**Dianella Primary College P&C Meeting Date 05/08/2021**

**General Meeting and Annual General meeting Next General Meeting TBA**

**Present: Alex-Ann Hughes,Siew Lian Ong,Sasha Perrine,Maxine Potgieter,Anthony Middleton,Melissa Ozich,Rose Hsieh,Suet Ley Ng, Sana Zahid Khan, Ruby**

**Apologies: Maryann Henwood, Cailey D’Andrea**

1. **Previous Minutes:** 
   1. **5th of May:** Accepted as true and correct by Anthony, seconded by Irin.
   2. **9th of June:** Accepted as true and correct by Anthony, seconded by Rose.
2. **Audit Update:**
   1. Melissa and Anthony met the auditor before July holidays. The Independent review for our accounts was prepared by the auditor we hired. Review exhibits an unrecorded deposit of 89 dollars and some outstanding checks and consequently, we had to reissue a $4000 check since it was missing. We had to cancel the previous check and reissue it with a cancelling fee of 15 dollar. Couple items not recorded in the cash book.
   2. Closing bank balance of 25,142.44 as of 15th of December 2020
   3. Review has been completed therefore, any financial transactions made this year will be covered in the next audit report.
   4. Independent Reviewers report 2018, 2019, 2020 approved by Melissa and seconded by Anthony
3. **Treasurers Report:**
4. 12 March 2020: When accounts were balanced, treasurer figured that the bank missed one deposit of 3.40 dollars from 12 march. Bank will return that money to our account.
5. The money deposited on 30/04/2021 was short of $55.95. Nothing can be done about it now.
6. Discussed how to improve the banking procedure to avoid any discrepancies next time. Need to write down how many of each coins we are depositing so we can cross check when putting in the machine.
7. Some measures discussed to prevent discrepancies from happening in the future:
   1. Next time fill out the deposit slip at school and take it along with the deposit.
   2. Anthony suggested two people count and put in envelop with amount written on top. Must confirm with the teller that the money given is the amount they have counted. This will help get rid of any confusions and money lost.
8. Rose says that all machines and procedures are different at all banks.
9. Alex suggested to order a pre-printed writing pad for a record of how many coins of each type
10. 27/05/2021 we have $16 extra.
11. Changed the bank account type from old account name to a new one to get internet banking abilities. Two signatories will have to be present at the time of deposit
12. **Future fundraising opportunities:**
    1. We have Pyjama day coming up with the Faction Sports Carnival for more fund raising.
13. **Community Food Feast:**
    1. Potentially moving the food feast to the last term, although we can run into potential lockdowns, this term is pretty busy with the sports carnival where we will ask parents to donate.
    2. Is there a suitable date Anthony? Thursday with early close the best option- 4th of November. All good with 4th of November. Or 28th of October.
    3. Simona from Elementi cooking still on standby for the event. We will confirm with her if she is available for 4th, if not we will suggest 28th.
    4. Do we need to talk to the parent reps for the change of date? Melissa will contact them.
    5. Do we do another reprint run of these booklets?
       1. Reprint the forms to send to the parents. Need to update the dates on the forms.
14. **Faction Athletics Carnival:**
15. Raffle at the event:
    1. Ticket price $1 each. Decided to send pre-sale forms home and also sell at the event.

**Raffle Prizes**:

* + 1. $50 from Catalanos
    2. Family pass to Rottnest
    3. $50 Pimlott and Strand hamper
    4. $200 from big w to spend to get a sports pack togerhet to give away - we get to decide what to get (bikes, junior boxing sets, big games table like soccer, or get different types of balls, or dart boards yoga mat, yoga equipment
    5. 4 free passes to Landsdale farm

1. Food Donations:
   1. Sana will prepare flyer to send home which will give suggestions to parents to provide finger foods, snacks, preferably home-made stuff for selling at the P&C stall.
   2. Sending raffle tickets home along with a note telling them they need to put a food label on it.
2. Do we want to incorporate fathers day with the sports carnival? Anthonys query
3. No preorder lunches – need to mention on flyer going home to inform the that lunches need to be sent from home on the day of the carnival.
4. What types of drinks to be sold at the event: Water, icy poles, juices.
5. **Role of Parent Class Reps:** help promote food items at the P&C stall. Melissa will approach.
6. **Chicken Coop:**
7. In the Parent Rep meeting Jasmine suggested that her dad can lay a slab of concrete for the chicken coop to get going, need to approach her or her dad for this.
8. If it could happen before the sports carnival? What is the ideal location? – Will check for his availability.
9. Adam (Micah’s dad) said he will be happy to help out with laying the concrete.
10. Anthony will get Jasmina’s dad’s contact and talk to him regarding this.
11. We aren’t in the position to have a meeting before the Faction Athletics Carnival. So do we agree to put the money forward to get the slab laid by Jasmina’s dad. – Agreed to have her dad present a quote and then decide.
12. Melissa motions that PNC is happy to pay for the materials for laying the concrete for the chicken coop. Jasmina’s dad will provide free labour. Sana seconds.

Meeting Ended at 2:30 PM