

# ***Beverley District High School P&C***

## ***Meeting Minutes***

Tuesday, 20<sup>th</sup> March, 2018

7pm – 9pm

Type of Meeting: General Meeting

Meeting Chair: Bruce Kilpatrick

Attendees: Bruce Kilpatrick (Chair), John Hawke, Mari Tita, Jodie Bell, Kristy Parker, Jacinta Murray, Tim Elsegood, Carissa Shaw, Aliesha Murray

Apologies: Maryka de Beer, Wendy Moore, Carly Veitch, Monica van der Snook

### **I. Opening of Meeting**

Meeting opened at 7.05pm by Bruce Kilpatrick

### **II. Approval of minutes from last meeting**

*Motion: The minutes of the November meeting were accepted as a true and correct record of the meeting.*

Moved: John Hawke. Seconded: Jacinta Murray

### **III. Correspondence In**

As per correspondence book

### **IV. Correspondence Out**

AGM Minutes via email

March P&C Meeting Reminder and Agenda via email

Class Representative Letter

### **V. Treasurer's Report- Presented by Jacinta Murray**

See attached 2017 Financial Report

See attached Nature Playground Financial Report and Sponsors List

### **VI. New business**

a) Principals Report- Presented by Aliesha Murray

Parent Representative letters sent out today with all students in Years 1-10. Idea is to coordinate events/workload across parents throughout all classes eg. Canteen Roster

P&C Invited to have a tent at the School Open Afternoon on 5/4/18 showcasing the activities of the P&C.

Official thankyou to the P&C for the building of the Nature Playground. The kids started using it last week, and have been excited by the new play opportunities that they now have available to them.

In Term 4, the school will be doing a production of 'Shrek', involving all students from years PP-10. P&C invited to use this as a fundraising opportunity Eg. Supprt, Drink Sales or Raffles. The school will begin advertising the event in Term 3 and would require details of what the P&C would like to do to include in this advertising.

High school students have been given the option of wearing a school 'rugby' jumper. These will be ordered once at the beginning of each year on a pay as you order system.

b) Canteen

See attached Canteen report.

Monica has resigned from the position of canteen coordinator (see attached letter), a position she has filled in a voluntary capacity for the past 18 months. P&C to send letter of thanks to Monica for her hard work and dedication to the school canteen.

Tegan Hudson happy to remain in the Canteen Coordinator position for Term 2, and do the ordering, however she is currently looking for paid employment so this will not be ongoing.

Ideally require a Canteen Coordinator to manage the weekly ordering, and 2 x volunteers to run the canteen each Friday (? Coordinated on a weekly basis by Year Level using the class reps). Aliesha is happy to help with contacting parent reps and in the setup of the roster.

Canteen committee has fallen by the wayside. Previously comprised of Jacinta Murray, Sally Kilpatrick, Anthea Cooke and Monica ven der Snook. This needs to be reinstated to guide the future of the canteen going forward. ?Whether the canteen will remain viable in its current state, or whether consideration needs to be given to outsourcing. Need to look at what other school of similar size are doing. Bruce will ask Maryka if she is happy to be involved, and Aliesha will put a notice in the school newsletter.

c) Uniform Shop

See attached quote from Graeme Clayton at Hyersports. Prices are similar to current supplier. Idea is to out source the uniform shop to this supplier and move to an online ordering system. 2 x bulk orders each year where by parent submit and pay for orders online and orders packaged and sent to school for distribution. Parents are able to order outside these bulk order times, however will have to pay postage.

Advantage of outsourcing the uniform shop is that the P&C will no longer have the burden of the dept required to have stock on hand for purchase. Moving to this system means that the P&C will no longer make any money from uniforms (this is currently minimal) however this was not the intention for this service.

Graeme suggested idea of screen printing faction names on to faction shirts- felt that this is not necessary. Currently parents have access to cheap faction shirts through Best & Less, Big W.

Aliesha would like 1-2 of every size of each item to be held by the school for 'trying on' and to ensure that new students can be fitted into uniforms as quickly as possible to make transition to a new school easier.

We will need to use the old stock that has already been paid for prior to opening up online ordering to parents. It is possible that as stock is used P&C may need to do some small orders and more discussion needs to be had around how we transition from current uniform shop to the online system.

Currently have a box of ?size 14/16 'old style' shirts that children don't want as they want the newer style shirts. ?What to do with these.

A current stocktake is required.

Jodi and Kristy were provided with a deposit book for money taken.

Jacinta and Tim will meet with Kristy and Jodie to discuss current systems for managing stock and banking money for uniforms.

No uniforms are able to be taken by students until paid in full.

*Motion: The P&C pursue the option of moving outsourcing the uniform shop to an online ordering system after the current stock has been depleted.*

Moved: John Hawke      Seconded: Kristy Parker

d) K-PP Committee

AGM was held on 13/2/18. New office bearers are President: Sharlee Higgins, Secretary: Emma Davey, Treasurer: Amanda Farr.

Easter Hat Parade on 28/3/18 with usual raffles.

Kindy and Pre-Primary wish lists presented to the meeting. Value of Wishlist items is greater than current K-PP finances. Pre-Primary has requested a new mat at a value of \$1300. Kindy have requested a new jumping mat and cover, mini trampoline, car controller and easel to the value of 863.15. Aliesha indicated that some support may be requested from the K-PP committee for the iPad replacement program for the Kindy and Pre-Primary Classes.

*Motion: That the P&C pre-approve the purchase of the Kindy wishlist items (subject to K-PP Meeting discussion), and that specific fundraising will be required to purchase mat for Pre-Primary.*

Moved: Jacinta Murray    Seconded: Carissa Shaw

K-PP Committee would like to hold a clean skin wine fundraiser. P&C and the Principal were both supportive of this.

e) Nature Playground

Is now complete with some left over funds- looking at some options for signage above the outdoor classroom blackboard and some vegetation.

There is some extra soft fall which will be spread where necessary.

Financials for project are attached.

All sponsors and volunteers need to be thanked- decided they will be acknowledged in the school newsletter and Aliesha will organize for school branded thankyou cards to be sent.

f) School Open Day

P&C were asked by the school if they would like to have a sent to showcase the activities of the P&C. All agreed that we would do this.

Maryka will organize a raffle for in the tent. We will also organize some photo boards from the Nature Playground busy bees, uniform samples etc.

g) P&C Class Representatives

Letter has been sent by Aliesha. Copy in Correspondence Out.

h) P&C 'Authority Letter' for the Principal

Carissa will coordinate and send, allowing Beverley DHS Principal to advise contact details of current Beverley DHS P&C Committee.

i) Fundraising for 2018

Ideas discussed- Quiz Night, Musical Quiz Night, Outdoor Cinema. Entertainment Book, Mothers Day Cake and Wood Raffle.

All in attendance keen to have an 'event' similar to Hill Billy Bingo in 2017. Will probably do this during Term 3, and make it 'child friendly'.

Fundraising in 2018 to be discussed further at the next meeting.

j) Cash Flow Manager Software

This is no longer available as a one off purchase, but is now on a subscription basis of \$260/year.

Tim is happy to use his own Phoenix software, however there are some issues with continuity of financials.

Need to contact WACSSO for advice.

## **VII. Adjournment**

Meeting Closed at 9.15pm.

Next Meeting: 10<sup>th</sup> April @ 6.30pm in the School Staff Room.