

 <p>Halls Head PRIMARY SCHOOL</p>	<p align="center">P&C MEETING WEDNESDAY, 9th September 2020 HALLS HEAD PRIMARY SCHOOL – ROOM 10</p> <p align="center">General Meeting</p> <p align="center">AGENDA</p>	<p align="center">Halls Head Primary School P&C Association ABN: 95 917 789 231 School Ph: (08) 9584 6900 hallsheadpc@gmail.com www.hallsheadps.wa.edu.au</p>
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Attendees and Apologies:

1. Meeting Opened **8.40am**
2. Business Arising
 - 2.1. **Father's Day (FD) Stall WRAP UP**
 - 2.1.1. General Report

Everyone acknowledges fathers day stall huge success, refer to long form for funds raised
FB post thanks to Volunteers for wonderful work (Kiera)

- 2.1.2. Findings - Refer to **FD Stall 2020 Findings Doc***

Peter approves raising cap to \$10 (carefully selected)

- 2.1.3. Folder for future **FD event planning**

Add Simple note for considerations for future FD stalls* (Kiera)

- 2.2. **Cookie Dough (CD) Fundraiser WRAP UP**
 - 2.2.1. Delivery - Refer to **Delivery quote***

Acknowledge CD huge success, 560 tubs sold!
Approval for delivery of CD received if needed, Same day distribution agreed to, under cover area approved for use.

Quote / organise CD delivery once weights etc received (Louise)
Inform Parents of CD collection process once date determined (Kiera)
Request OTD helpers for CD distribution once date determined (Kiera)

- 2.2.1. Year 6 Funds - Refer to *

Determine year 6 Funds OTD using order forms and allocate (Louise)

- 2.3. Growing Concerns Uniform Stall
 - 2.3.1. Set day or By appointment

Erin not available for meeting, office has updated info to [By Appointment only, contact erin @ pc email]

Also suggested when one person makes appointment, announce uniform stall opening and invite rest of school via facebook etc

Email Erin to inform of changes made at office level (Kiera)

2.3.2. Clean out of old/ unsellable uniforms (*allocate*)

New uniforms by 2022

Add Old Uniforms to next agenda (Kiera)

3. Correspondence

3.1. Mail In

- 3.1.1. 2x DJ Companies (School Discos)
- 3.1.2. Bendigo Statement (BANKING)
- 3.1.3. School Gifts Australia (credit to account)
- 3.1.4. Mandurah Forum (Voucher)
- 3.1.5. Kirby Swim (Voucher_)
- 3.1.6. Teaching Hub (Vouchers x2)
- 3.1.7. Bunnings (Donation and x? Vouchers)
- 3.1.8. PVRC Coord 2x Grants available to P&Cs
- 3.1.9. Various parents and staff (Donations)

Statement given to Laticia

6. to go to christmas 4th term

7. possible door prizes 4th term

Grant information forwarded to Bernie Lyons

3.2. Mail Out

- 3.2.1. Requests to Businesses for Donations

Suggested FB Post requesting suggestions of businesses that might support our school, parents suggest, P&C contact them

FB post for Donation suggestions (Kiera)

4. Reports

4.1. President's Report

Refer to CD Fundraiser

Coffee van spot

Follow up coffee van spot with Peter/ Adrian (Louise)

- 4.1.1. Committee Reports

unavailable, no update yet in regards to school banking as per previous meeting and *re vote

- 4.1.2. Treasurer Report

attach report

- 4.1.3. Uniform Coordinator Report

Unavailable

4.2. Principal's Report

attach report

5. General Business

- 5.1. Tapping into Kindy Tree -
5.1.1. P&C presence Term 4 (*allocate*)

Peter to speak to coordinator, agreed that needs to not interfere with anybody else.
peter suggests alternative of P&C intro at meet term 4

Follow up Kindy Tree with Peter before commencement term 3 (Kiera)

- 5.1.2. Kindy Tree \$1's (\$20 TOTAL) (*allocate*)

Nobody certain of process
Confirm \$1 process (Louise)

- 5.2. Advertising Vacant Positions on P&C (Fundraising Coordinator)

Approved by Peter, suggested to include "leading into next year"

FB Recruitment Post (Kiera)

- 5.3. Final Decision made by CC&RSC re. School Crossings
5.3.1. Crossing upgrades based on numbers HHPS does not meet

Removed from P&Cs agenda

- 5.3.1. Petition would need to address legal standards not HHPS specific crossing

Removed from P&Cs agenda

- 5.4. Term 4 Preparations

- 5.4.1. Disco

Acknowledged that a lot of work involved and huge risks,
concerns include strict organisation with consent forms, volunteers (large amount needed) food and drink regulations, toileting, covid regulations, age groups and sizes of groups, suitability only prior to week 3 term 4

Suggested is smaller group trial and alternatives such as **Flip Out Event suitable wk 10**

Confirm Flip Out as viable and details, follow up with Peter and committee (Kiera)

Decision to be made and announced by end of term 3

- 5.4.2. Halloween

Removed from agenda

5.4.3. Toblerone?

Removed from term 3 agenda

5.4.3. Public Agenda & Photo

Get together for photo **week 1 term 4**, organise date and time messenger (Kiera)

Write paragraph inclusive of term 4 agenda eg Flip Out Disco (Kiera)

Release via office and facebook (Kiera)

5.5. Request for funds for **personalised stamp***

Confirm approval to purchase stamp via messenger, order and request refund (Kiera)

6. Current Fundraising Initiatives

6.1. Sport's Carnival Friday, 11th September

Acknowledgement lots of tickets to check/ cut/ prepare, best to prepare as much BTD

organise volunteers for raffle prep on **Thursday** via messenger (Kiera)

6.1.1. Finalise Prize Pools

1st place - Ryobi Window Vac

2nd place - \$100 Forum Voucher

3rd place - Kirby swim voucher

4th place - Spud Shed Hamper

5th place - \$20 bunnings voucher

Inform office for prize announcement (Kiera)

6.1.2. Selling tickets OTD (*allocate*)

Suggested displaying prizes OTD, table somewhere parents will frequent where P&C can safely stall money when watching own kids etc, Canteen most suitable

Discuss with Kath suitability of P&C setting up at canteen etc (Kiera)

6.1.3. Drawing winners OTD (*allocate*)

Raffle to be drawn at lunch time and winners announced Peter will discuss with Sian

Follow up/ confirm drawer/ announcer for raffle (Kiera)

7. Closing Business

Keeping meetings short and new member friendly

Suggested mothers night (Make up for mothers day during peak covid)

8. Next Meeting **Wednesday, 14th October** (Week 2, Term 4) 2020

9. Meeting Closed **10.00am**