

**General Meeting Agenda**  
7pm, 29th August 2022  
School Staff Room

#	Agenda Item	Time
1.	<b>Meeting Opens</b>	1 mins
2.	<b>Apologies</b>	2 mins
3.	<b>Minutes of previous meeting held 27th June 2022</b> <ul style="list-style-type: none"> <li>Draft Minutes - <a href="#">here</a>.</li> </ul>	2 mins
4.	<b>Actions Arising from Previous Meetings</b> <ul style="list-style-type: none"> <li>Meeting Action Register (<a href="#">here</a>)</li> </ul>	5 mins
5.	<b>Status of Approved P&amp;C Grants</b> <a href="#">here</a>	10 mins
6.	<b>Code of Conduct</b> <ul style="list-style-type: none"> <li>WACSSO Proforma Code of Conduct (<a href="#">here</a>)</li> </ul>	5 mins
7.	<b>Treasurer's Report</b> (David Wu) <ul style="list-style-type: none"> <li>YTD Profit &amp; Loss Report (<a href="#">here</a>)</li> </ul>	5 mins
8.	<b>Principals Report</b> (Karina Meldrum) <ul style="list-style-type: none"> <li>Report (<a href="#">here</a>)</li> </ul>	5 mins
9.	<b>Fundraising Committee</b> (Lisa Chamberlain) <ul style="list-style-type: none"> <li>Committee Report (<a href="#">here</a>)</li> </ul>	15 mins
10.	<b>Canteen Committee</b> - Taryn, Verlin or Kristen <ul style="list-style-type: none"> <li>Committee Report (<a href="#">here</a>)</li> </ul>	10 mins
11.	<b>Uniform Shop</b> - (Francesca or Ella) <ul style="list-style-type: none"> <li>Uniform Shop Report (<a href="#">here</a>)</li> </ul>	10 mins
12.	<b>Band Committee</b> (E-Mae Lim) <ul style="list-style-type: none"> <li>Committee Report (<a href="#">here</a>)</li> </ul>	5 mins
13.	<b>Other Committee Reports</b> <ul style="list-style-type: none"> <li>Graduation - Ann-Maree Geen (<a href="#">here</a>)</li> <li>Grounds - Kate Reading (<a href="#">here</a>)</li> <li>Community Events - TBC (<a href="#">here</a>)</li> <li>Dads Group - Adam Deane (<a href="#">here</a>)</li> <li>Sports - Glyn Geen (<a href="#">here</a>)</li> <li>Playground - Karina Meldrum (<a href="#">here</a>)</li> </ul>	3-4 mins each  15 mins
14.	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>Vacant Volunteer Positions: <ul style="list-style-type: none"> <li>Band Committee Coordinator 2023</li> <li>Canteen Assistant Coordinator</li> </ul> </li> <li>Containers for Change (<a href="#">here</a>) (Adam Deane/Simon Dufall)</li> <li>Your Move Program (Zarin Salter)</li> <li>P&amp;C Ideas Bank (<a href="#">here</a>) (<a href="https://bit.ly/WinthropPSIdeaBank">https://bit.ly/WinthropPSIdeaBank</a>)</li> </ul>	15 mins
15.	<b>Summary of Actions</b>	5 mins
16.	<b>Date of next Meeting</b> <ul style="list-style-type: none"> <li>Executive Committee Meeting</li> <li>Annual General Meeting (Term 4, 2022)</li> </ul>	5 mins
17.	<b>Meeting Closed (X.XXpm)</b>	

## Minutes of General Meeting

7pm, 29th August 2022

Held: School Staff Room

### ATTENDANCE

Glyn Geen (Chair)	Abby Holme (Vice President)	Leanne Vallance
Adam Deane (Secretary)	Taryn Greenfield (Canteen)	Mike Gulberti (Deputy Principal)
Lisa Chamberlain (Fundraising)	Leiahna O'Keefe	Tammy Cooper
Karina Meldrum (Principal)	Lauren Riquelme	Ella Ren (Uniform Shop)
Stephen Moore		

