



Carramar Primary School Parents and Citizens' Association
 71 Houghton Drive Carramar, WA, 6031
 Ph. 9405 0600 Fax 9405 0699
carramarparents@live.com.au



CARRAMAR PRIMARY SCHOOL P&C ASSOCIATION INC.

AGM 22.2.21 Minutes.

Attendees: Amanda Joseph, Stephanie Williamson, Simone West, David Furmark, Louise Graham, Mishelle Del Caro, Beth Barnes, Sue Block, Andrea Cassar, Rachael Woodfield

Zoom attendees:

Apologies: Karla Hemingway, Sabine Winton, Karen Hastie, Amy Rowland, Rochelle Breeze

Meeting Commencement: 6:00 pm

Meeting Closed: 7:40 pm

	Item	Who	Notes/action	Action to be completed by Who?
1.	Welcome and apologies	Simone West	Apologies sent for some members.	
2.	Approval of previous minutes (7/12/20)	Steph Williamson	Approved by Simone and seconded by Beth.	
3.	Memberships and Elections	Committee	a. New membership forms and payments completed b. All positioned vacated c. Elected the following positions for 2021, all voted upon and passed: - President - Simone West - Vice President - Louise Graham - Treasurer - Andrea Cassar - Secretary - Stephanie Williamson - Fundraising Coordinator - Rochelle Breeze - Fundraising Subcommittee members - Amanda Joseph, Beth Barnes, Rachael Woodfield, Kat Skroza - Canteen Subcommittee coordinator - Amanda Joseph - Uniform Subcommittee coordinator - Andrea Cassar - School Board Representative - Andrea Cassar - Auditor - Wealth Creation Accountants, Merriwa	
4.	President Report	Simone West on behalf of Karen Hastie	- Formal report to be given at the next meeting	
5.	Principal Report	Maree James	Smooth start to the school year after the unexpected delay in Week 1. Parent info evenings well received by parents and teachers alike. Following feedback there may be minor changes made for next year re timings. Assemblies will continue as previously planned following Phase 4 guidelines. The list of assemblies and dates were well received, allowing parents opportunity to organise their calendars for the full year. On Entry assessments have begun for PP & Y1 students. Will continue until Week 7. Loose Parts Incursion for PP-Y2 this week. In response to standards audit in 2020. Submission to be made for funds from P&C for purchase of loose part equipment.	

			<p>Choir and instrument lessons have begun. DES school review will be in Week 6. Harmony week (Wk7) - traditionally a full school assembly. This year, the class assembly will follow the theme of Harmony Week. Students will come in Orange etc as in previous years. Canteen - all decisions made in consultation with Sharon and Jen. Apologies for unfortunate miscommunication. Ordering and delivery is going well. Bushfire funds - thanks given to all contributors. Clarification sought over DES Review and what it means for students etc. Query over absence text message system. Maree will follow up with office staff.</p>	Maree to follow up with office staff
6.	Treasurer Report	David Furmark	<p>David will meet with Andrea to go through audit as a handover later this week. As David is no longer Treasurer, he will need to be removed from the bank account. Simone, as President, and Andrea as the new Treasurer, are to accompany him to Commonwealth Bank to complete the name update on the account. Report from Auditor cannot be shared today as there has been a delay in completion. Will be presented at next meeting from Andrea. <u>Fundraising Account</u> - income \$34 from school banking. Paid monies - see attached accounts. Total - \$24,334.98 <u>Uniform account</u> - see attached accounts. Currently sitting at: \$16,161.40 (see attached). Thanks again to David as departing Treasurer.</p>	
7.	Canteen Report	Sharon Green/ Jen Schwazzbach	Formal report to be given at next meeting.	
8.	Uniform Shop report	David Furmark/ Amanda Joseph/ Andrea Cassar	<p>Awaiting size 6, 8 & 10 t-shirts following further delays with the suppliers. New winter jackets have been ordered. - there are plenty of the other microfibre jackets in stock. Place another order for the new jackets so that they arrive in time for winter. Opening days/times - Andrea advertised to say that she will do pre orders and deliveries to classrooms. Andrea is happy to work around times/ convenience with families as needed. Faction hats - there should be some left at the office for purchase. Andrea happy to accommodate when needed. Beth can help with orders on Wednesday's.</p> <p>Andrea liaising with Mishelle re donating and second-hand uniforms to families in need. Any left-over will be advertised for free on Facebook.</p>	<p>Andrea to place further order for new winter jackets</p> <p>Andrea - check stock of hats in office for purchases</p> <p>Andrea - Left over second hand uniform items advertised on Facebook</p>
9.	Fundraising Report	Simone West	<p>Jolly Soles - well received. Some miscommunication re returning unsold socks. Still chasing funds outstanding. Rach volunteered herself and Kat as Y5 parent reps for 2021. Thanks given for this nomination. Fundraising for camp on the whole has gone well. Letter from Sabine Winton in response to the wish list. Her response is that if McGowan is re-elected, she will donate \$90,000 to ground works, details of which were shared. Thanks to Darren re the pavers path. Thank you to all that helped. Ribbon cut on the Harmony Day assembly (19/3) to officially 'open' the path. Reorder to be made for those pavers that are missing and any late orders will be made at the same time. Simone will communicate info.</p>	Simone - communicate info re pavers reorder

