**Dianella Primary College P&C Meeting Date 20/04/2021**

**General Meeting and Annual General meeting Next General Meeting 28/04/2021**

**Present: Melissa Ozich, Sana Zahid Khan, Mayann Henwood, Cailey D’Andrea, Suet Ley Ng, Irin Ong, Sasha Perrine, Maxine Potgieter, Adrian Gebregershish, Anthony Middleton, Alex-Ann Hughes, Fernanda Braga, Chia-Yi (Rose) Hsieh**

**Apologies: none.**

1. **Previous minutes** – accepted as true and correct. Motioned Maxine, second Anthony.
2. **Treasurers report –** Audit of previous 3 years books in process, delays, unable to complete before today. Verbal communication that they are generally ok, all seems to be in order. All money in and out seems to have been accounted for. Defer official audit statement until next general meeting, this has been ok’d by WACSSO.  
   Bank statement received yesterday. Only money pending/invoice awaiting is security guard payment for movie night.

Balga Friday market have made $1000 donation, talk of public acknowledgement.

Opening balance $17, 863.57 Closing balance $15,710.34

Movie night - we need to pay back a certain amount to the city of Stirling, the mount is about $500/600, Melissa is in the process of compiling the acquittal to present to the city and provide proof of event. Suggestion made to suggest to the city what we might do with the money we need to pay back, it is possible they may donate it back to us.

Dance til you drop invoice was paid last financial year.

Due to receive WACSO annual fee, aprox $560

Pre committed to pay the entertainment for 2021 school disco, aprox $500

1. **Communication strategy moving forward.** Trying to work out the most effective and economical way of communicating with our parent body. Flyers home, small flyers, posters around the school - all these documents to create is fairly wasteful and time consuming when it doesn’t come naturally to everyone on the P&C. Other times we have diverted the task to the office, for example MailChimp, not ideal as the staff are busy enough.

Subscription database to mail chimp, only 56 subscribed. 5 are staff, 1 is child health rep, 1 is from another schools P&C, another 10 or so are P&C members. Only generated 8 new subscribers from open night.

Melissa has talked to Anthony about a P&C blog page - concern as with free dress day the flyers didn’t get handed out, its became obvious that not everyone saw the announcement of free dress day on the blog.

1. **Anthony - School Connect program launch**. In the event of school having to transition to learn from home Connect is the platform for the school to connect to parents and deliver online education. School has made all staff involved in training for this, in the future there will have to be parent workshops to educate about using the platform. P&C happenings would have to be provided to the school to be broadcast on the Connect platform. Delivered via app or website. Weekly workshops for staff are in progress, hopefully by week 5 all staff will be ready to deliver content via this platform. Parent workshops for education about the platform slated for this term, Anthony wants to wait until every teacher has something to add to the platform before starting parent workshops. Anthony sees this as an opportunity for the P&C to deliver communication. Melissa asks what the expectation for uptake of this platform will be… in the event of having to go to remote learning, uptake will have to be 100%. Concern about language barriers with this app, its an education department creation. Apparently no option to choose your native language in this app. Anthony suggests end of term before P&C can start communicating effectively through this platform. Anthony has made this a priority as we never know if or when we may have to transition to at home learning (in a covid-like event) again.
2. **Open night findings.** Subscribers to mail chimp - 8 new. No feedback to visual event planner

Arabic translator was in attendance, found to be disappointing, he did not understand the concept of the P&C, he was not really an advocate for the P&C. Is there any option to hand pick specific translators? Not as such, it comes down to who is available, but we have in the past been able to request specific translators, again it comes down to who is available. Ideally we engage someone who is a member of the P&C who is multi lingual. Sana has approached a number of people for this purpose and had no luck. Document translation really only available via google translate. Melissa talks about Anthony asking very specific parents who he knows belong to different language groups to join the P&C for this purpose. Sana suggests it may be an idea for this to come from the teachers..? Talk of a session making this request via the connect app? Cailey suggests the biggest factor in communication will be “champions” and relationships. Suggestion for parent champion/representative for each class - Anthony mentions that we have previously asked and no has really wanted to put their hand up. Anthony is willing.. Maryann talked about how their parent rep (at a different school her children went to) distributed information via email, the kinds of information distributed. What do we want the parent rep to do…? The P&C would ideally like the rep to attend P&C meetings. Person to come to the meetings who has relationships with the classroom parents, as parent champion we want you to have conversations, remind everyone about events coming up.. “community engagement officers”.. conversation with teachers to identify who those parents might be in each year group.. Anthony happy to do this. Harmony lunch for example, each parent champion responsibility would be to get support and advocate for the event, “this is the purpose of the event”… Anthony will speak to teachers today.

1. **Harmony lunch last year**, well attended, successful event. Date to be set at next general meeting.
2. **7th May morning tea** to introduce the parent champions, Cailey suggests using this date as the next general meeting, with the invitation for the champions to stay and discuss their role. Show of hands that around 8 people can attend and help with this event.
3. **May/June read-athon**.. date..discussion about National simultaneous story time. The book will be read from space! Wednesday 19 May. No conclusion regarding Read-a-thon.
4. **Goal setting for P&C spend -** Pre primary playground Labour promise - yet to follow up with them, $30,000 promised. $100,000 recently spent on nature playground – discussion around whether we put this towards something for the pre-primaries or the whole school. Would P&C would like to commit to a goal?

Anthony feedback about dance program, very positive, wants to roll out to whole school. Figures needed, P&C happy in theory to fund pending figures.

Chicken coop? Chicken champion would be needed, teacher. Sponsorship from Bunnings suggested.

1. **Sponsorship and donations -** Thanks to Balga Friday market - they contribute every year, we must talk about them more and acknowledge to wider community. Goal is to have 3-4 business support the P&C each year. Thank publicly adventure world, Pimlot on Strand, Catalanos, Big W Mirrabooka, Sealink Rottnest . Creation of sponsorship officer position?
2. **School board, Anthony**. Joint board across our 3 schools. Parent reps, staff, community members like Amber Jade Sanderson etc. In process of looking for new primary school rep from parent body. Anthony keen for more than 1 person. P&C member is welcome to nominate. Meet once per term, generally Wednesday 4pm,then if needed a second meeting in term 1. There should be communication between the board and P&C, ideally those people also attend P&C meetings or otherwise communicate to P&C.
3. **ANNUAL GENERAL MEETING**Election of office bearers. Thanks to current execs especially Maxine and Rose and everyone else with tasks like flyer creation and money counting etc. Anthony thanks Melissa for stepping in as VP, Maxine and Rose and executive commit members, 2020 was a challenging year, yet we still managed some lovely events like the multicultural lunch, movie night – it was successful year despite challenges. Progress from P&C in the last year was significant.

President – Melissa Ozich nominates - no other nominations. Cailey seconds  
Vice President – Maxine Potgieter nominates - no other nominations. Cailey seconds  
Treasurer - as per Melissa, Rose Hsieh is happy to renominate if there are no other nominations. Cailey suggests shared role. Shelley Ley Ng nominates as assistant treasurer. Cailey seconds.  
Sana Zahid Khan nominates for secretary, Sasha Perrine nominates for assistant secretary. Cailey seconds.  
Executive members – Alex-Ann Hughes, Maryann Henwood, Irin Ong nominate. Cailey seconds

All executive members in attendance paid their yearly fees today. Official date for handover of roles is today, 20/04/2021.

Thanks all.

**Next general meet set for Wednesday 28th April 2021. 1:30pm**