Dianella Primary College P&C Meeting Date 22/02/21

General Meeting - Minutes Next general meeting TBC

Present: Mandy Man Le (observing)

 Irin Ong, Alex-Ann Hughes, Pari, Ruby Nadeem, Melissa Ozich, Anthony Middleton. Apologies: Rose, Maxine, Sana, Michelle, Mary-Ann, Melissa S, Giang, Shelley, Sasha

1. Previous Minutes Accepted as true and correct – motioned Anthony, 2nd Irin.

1. Treasurer’s Report – audit completed and volunteers grant leftover to be spent (pie warmer/other?) Auditor has yet to complete the audit. The actual audit will be presented at the AGM, however if anything needs addressing prior to the AGM this committee will need to address it. Carried over to the next meeting.

\*Additional item added here regarding remaining amount of the volunteer’s grant still needing to be spent – remaining $1138.38. Suggestion of chairs for the undercover area is not viable due to the lack of storage available, therefore some quotes have been received for the purchase of a new pie-warmer (making a total of two in the canteen which is required at bigger events like the sports carnival day). Quote ranging from $773-914 – assuming style/size differences.

Motion that we give the go ahead to Ros to order the largest available and to spend the remainder on a smaller appliance as the money needs to be spent asap. Motioned Alex, 2nd

Irin.

1. AGM Date set for April 20th – 9am in the Hall.

Keep as it is – financial year is 1st Jan-31st Dec, have AGM before end April – new committee begins in second term. No changes to our financial year and the change for committee to continue for the full duration of first term still works within the constitution rules as our AGM needs to be held by the end of April. So no paperwork needing to be done. Notices of the date have been posted on social media and on posters around the school entries along with the Kindy notice board. An official AGM agenda will be circulated and advertised prior to the meeting.

1. Strategic Plan for the Year

Bearing in mind Anthony’s suggestion of 1 small event per term and 2 large events per year. Also reviewing Cailey’s workshop late last year looking at all the feedback.

 March 9th Free Dress Day (gold coin) March 26th Movie Night

 March 30th Open Night

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 April 20th AGM – potential changes in committee executive

 May/June Read-a-thon (sponsorship)

 End Term 2 Harmony Lunch and Cultural Celebration Day

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 July 30th PJ Day (gold coin)

 Sept 3rd Faction Carnival (Father’s Day weekend)

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 Oct/Nov Spell-a-thon or Math-a-thon or Lap-a-thon (sponsorship)

 Oct/Nov Crazy Hair Day (gold coin)

This plan has been compiled by Melissa O with the intention of giving the current committee a view of a plan for the entire year, most importantly with the events for this term. But also works to give a potentially fresh committee a clear goal/pathway forward for the rest of the year. We will present this formally at the AGM with the remainder of the dates in place. Was there any concerns or feedback from the committee? All Ok with plan – happy to not have overly taxing jobs to do in between major events. We can use that time to really plan the major events well.

Question of Colour Run not being involved this year – concerns have been raised regarding environmental impact of all the rubbish and powder itself, also reward for effort in terms of giving 40% of raised funds to colour run.

* Fundraising Point of View - If self-run we can keep cost low with gold coin option and still make similar profit to what we did for the Colour Run last year seeing as though there is not a lot of sponsor support from homes.
* Child experience Point of View - If we felt that a similar messy/fun event was missing from the school experience we can look at committing to the lap-a-thon in term 4 and incorporating a water element if weather suits or potential plans for a father’s day activity at the sports carnival might work to fill that gap.

Further explanation of the Read-a-thon for example of the “thon” type events – where sponsorship is recorded/collected based on how many books the child reads over a period of time (maybe 2 weeks) from family members or friends. These events are run “in classroom” simply promoted and advertised by the P&C and obviously the collating/counting of the money. They work to bring greater connection to school/teachers/parents – gets the family involved in talking to their child about reading, maths, spelling whatever it may be with the fun challenge around it.

As per Cailey’s brainstorming day/findings – just because something might be shelved for a while doesn’t mean they can’t be revisited at another time. All in agreeance.

5. Year Six Classes and The Wish Group

Ability for year 6s to raise money for the camp to enhance experience and for the Wish Group dinner and camp experiences.

Allowing the Yr 6 and the Wish Group to take ownership/management of the Disco (spitting profits as they see fit).

- Proposal for P&C to provide the entertainment for the night (paid for) This has been discussed with Anthony, Ros and the Year 6 teachers – everyone happy with this arrangement. Offloads one major event for the P&C but contributing to the entertainment would be a great way to take some of that work load off the teachers and give them a bit more of a back seat management of the event. Date of event TBC. Motion that we hand over this event to the Wish Group and Year 6s and that we contribute approximately $500 towards the booking of an entertainer for the event. Motioned Pari, 2nd

Irin.

Yr 6s to continue with their planned small fundraisers: Pizza Day, Icy Pole sales and Colours for the Faction Carnival The year 6 teachers are keen to continue these small cash activities and find themselves suitably placed to run these things. Of course the P&C still has to collate this money and bank on a regular basis which is not hard if kept regular – maybe once a week/two weeks.