ITEMS	ACTION (NAMES)
<b>1. Meeting Opens 7:01pm</b>	
<b>2. Apologies</b> Simon Dufall, Ann-Maree Geen, David Wu, Francesca Pettenon	
<b>3. Confirmation of Minutes of Previous Meeting</b> 3.1. <b>Resolution:</b> That the <a href="#">minutes of the previous General Meeting</a> of Winthrop Primary School P&C Association on 27th June 2022 be taken as read and confirmed as a true and accurate record. <b>CARRIED</b>	
<b>4. Actions Arising</b> 4.1. The Chair reviewed the meeting actions register. 4.2. Kim Giddens - Karina had spoken to Kim and her office about sustainable options for playground funding and Kim spoke to Isaac, a student in an advanced Tennis program. Kim supplied new indigenous flags which the school is grateful for. 4.3. Canteen - the meeting provided approval to purchase a microwave oven for use in the canteen. Tarryn reported a replacement oven would cost approx \$2k which the meeting accepted and approved. ACTION: Tarryn to purchase microwave as required and liaise with School admin on the installation of the oven. 4.4. Stairs Safety Review - a Department of Education contractor visited the school and reviewed all stairs noting that if compliant when built, it is still compliant. Only stair of concern are staff stairs to staff carpark to pre-primary (on those stairs tread is slightly too small). 4.5. Water Chiller for E Block - Karina noted that the E block water chiller was being reinstated and would be operational shortly.	T Cooper to purchase microwave as required

<p>4.6. Security signage with Education Security Phone number will be put up so that people can report as required. Karina advised that this phone number was the only one allowed by DoE to be put up around the school.</p>	
<p><b>5. Funding Status</b></p> <p>5.1. The funding status sheet was updated (see updated list <a href="#">here</a>)</p> <p>5.2. P&amp;C to transfer funds to school in accordance with approved items.</p> <p><b>ACTION:</b> Treasurer to arrange for transfer per the approved items and any subsequent amendments as reviewed by the Secretary and President.</p>	Treasurer
<p><b>6. Code of Conduct</b></p> <p>6.1. The Chair tabled the Code of Conduct (the WACSSO pro forma) which was well received. The Chair spoke briefly on each of the elements of the Code. The meeting agreed that they were important guidelines for all P&amp;C interactions.</p>	
<p><b>7. Treasurer's report</b></p> <p>7.1. Glyn tabled the Treasurer's Report (<a href="#">here</a>).</p> <p>7.2. David Wu advised Glyn shortly before the meeting that he would be resigning his position as Treasurer and would carry on until the next meeting.</p> <p>7.3. Glyn noted the income marked "21 May Point of Sale" - was related to the Election Day Sausage fundraiser.</p> <p>7.4. Audited Financials are still being prepared and will be submitted as soon as completed.</p> <p>7.5. The Chair noted that a vacancy could be filled mid-year at a general meeting of the P&amp;C.</p> <p>7.6. The Chair noted for the meeting that Adam Deane had expressed his desire at the previous AGM to nominate for the role of Treasurer upon David's planned retirement from the role in 2023.</p> <p>That being the case, the Chair noted the likely vacancy for Secretary at the next meeting. The meeting agreed that formal nominations be sought for the role of Treasurer and Secretary prior to the next meeting.</p>	Treasurer  Treasurer  Secretary
<p><b>8. Principals Report</b></p> <p>8.1. Karina Meldrum tabled the Principals Report</p> <p>8.2. Playground - Karina circulated a PDF containing a summary of the playground survey noting that the information would assist in creating a space that the kids really enjoyed. Karina also noted we have been allocated the same Project Manager from Programmed as we had in the initial playground project attempt so hopefully we get some efficiencies from this.</p>	
<p><b>9. Fundraising</b></p> <p>9.1. Lisa Chamberlain tabled the Fundraising Report:</p> <p>9.2. Scooter-a-thon - many thanks to Kim Cleveland and her &amp; team with a massive \$14,707 raised. Consider changing to Term 2 for next year due</p>	

