

**TEMPLATE FOR MEETING**  
**Dianella Primary College P&C Association**  
**Minutes of General Meeting**

**DATE: 21/8/2020**



ITEMS	ACTION (NAMES)
<b>HELD</b> – Dianella Primary College Hall Kitchen	
<b>MEETING OPENED - 1pm</b>	
<p><b>ATTENDANCE –</b>            Ros Price            Siew Ong            Suet Ley Ng            Rudy Fonseca            Cailey D’Andrea            Melissa Ozich            Anthony Middleton            Rose Hsieh            Alex Anne Hughes            Maxine Potgieter            Sana Zahid Khan</p> <p><b>APOLOGIES –</b>            Melissa Seedy-Dittrich            Michelle Walker            Maryann Henwood</p> <p><b>ABSENT-</b>            Kalthum Zaindien</p>	
<p><b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING –</b></p> <p>Bop Till you Drop, P&amp;C to share half the cost. Confirmed as \$900 to be paid by the school \$900 to be paid by P&amp;C, with a cost of \$7.50 per student for the term. Motioned by Ros, seconded by Maxine. Sana volunteered to create promo material with Rudy.</p>	Sana
<p><b>PRINCIPALS REPORT –</b></p> <p>N/A today.</p>	
<p><b>TREASURERS REPORT –</b></p> <p>Funds going forward: \$15,480 closing balance to June. This includes the volunteers grants and Year 6 fundraising monies, bringing an available balance to \$13,538.29.            Paid to date Aussie of the month - \$751 remains unspent. This money will be re-allocated to book awards, passed by majority vote. (Regardless of whether the P&amp;C funds the book awards, they will continue. School is able to fund them)</p> <p>Year 6 Camp. Discussion about ownership of responsibility of fundraising, whether or not to do a Bunnings event. Anthony would like to see more commitment from year 6 parents for camp fundraising, discussion re changing the culture around this, action to be taken next year. Cailey suggested term4 this year would be an ideal time to “catch” year 5 group parents to encourage them to utilise the Saver Plus program which may be used towards the cost of camp.            Communications needs to be had with year 6 parents about the costs of camp to see how much the P&amp;C will contribute. P&amp;C WILL contribute this year, question about the amount. Correspondence to be sent to year 6 parents with breakdown of costs for camp, survey asking about costs they can contribute, to establish figures to vote on how much P&amp;C will contribute.</p>	Anthony

<p><b>CORRESPONDENCE IN –</b></p> <p>Colour Run confirmation of booking and important dates. Discussion re online fundraising activation, Maxine to action.</p>	<p>Maxine</p>
<p><b>CORRESPONDENCE OUT –</b></p> <p>Order form and food request for faction carnival to parents.</p>	<p>Sana</p>
<p><b>GENERAL BUSINESS –</b></p> <p>No Morning teas the next 2 fortnights, next morning tea will be Sept 23, 10am.</p> <p>Father’s day opening of nature play area, BYO afternoon tea. Black Friday group will run father’s day stall, items for sale benefit them. Alex and Melissa O to be present to represent P&amp;C and possibly hand out P&amp;C literature if there is any suitable, probably not enough time to generate new.</p> <p>School banking – still no volunteer to take money in at school and bank it the same day – needs to be the same person. Job required 15-20 minutes in the morning then doing the physical banking. Alex will consider availability for the position.</p> <p>Parking situation – CoS came out on a Monday and advised there wasn’t enough of a problem to warrant intervention by the city.</p>	
<p><b>FUNDRAISING –</b></p> <p>Faction carnival. Lunches to be catered by advanced order through Subway and Premier Pies. Parents will be asked to donate food for the P&amp;C stall, students and adults will be able to buy from the stall throughout the day. Correspondence including food order forms, to be created and distributed by September 1<sup>st</sup>, to be returned by September 7<sup>th</sup> – Sana to action. No recess that day, 40 min lunch break. Rotating “staff” roster for food stall may be required. P&amp;C will not utilise Slushy fundraising. Discussion re sourcing saleable food and drink items from Costco, Maxine and Rose to scout. Other options for hot drinks discussed: chai and green tea. Weather will dictate if event goes ahead.</p> <p>Volunteers confirmed available for help on Faction Carnival day:</p> <p>Maxine Rose Alex Michelle Maryanne Melissa O and hubby Siew Sana</p> <p>Ros Mentioned that the IGA on Honeywell in Mirrabooka/Koondoola (?) gives out a number of \$200 vouchers at the beginning of the year to P&amp;C’s.</p>	<p>Sana</p> <p>Maxine &amp; Rose</p>
<p><b>GROUNDS BUSINESS –</b></p>	
<p><b>NEXT MEETING –</b></p> <p>September 17 12:30pm.</p> <p><b>Addendum – new, additional meeting called for September 7<sup>th</sup> 1:00pm</b></p>	

**MEETING CLOSED – 2:30PM.**