

# Mimosa Public School P&C Association INC

**ABN 982 422 096**



## General Monthly Meeting Minutes

**Meeting date: Tuesday 14<sup>th</sup> May 2019**

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

|                    |   |  |
|--------------------|---|--|
| <b>Attachments</b> | Principals Report - 14 <sup>th</sup> May 2019<br>Social & Fundraising Report – May 2019 | Uniform Shop Report - May 2019<br>Mimosa Kitchen Garden Proposal |
|--------------------|---|--|

| Item                   | Information discussed  | By whom | Actions required   | By whom |
|------------------------|--|---------|--|---------|
| <b>Opening</b>         | Meeting called to order at 7.34pm<br>Attendance and apologies recorded.<br>Welcome to Fiona Smith, Acting Principal                    | CH      | N/A  |         |
| <b>Minutes</b>         | <b>Motion:</b> Minutes from 09/04/2019<br>Accepted: CH   Seconded: EM  | CH      | N/A  |         |
| <b>Reports-Q&amp;A</b> | <b>Principal</b><br>- As per Principal report (Attached)   | FS      | N/A  |         |
|                        | <b>President</b><br><ul style="list-style-type: none"><li>Fundraising meeting insights and energy around what we want to do.</li></ul> | CH      | <ul style="list-style-type: none"><li>Communication to be prepared for school community to say thank you to everyone for their feedback from</li></ul> | EM, SD  |

| Item | Information discussed   | By whom | Actions required   | By whom                       |
|------|---|---------|--|-------------------------------|
|      | <ul style="list-style-type: none"> <li>Wish List meeting. Agreed 3 priorities:               <ol style="list-style-type: none"> <li>Improving school facilities – shade sail \$28,000, Guided reading tables \$6</li> <li>Professional development – Code to make \$20K,</li> <li>Environmental initiatives - Veggie Patch \$6K (include Emma's email) \$60k estimated to commit funds</li> </ol> </li> <li>Congratulations to Matthew and Fiona in taking the role</li> </ul>  |         | school survey, here are the wish list items  |                               |
|      | <p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>Combined income up \$12k</li> <li>Commbiz access</li> <li>Setting goal – band, canteen, uniform to break even – Eran doing analysis raising prices</li> <li>School targeting communication to parents who are late with their fees – Fiona to follow up with Libby. Has the school considered direct debit option? What is the reason for late payment?</li> <li>Charlene has done analysis – uniform committee will consider the price increases and Helene will come back with proposed price changes and provide in updated report</li> <li>Accounts have been lodged with ASIC but not been reviewed – 1st Oct – 30th Sept FY</li> <li>BAS has been lodged, Super paid</li> <li>Voluntary P&amp;C funds from school fees</li> <li>Shelley to speak to Fiona regarding best way to transfer</li> <li><b>Propose a motion:</b> Shelley – transfer the agreed \$54k (not including \$6k for garden) in P&amp;C to school now to be spent on the agreed wish list items subject to parent contributions included from 2018</li> </ul> <p>Seconded: Emma</p> <p>Agreed by all</p> | SD      | <ul style="list-style-type: none"> <li>Follow up Audit report with former Treasurer, Stuart Patch</li> <li>Find a new CPA accountant to review the accounts on an ongoing basis</li> <li>Transfer the agreed \$54k (not including \$6k for garden) in P&amp;C to school now to be spent on the agreed wish list items</li> </ul> | <p>SD</p> <p>SD</p> <p>SD</p> |
|      | <p><b>Band committee</b></p> <ul style="list-style-type: none"> <li>Outstanding fees – email reminders using personal email</li> <li>State Election raised \$3k</li> <li>Federal Election – requests for cakes for whole school, volunteers, coffee van</li> <li>Training band intensive weekend – 1<sup>st</sup> June</li> <li>Performances stage and intermediate</li> </ul>  | AC      | N/A  |                               |

