meeting to be held 6.00pm Tuesday, 23rd February 2016 in the school library.

Meeting closed: 7:20pm