Yr 6s to continue to own/manage Containers for Change

Containers for change is co-ordinated by the year 5s with the knowledge that those funds go towards their camp the following year when in yr 6. This began last year and according to City of Stirling we are the school with the highest contribution! A small portion of the funds also allocated to the winning class for best contribution total. Previous class winners went ice-skating and a pizza day.

1. Communication Strategy

Continue to promote and build the subscription to mailchimp or alternative? Implement the P&C Blog page on our part of the school website Linking the Blog posts directly to Facebook or other app?

Goal? To be able to have more than one person be able to implement these posts – share the workload. Explanation that Anthony is happy to set up our own P&C blog page on the website with the ability to copy those posts straight to facebook (the school facebook). Mel O requested someone else to volunteer to be part of this advertising team to know how to login and create these blogs – currently only Sana and Mel O – Alex volunteered. The three to organise a time with Anthony/Rudy to go through this process. Goal? Do all parents receive the information? Being able to talk directly to parents via an app would be ideal for things like asking for specific parent help for events or organising donations for food stalls etc.

Or do we still need to rely on flyers sent home? Anthony communicated that the staff and school have committed to implement the Connect system within the school (the education department created system allowing for communication home to parents and school work to be sent home and for completed work to be uploaded etc.). The need is there to be “future proof” with any further requirements for learn from home scenarios – with Covid restrictions and so on. Also provides a good way to monitor who is engaging with the school and who isn’t as far as parent communication goes. The P&C will be able to send out information via this program – the actual workflow for that will be confirmed later in the term ready for term 2. This will be a major agenda item for the AGM – the workflow parameters for this and what access we would have.

1. Sponsorship and Donations

Goal? To have 3 or 4 key sponsors that will hopefully continue to support the P&C from year to year. Anthony has agreed to allow us to pursue ongoing sponsorship for the P&C – providing a co-ordinated document/proposal draw up – Mel O to create and work on following example provided on the WACSSO website. Allowing parents of businesses to have first options perhaps – or for businesses/companies they work for to have the option too. Clear parameters to be set for advertising arrangements like website links, advertising at events etc. Real estate companies mentioned as possibly good to approach for this type of sponsorship.

Anthony’s findings with Mirrabooka Square. Email has been sent waiting on feedback. Separate to individual donations – these can be sought after for specific events or purpose – such as the Holiday/Easter Raffle. Still available to us on an individual event basis.

1. Movie Night – 26th March

Logistics: Sprinklers to be turned off, 240V power for projection and truck access, toilet signage, P&C signage and City of Stirling signage, entry/exit signage.

* + HIRE ITEMS: 3 X LIGHTING TOWERS Alex researching
	+ SECURITY GUARD Anthony researching

Food? We can use grant to buy items to give away (ice creams, popcorn). Alex researching a bulk buy or sponsorship option from local cinemas perhaps – new Hoyts opening in Karrinyup – maybe interested to advertise that in the process. Perhaps a company hired to facilitate the distribution of (caterers perhaps) if we have to buy them. Do we want to make money somehow? Raffle or maybe leave this to Open Night Whatever decision being mindful of all being able to enjoy in the family night together and not have the heavy workload.

Involvement? Who will be attending from the committee.

Tickets have been provided in PDF for us to print and distribute – pre purchase only so we know numbers beforehand. Patrons enter with their tickets - no ticket, no entry. Pricing at $9 per ticket – outgoing we need to pay is $2.70 per ticket to Rural Cinema ie. 30%. Reminder there is $4000 to spend on this event – what we don’t spend in ticket percentage can be used on lighting, security and food etc. A need to know ticket numbers so we know how much money we have left. Need to have a flyer send home with invitation to attend and how many tickets required for each family really needs to be going home by the end of this week. Anthony can arrange a flyer to be designed by the students if we wish – Mel O to forward the usable image for them to use. Reminder to bring mosquito repellent as on the oval. Chairs, picnic rugs, picnic dinner if you wish, bean bags etc all ok. Doors opening 6pm with movie beginning at 7pm. Run time 96mins. Probably a staff member happy to sell raffle tickets if we would like on the door so we don’t have to bother with that.

1. Open Night – 30th March

Opportunity to talk to parents, have a P&C table set up – who are we etc. Subscribe to our email list. Set up near the junior dance – initiative we supported and signage to show.

School IPADs set and ready for subscriptions if continuing with that

Willing to be involved? Faces of the P&C committee active members

 Fundraising opportunity? Raffle or selling something to take home – bake sale? Preserves?

 Planned timing is 5-6pm with the dance performance to be at 6pm in the undercover area. Anthony suggests for us to set up on the basketball court or near the staffroom for to capture passing traffic rather than in the undercover area. Raffle is ok to do if we wish to. Refrain from offering free sausage sizzle etc as last time it was felt that’s what the parents came for rather than getting to the classrooms. Further discussion required at next meeting or on chat regarding final commitment here.

\*Additional discussion point regarding school banking – Mel O to follow up with Ros.

Potential to be offered every week if Amanda keen to return sharing alternate weeks with Alex. Maybe the promotion of the prizes to be won by the kids for saving money and the profit that goes towards the P&C. Instructions on how to apply for a Commbank account.

Meeting Closed 1025am – next meeting TBC