| Item                                 | Information discussed   | By whom | Actions required  | By whom                      |
|--------------------------------------|---|---------|---|------------------------------|
|                                      | <b>Canteen committee</b> <ul style="list-style-type: none"> <li>Slushie machine keeps breaking</li> <li>Less sales this year</li> <li>Survey on what parents would like Survey Monkey</li> </ul>  | AE      | <ul style="list-style-type: none"> <li>Connect with EM for volunteer names from 'Just one thing' to set up a survey to gather feedback from parents on ideas to generate more sales eg. special food days (Zoe Topham, Emma M)</li> </ul>   | AE                           |
|                                      | <b>Uniform shop committee</b> <ul style="list-style-type: none"> <li>Survey out today- how many girls are interested in wearing the pants option, voting then will go with, order ready for winter</li> <li>Next meeting indicate how many girls are interested</li> <li>WiFi not working correctly – Anthony and Greg (Tech support officer) have been talking to Dept of Ed – can't access Sassu and Flexischools – Options to reconfigure the computer or recommended to buy a sim card with data and wifi hub \$50 - \$100</li> <li>2 computers located in the uniform shop</li> </ul>  | DM      | <ul style="list-style-type: none"> <li>Obtain cost to reconfigure computer from Greg and Shelley's husband. Emma has an interim solution if required</li> <li>Share at next meeting proposed price increases</li> </ul>   | HVM                          |
|                                      | <b>Social &amp; Fundraising</b> <ul style="list-style-type: none"> <li>as per report attached</li> <li>Amanda Zanchi - Newsletter acknowledgement and Fiona and Facebook thank you</li> <li>Fiona to contact Mathew about viability of hosting Organic Markets Sunday at Mimosa grounds</li> </ul>  | MC      | N/A   |                              |
| <b>Agenda items placed on notice</b> | N/A   | CH      | N/A   |                              |
|                                      | <b>Mimosa Kitchen Garden Project</b> <ul style="list-style-type: none"> <li>As per attached proposal</li> <li>5 options proposed</li> <li>Step 1: Recommend a sub-committee needs to be formed with just one thing members and staff members (curriculum science, health &amp; wellbeing, Marc P&amp;C, Lou to lead, Yates grant – Shawn Addison</li> <li>Step 2: Decide options eg. engage consultant</li> <li>Step 3: Bunnings have a budget which they can use for the community – Marie / Racheal Kimbriki – composting, chemicals, tools, equipment, setting up beds</li> <li>\$300 approved for engaging Kimbriki consultant and subcommittee to</li> </ul> | LE      | <ul style="list-style-type: none"> <li>Emma will finish survey and send through the contacts to Lou</li> <li>Fiona will send out a note to staff to be part of the committee (2-4 pax)</li> <li>Simon will reply to Bunnings and Kimbriki</li> <li>Lou to coordinate sub-committee</li> </ul> | EM<br><br>FS<br><br>SH<br>LE |

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|---|---|----------|---|---------|
|   | be formed   |          |   |         |
| <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>P&amp;C Knowledge Management</b> <ul style="list-style-type: none"> <li>Archiving documents from old google drive</li> </ul>   | GE / SH  | <ul style="list-style-type: none"> <li>Simon will set up the structure and include a folder for instructions</li> </ul>   |         |
|   | <b>Just one Thing 2019</b> <ul style="list-style-type: none"> <li>Finish on Friday 17<sup>th</sup> May - 48 online out of 400 families (not including paper based responses)</li> </ul>   | EM       | <ul style="list-style-type: none"> <li>Fiona to ask class parents to complete</li> <li>Marc to post on Facebook Kindy x 4, all kindy, Yr 1, Emma P&amp;C, Yr 6</li> </ul> |         |
|   | <b>Fundraising - Community Grants, research</b> <ul style="list-style-type: none"> <li>Corporate Sponsorship</li> <li>Grants</li> <li>Council workshops for not for profits</li> <li>Consider paying the Grant guy defer to next meeting</li> </ul> |          | <ul style="list-style-type: none"> <li></li> </ul>  |         |
| <b>Correspondence</b>                                     | P&C Mail box to be emptied  | EM       | N/A   |         |
| <b>General business</b>                                   | <ul style="list-style-type: none"> <li>Discussed In school lap a thon – in term 1 2020</li> <li>Cat Haines will need to resign as President due to move overseas</li> </ul>   | EM<br>CH | <ul style="list-style-type: none"> <li>Contact P&amp;C Federation to investigate what we need to do regarding President Resignation (Completed)</li> </ul>                | GE      |
| <b>Business carried over to next meeting</b>              | Adopting Audited Financial Statements   | SD       |   |         |
| <b>Closing</b>  | Meeting closed 10:06pm<br>Next meeting Tuesday 11 <sup>th</sup> June 2019 @ 7.30pm<br>Agenda items and written reports to be submitted by COB Friday 31 <sup>st</sup> May 2019.   | GE       |   |         |