			<p>Small sandy part outside of the gate. Contact to be made to the council to get it cemented.</p> <p>Nature play idea will follow and be incorporated into the path.</p> <p>26/3/21 - Colourthon. Sprinklers cannot be used due to the pressure. Share information with Kathy so that we can organise extra ground staff.</p> <p>Possibility to hire a water tunnel. This will be manned at all times and water will be incorporated. Kathy to be notified once decision is made. Forms will go out ASAP. Prizes will follow previous - 1x per class.</p> <p><u>Democracy Sausage Sizzle, Bacon and Egg Rolls and Cake</u> Stall will be run on election day. Volunteers will be needed - Facebook post to follow.</p> <p>Andrea happy to provide Coffee Van and will offer 50c/ cup sold.</p> <p><u>Movie and small markets</u> - Concern raised over stretching the community with the number of fundraising events too close together. Event postponed to later in the school year. Fundraising committee to plan out events for the year on the calendar at school.</p> <p><u>Entertainment book</u> - Amanda will take over the management of this. More info to follow. Books will be digital this year.</p>	<p>Maree - contact council re cementing gap</p> <p>Simone - communicate with Kathy re colourthon details</p> <p>Simone - organise notes to be sent home to families</p> <p>Simone - Facebook post for volunteers for Democracy Sausage Sizzle</p> <p>Fundraising Committee - plan out events on school calendar</p>
10.	Items arising from previous meeting	Steph	<ul style="list-style-type: none"> - Treasurer handover - Andrea and David due to meet this week. - Car issue - possibility of zebra crossing. Karen to write letter and send to Maree - ongoing issue. No letter received. - Date set to de brief following night markets. Fundraising committee? 	
11.	Suggestion box	Simone	<ul style="list-style-type: none"> - Box to be put in the office for suggestions. There is an option to post anonymously on Facebook. - Simone to advertise email suggestions/ comments box to community. 	Simone - suggestions box in office and communicate to parents re points of contact
12.	Change of meeting time/ day	Simone	<ul style="list-style-type: none"> - Possible change of meeting day/ time to accommodate more members. Maybe subcommittees? Trial of different times, 22/3 9am. Info to go on Facebook to gather more interest. 	Simone - post info re meeting time/date change
13.	Carramar Dads	Simone	<ul style="list-style-type: none"> - Interest shown from a few dads. Simone will speak with Travis to confirm details. 	Simone
14.	Facebook Page	Simone	<ul style="list-style-type: none"> - Please turn off comments if post does not require them. - Always refer to the office. Determine whether the answer to questions are the responsibility of School/ P&C 	
15.	Request for funds	Sue	<p>Camp request - \$3,000 to support families who have been supporting the school since Kindy. This money will reduce cost for families. - approved by all.</p>	
16.	AOB	Louise	<p>Sun cream for classrooms - Liaise with Kathy re approved brand and P&C will donate money to support the cost. Andrea will speak with Kathy and feedback info.</p>	Andrea - liaise with Kathy

Next Meeting: 22/3/21 9:00 am in the staff room.