

# Mimosa Public School P&C Association INC

**ABN 982 422 096**



## General Monthly Meeting Minutes

**Meeting date: Tuesday 9<sup>th</sup> April 2019**

<b>Attendees:</b>	Matthew Fuller (MF), Shelley Davidson (SD), Gretta Eastmead (GE), Cat Haines (CH), Emma McNeilly (EM), Marc Cottee (MC), Simon Hopkins (SH), Helene Van De Merwe (HM), Laith Farouqi (LF), Louise Eadie (LE) by phone
<b>Apologies:</b>	Fiona Smith (FS), Stuart Patch (SP), Amy Eaton (AE), Amanda Clark (AC), Janelle Jordan (JJ)

<b>Attachments</b>	Principals Report 9 <sup>th</sup> April 2019  Canteen Report – April 2019  Fundraising Presentation – April 2019  Social & Fundraising Report – April 2019
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Item	Information discussed	By whom	Actions required	By whom
<b>Opening</b>	Meeting called to order at 8.08PM Attendance and apologies recorded. Welcome to new member Laith Farouqi (child in Kindy)	GE	N/A	
<b>Minutes</b>	<b>Motion:</b> Minutes from 12/03/2019 Accepted: EM   Seconded: CH	GE	N/A	
<b>Reports-Q&amp;A</b>	<b>Principal</b> <ul style="list-style-type: none"><li>- As per Principal report (Attached)</li><li>- Discussion following from Fundraising Workshop – include staff development initiatives, school kitchen project as part of Wish List 2019</li><li>- Discussion on Term 2 (T2) Voluntary P&amp;C contributions</li></ul>	MF	Matthew, Cat and Emma to meet and discuss Wish List 2019 and present back at next meeting.	MF, CH, EM  SH, SD



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	<ul style="list-style-type: none"> <li>- Computer needs anti - virus software – P&amp;C purchased computer – ok for Helene to purchase and will be reimbursed.</li> <li>- Old records - folders in the uniform shop</li> </ul>		<p>Contact Anthony Clarke for advice</p> <p>Shelley will confirm if it is 7 years to keep records.</p>	<p>HVM</p> <p>SD</p>
	<p><b>Social &amp; Fundraising</b></p> <ul style="list-style-type: none"> <li>- As per S&amp;F report (Attached)</li> <li>- 50th Anniversary planning – teachers have been identified, will meet early term 2 and work out a plan and engage school community and alumni</li> <li>- Friday 12th April – Belrose Hotel 7.30pm – Marc to get pull up banner and mic – Leith to help with set up laptop for screening Emma's slides</li> <li>- Movie night – marketing for film – Brian Fairweather of Ray White Killarney Heights supplying screen – possible date in early December</li> </ul>	MC	Provide contact details for Brian Fairweather of Ray White Killarney Heights. (completed)	GE
<b>Agenda items placed on notice</b>	<b>P&amp;C contributions to the school – how it works</b> – covered in Principals address	CH	N/A	
	<p><b>Uniform shop – price increase to cover paid position</b></p> <ul style="list-style-type: none"> <li>- comparing costs of other schools to raise prices to break even – we need to raise extra \$6 - 10,000 pa</li> <li>- What are the margins for each product?</li> <li>- Consider promoting high margin items non-compulsory items.</li> <li>- Leith - proposed an option to pay extra to get labels put in to garments.</li> </ul>	SD	Uniform shop treasurer, Charlene Potgeiter, will do an analysis and report back	SD
	<p><b>Veggie patch / school garden project</b></p> <ul style="list-style-type: none"> <li>– Mrs Wardle and Louise Eadie have started a Kitchen Garden. In the last 4 weeks, kids have been doing gardening at lunchtime on Friday. They have weeded the garden and is ready for planting seedlings</li> <li>– More kids are turning up through word of mouth</li> <li>– We have an opportunity to build on this enthusiasm</li> <li>– Benefits: spreading a healthy living message, things to do at lunchtime helps with social issues and gives direction and purpose,</li> <li>– Need volunteer parents for logistics - 1 adult – 15 kids is workable</li> </ul>		<p>Send research info on Stephanie Alexander Kitchen Garden program</p> <p>MC to provide contact details for Peter Rutherford (Kimbriki Tip) LE to understand how best to teach kids on gardening and where can this project can take us.</p>	<p>EM</p> <p>LE</p>

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	<ul style="list-style-type: none"> <li>Expertise from Peter Rutherford – Kimbriki Tip – Help teach kids how to garden – garden beds – where can this take us?</li> <li>Connection with the school curriculum to meet education outcomes ie. links to science and maths, leadership and communication. Teachers to be trained?</li> </ul>		Prepare a proposal to outline the objective of the project, benefits to school, resources required to be presented at the next meeting.	LE
<b>Business arising from last meeting or carried over</b>	<b>Adopting Audited Financial Statements</b> <ul style="list-style-type: none"> <li>Treasurer indicates the audited reports may be available for the next P&amp;C meeting - to be carried over to next meeting</li> </ul>	SD		
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>Commbiz tokens distributed to new executive committee members SH, CH</li> </ul>	GE	N/A	
<b>General business</b>	<b>Waste management and Recycling Bins</b> <ul style="list-style-type: none"> <li>kids gather containers and Emma Friedlein takes them home</li> <li>School pays for recycling bins (school does composting, but not bottle recycling)</li> <li>Exploring see through bins (Perspex) so kids can see kids do paper, Kids will need to do plastic recycling.</li> <li>Council does not provide waste removal.</li> <li>Discussed if P&amp;C can purchase more plastic recycling bins</li> <li>Getting bins is ok but we need a plan in place - investigate what other schools are doing.</li> <li>Part of a broader appetite to do more around recycling, sustainable living initiatives eg. Council audit, Nude food day</li> </ul>	EM	Get prices and investigate and report back	MF
<b>Business carried over to next meeting</b>	<b>Adopting Audited Financial Statements</b>	SD		
	<b>P&amp;C Knowledge Management</b> <ul style="list-style-type: none"> <li>Archiving google drive documents (USB obtained from former Secretary)</li> <li>P&amp;C files can be housed on the mimosa school website <a href="https://mimosa-p.schools.nsw.gov.au/">https://mimosa-p.schools.nsw.gov.au/</a></li> <li>Files emailed to Jodie (Office) who will upload it</li> <li>Meets P&amp;C requirement for having communication accessible for parent community</li> </ul>	GE	Research and recommend best knowledge management solution – Mimosa School website or P&C Association sharepoint site.	GE, SH

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	- Another option is for files to be housed on P&C Association NSW sharepoint site – investigations are underway			
<b>Closing</b>	Meeting closed 10:42pm Next meeting Tuesday 14 <sup>th</sup> May 2019 @ 7.30pm Agenda items and written reports to be submitted by COB Tuesday 30 <sup>th</sup> April 2019.	GE		