



Minutes of General Meeting 20th February 2023

Held: Staff Room, Winthrop Primary School

Meeting Opened: (insert time 7:10pm)

ATTENDANCE

Glyn (Chairperson)	Leanne Vallance	Karen Campbell
Josh Taylor-Byrne	Fancesca Petternou	Ella Ren
Karina Meldrum	Lauren Riquelme	Amanda Fletcher
Adam Deane	Tammy Cooper	Abby Holme
Taryn Greenfield		

APOLOGIES

Simon Dufall	Lisa Chamberlain	Cath Pettman
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ITEMS

ACTION (NAMES)

<p>1. Confirmation of Minutes of Previous Meeting</p> <p>1.1. Resolution: That the minutes of the previous General Meeting of Winthrop Primary School P&C Association on 8 November 2022 be taken as read and confirmed as a true and accurate record.</p> <p style="text-align: right;">Carried</p>	All
<p>2. Business Arising from Previous Minutes</p> <p>2.1. Canteen requires a new popcorn machine and in actuality the canteen needs (fridge, oven, microwave and the aircon isn't working) and they need more volunteers, as the previous ones can no longer continue.</p> <p>2.2. E block water cooler is complete. Basketball courts need a new installation including pipes etc. Would need Programmed to be involved. Updated action list.</p> <p>2.3. Security signage has been added to front but would be appropriate to add another sign to the other side of the school as well. Add to list of actions.</p> <p>2.4. Your move updates, going to do a dress your bike up ride to school day on 24th of March. Abby is looking into maximising points for the school this year in hopes of a bike safety or other spend. Need to send out future surveys to parents to achieve this in term 1 and 4.</p> <p>2.5. Playground design is complete and has gone out for tender. Still hopeful to have it by term 2 but some work might need to be completed in school days. School is seeking a grant of 25K to put in shade sails.</p> <p>2.6. Front of office refresh is complete.</p>	<p>KC</p> <p>TC</p> <p>TC</p>

<p>2.7. Pre-primary playground and works are awaiting the main playground completion.</p> <p>2.8. Cricket pitch is repaired, awaiting painting of markings. Glyn noted that they need the junior markings as well as the standard markings. To provide to Karina - add to actions.</p> <p>2.9. Need the numbers of inter-school shirts in order to fund them.</p>	<p>GG</p> <p>?</p>
<p>3. Treasurer's Report</p> <p>Adam tabled the treasurer's report.</p> <p>Additional Notes</p> <p>3.1. Adam is going to meet with the other treasurers (Canteen, Band and Uniform), perhaps take some duties and consolidate processes. Added to actions.</p> <p>3.2. There is currently \$194K in the bank, a lot of this will be needed for playground payments soon, however Adam will look into a term deposit for some. Added to actions.</p>	<p>AD</p> <p>AD</p>
<p>4. Principal's Report</p> <p>Karina tabled the Principal's Report.</p> <p>Additional Notes</p> <p>4.1. School board nominations, lots of inquiries, looks like an election might be needed.</p> <p>4.2. Uniform survey had a great response, over 200 parents and counting. Uniform changes timeline will be years rather than months.</p>	
<p>5. Canteen Committee's Report</p> <p>Taryn tabled the Canteen Report.</p> <p>Additional Notes</p> <p>5.1. Desperately need volunteers, email request to go out (12:10-1:10, unless doing food pickup then additional time).</p> <p>5.2. Need popcorn machine, oven, fridge and possibly microwave.</p> <p>5.3. Aircon doesn't work.</p> <p>5.4. Suggestion that perhaps the Y6 children can help out - possible insurance/health and safety concerns and a possible age limit. Added to actions to investigate further.</p>	<p>LR</p> <p>KM/TG</p>
<p>6. Fundraising Committee's Report</p> <p>Additional Notes</p> <p>6.1. Two dads from the dads group have offered to organise a quiz night (Proposed for Term 3) date and Venue TBD.</p> <p>6.2. Need to push out the P&C Ideas Bank link when we look at the AGM and Finance meetings. Added to actions.</p> <p>6.3. Disco coordinator is Natalie Backshaw.</p>	<p>TC</p>
<p>7. Uniform Committee's Report</p> <p>Fancesca tabled the Uniform Committee's Report.</p>	

<p>Additional Notes</p> <p>7.1. Current uniform supplier running short on the bolt of colour again. Lauren to put Fancesca in touch with a supplier she knows has the Winthrop green for polo's. The dress is also a special design and Lauren to see if they carry that design as well. Fancesca to give Laruen a dress to see. Added to actions.</p>	<p>FP LR</p>
<p>8. Graduation Committee's Report</p> <p>Tammy tabled the Graduation Committee's Report.</p> <p>Additional Notes</p> <p>8.1. Raised and agreed that the P&C would pay for 6 books for the teachers, library and school this year.</p> <p>8.2. Previous money given to graduation was \$1500, this year would be similar.</p> <p>8.3. The P&C funded last year the software for setting up the yearbook (Adobe?) to the tune of \$700, however there was some discussion; High Schools get a school discount but primary schools don't, however there seems to be the possibility that if the school purchased it either through the library or via a teacher then the discount might be able to be applied. Lauren volunteered to see if she can get the price with a discount and will let you know. If the discount is not available, there are two ways to purchase it; monthly or yearly..</p>	<p>LR</p>
<p>9. General Business</p> <p>9.1. Information -Lisa is now the Community Liaison, and has time allocated for Community duties (social media, fundraising, class reps, surveys etc).</p> <p>9.2. Need a volunteer parent to work with Lisa on Community events - action added to list - to go out with the canteen request.</p> <p>9.3. Dads Group - Circulate the dads group so new parents know about it (social media and class reps). Added to actions. Dads group camp out is provisionally 11th Nov. Paper plane even coming up 24th March.</p> <p>9.4. 3 new suggestions including shade, bike safety courses for the kids and painting were added to the ideas box and generally agreed to be moved across to the list.</p> <p>9.5. Proposed to have a general push for ideas both spending and fund raising prior to the AGM and a walk through of ideas at the AGM to aid at the Finance Meeting.</p> <p>9.6. Proposed to have wine and cheese at the AGM to encourage new attendees.</p> <p>9.7. proposed to set all the meetings for the year to help with communication across the school.</p>	<p>KC KC TC TC</p>
<p>10. Next Meeting</p> <p>The Annual General Meeting will be held: 7pm Monday 20th March Staff Room</p> <p>The Finance Meeting will be held: 7pm Monday 1st May Staff Room</p> <p>The Term 3 General Meeting will be held: 7pm Monday 24th July Staff Room</p> <p>The Term 4 General Meeting will be held: 16th Monday October Staff Room</p>	

Meeting Closed: (9:15pm)	
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