<p>to poor weather. Noted that Kim may be willing to coordinate again next year.</p> <p>9.3. Mangos sold out! We get \$10/box so have raised \$880 to date.</p> <p>9.4. Fathers Day Raffle - Many thanks to Liana O'Keefe for this. So far we have sold just over 200 tickets.</p> <p>9.5. Cookie Dough Fundraiser - final result is we sold 738 tubs and will receive \$2,952 in commission from these sales. This was completed by approx 60 families. The meeting noted that as the fundraiser was for home related baked goods, this fundraiser did not affect the School's Green Food policy for food and beverage at school.</p> <p>9.6. Faction Carnival Bake Sale - Tammy Cooper has offered to coordinate the bake sale this year. Need to connect Elena with Tammy to get tips on how to coordinate this.</p> <p>9.7. Leanne left the meeting at 8:25pm.</p> <p>9.8. Casino Night - consider putting this on in the future, possibly T1/2 next year. Abby Holme was interested in assisting with this event.</p> <p>9.9. Colour Run - consider this as a DIY event (save \$\$) on the weekend as a community event. Deanne Marr has done some significant work in this event. There are companies that run it without a fundraising element.</p> <p>9.10. Discussion was held on the topic of holding a Quiz Night - as traditionally 2022 would have seen one held. Lisa noted the following as the main reasons for recommending that the Quiz Night not be held:</p> <ul style="list-style-type: none"> <li>■ a general lack of volunteer support for event coordination among the P&amp;C</li> <li>■ the significant investment of time to coordinate a Quiz night</li> <li>■ the success this year of many other fundraising activities (which required less coordination)</li> </ul> <p>The meeting noted the lost opportunity for a social event, but agreed with the recommendation.</p>	<p>Lisa Chamberlain</p>
<p><b>10. Canteen Report</b></p> <p>10.1. Tarryn tabled the Canteen Report</p> <p>10.2. Approval given to purchase microwave and oven as noted above in Item 4.3.</p>	
<p><b>11. Uniform Committee</b></p> <p>11.1. Francesca tabled the Uniform Shop Report</p> <p>11.2. Rodents - a number of rodents have been spotted in the undercover area. Karina noted that rat baits can only be put down during the school holidays and has organised baits to be put down in the next holiday break.</p> <p>11.3. Cleaning - Ella requested the school cleaners to clean the uniform shop area. Karina noted this would be a change of scope and cost approx \$70/hour (team of 2-3) This job would be scoped and added to the cleaning schedule.</p> <p>11.4. Square is working well. Noted that we hold funds with Square until requested by the Treasurer to transfer to the Uniform shop account.</p>	

<p>11.5. Winthrop Green coloured polo's are in stock. Lead time is only a month. Noted that an order will be placed in Semester 2 for start of 2023 school year purchases.</p>	
<p><b>12. Band Committee</b></p> <p>12.1. Glyn tabled the Band Report.</p> <p>12.2. A parent info evening at 6pm (TBC) on Wed 21st Sept (at school) for parents with kids interested in Band.</p> <p>12.3. The Annual Music Gala is 2 Nov 2022. Check the payment for the auditorium had been completed</p>	<p>Treasurer</p>
<p><b>13. Other Committees</b></p> <p>13.1. Graduation Committee - Glyn tabled the report noting that ticket sales would mean the event will return \$30/head to help cover costs.</p> <p>13.2. Grounds Report - Glyn tabled the report.</p> <p>13.3. Dads Group Adam tabled the report and requested approval for the Camp Out and Movie Night on Saturday 29 October 2022. Karina requested a plan be submitted similar to the one from last year.</p> <p>13.4. Glyn tabled the Sports Committee Report.</p> <p>13.5. Playground Committee - this was detailed in the Principal's Report at Item 8.</p>	
<p><b>14. Any Other Business</b></p> <p>14.1. Vacant Volunteer Positions</p> <ul style="list-style-type: none"> <li>■ Band Committee Coordinator 2023 - Glyn to attend 21/9 info session. E-Mae to write a job description for the role.</li> <li>■ Canteen - staffing is currently good with no additional staff required for the time being.</li> </ul> <p>14.2. Containers for Change - Adam to check if we can get the green drawstring bags.</p> <p>14.3. Your Move Program - Abby mentioned we missed a golden opportunity to raise funds. We just need to capture images or kids moving and we can put a story around it to raise \$. Need to put some information together on this. Dot Davies is the Teacher in Charge of this. Need to educate teachers. Check the matrix and plot this against the activities that we do. School Councillors can get involved.</p> <p>14.4. P&amp;C Ideas Bank - Adam tabled the ideas bank items submitted so far. It was decided the photo idea would be good to follow up with possibly for Christmas Cards.</p> <p>14.5. Teachers Appreciation Morning Tea - this has been scheduled for Wed 26th October.</p> <p>14.6. P&amp;C Volunteers &amp; School Board Appreciation Dinner Pantano - Thursday 18th November 2022.</p>	<p>E-Mae Glyn Geen</p> <p>Adam Deane</p> <p>Karina Meldrum</p> <p>Adam Deane</p> <p>Abby Holme</p>
<p><b>15. Summary of Actions</b></p>	

15.1. See ACTIONS noted above.	
<b>16. Date of Next Meeting</b> 16.1. General Meeting - 8 November 2022 (day after Lisa's Birthday). Election of Treasurer and Secretary positions to fill vacancies.	
<b>Meeting Closed:</b> 9:26pm	

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