

Tambrey Primary School P&C Meeting Minutes

Date: 20 October, 2015

Present: Maxine Trainer, Amy Pilkington, Troy Withers, Lauren Bruce, Stuart Dale, Carrie Pianta, Anne-Marie Horn, Zoe Roosendaal, Cassie Perry, Maree Cross, Kylie Miller

Apologies: Nicki Ralph, Lyn Gillon, Nicole Storey, Nikki Lampard

Meeting opened: 7.30pm

		Action Required / Person Responsible	Due date
1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING: Accepted by: Maxine Trainer Seconded by: Stuart Dale			
2. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES: We received the cotton back shirt sample from Eclipse. After discussion (uniform shop representatives, Stuart & Evette) we decided against changing the shirt to this type of material. It is much heavier than our existing shirt, cost of shirt will have to be increased and it is still not going to solve the staining issue. Zoe asked about the UV rating of the shirt. It has the same rating as the current shirt 50+. Thanks to Character Creations (Elisha Baartz) for their fundraiser at the beginning of the year, \$51.72 commission going towards Tambrey P&C. Thank you to helloworld NW (Cassie Perry) for the donation of the raffle prize for the Learning Journey night, many tickets sold.		Stuart Dale Anne-Marie Horn	
3. CORRESPONDENCE: <u>In Correspondence</u> Westpac Statements Tambrey PS Donation for presentation night	<u>Out Correspondence</u>	Anne-Marie Horn	
4. REPORTS: 4.1 Presidents Report Stuart and Troy will be having a meeting with Sue Ellery (Shadow Minister for education) and Stephen Dawson (Labor Member for Mining & Pastoral). They wanted to attend our November meeting, but we		Stuart Dale	

<p>are not having one; as we have brought forward this meeting for disco. Anne-Marie asked if it's an open meeting, Stuart replied only Troy and himself. They are both pencilled in to attend last P&C meeting in December. Stuart would like to talk to Sue Ellery regarding the teaching issues up here in the North West and why the school is losing demountables and may need them back in 2016.</p>		
<p>4.2 Treasurer's Report Main Account \$ 31,263.32 Canteen Account \$ 11,187.28 We are up to date with all payments. The fan has been fully paid for, congratulations to all. Teacher's requests for 2015 have also been paid. Main account holds \$10,125.10 for Year 6 fundraising. Canteen is up to date with super and PAYG. Learning Journey was a great success, \$1346 from the raffle & \$1364 from canteen (sausage sizzle, drinks & cupcakes).</p>	<p>Stuart Dale / Anne-Marie Horn</p>	
<p>4.3 Uniform Shop Report 2016 Back to school order has been ordered. Around \$58,000 of stock has been ordered. We go thru quite a lot of stock and we need to order large amounts of shirts; as the material is dyed and needs to be consistent. We did two orders last year, this year we have agreed to do one large order, and have surplus stock left in Perth. Maxine and family will be leaving Karratha at the end of the year. Lauren Bruce has volunteered to take over the running of the uniform shop as of 2016. Lauren will have a few weeks training in the shop to get familiarised.</p>	<p>Maxine Trainer / Anne-Marie Horn</p>	
<p>4.4 Canteen Report Canteen is running well. Anne-Marie and family will be leaving Karratha/Tambrey PS at the end of the year and would like to advertise for someone to take over the canteen for 2016. Anne-Marie would like to advertise now so that the right person will get experience and help in running the canteen, without any issues in 2016.</p>	<p>Anne-Marie Horn</p>	
<p>4.5 Principal's Report <u>Traffic Warden</u> – Good news we have received two responses for the position, after a plea for help in the newsletter. Traffic counter set up by Main Roads didn't seem to have any affect. The two applicants have sent their applications off, will most probably take a month to process and hopefully have a warden out on the crossing by the end of the year. <u>Departures</u> – This time of the year, we have both staffing and student/family departures from Tambrey. Last meeting I put pressure on staff that are holding positions here at Tambrey that aren't currently working here. Troy would like the P&C to write a letter to these staff members that have chosen to forgive their position at Tambrey, to thank them for their time and service at the school.</p>	<p>Troy Withers</p>	

<p><u>Booklists 2016</u> – Thankyou to Anne-Marie and Maxine for their help. It will be taken to council meeting tomorrow for their input and endorsement and hopefully be out soon. We are hoping to add on Voluntary School Contributions to this year list's; easy payment options and to increase the number of contributions the school receives. Troy is wondering if the P&C would like a contribution/donation payment to be added also. After discussion with members present, it was decided against. It will be the same people/families that will keep donating, and other families won't commit to fundraising events as they have paid their contributions also. Troy has enquired with Education Finance Department about also adding a 'School Improvement' Contribution; these funds will go towards improvements to the school, i.e. shade, however funds received will have to be spent that year. More talk with school council on the option.</p> <p><u>Interactive Projector Boards</u> – These have arrived today. The school has asked if the P&C could help remove existing boards; keep costs down. A date will be arranged and placed on FB for help. After the installation of the new boards and projectors, some rooms will need the removed old boards modified to be placed next to these new boards, this will follow at a later date. Each teacher will map out where the board needs to go for their classroom.</p> <p><u>Students Departures</u> – If any families are leaving Tambrey at the end of this year, could they please notify the office. This will help with 2016 staffing planning and class arrangements/structure. Something will be in the next newsletter.</p> <p><u>Presentation Night</u> – Thankyou to the P&C for their donation towards books for awards.</p>		
<p>5. GENERAL BUSINESS</p> <p><u>Disco</u> – Friday 30 October This will be setup like last year; erect temporary fencing around the undercover area and cover with black plastic. Sell glow products before the event and sell food and drinks out of the canteen. Kindy – Year 2 @ 6pm -7.30 and Year 3 -6 @ 7.30 – 9pm. A rooster was handed around at the meeting with jobs/positions that needed volunteers to help out. Troy will ask staff for help on the night. Anne-Marie said Kerry Mallard has offered to be on the door for the night. Kerry knows the students which is great. Matt Power will be the DJ on the night and will bring along lights and smoke machine. Friday afternoon is when the undercover area setup will begin. Stuart will talk to Claire Bailey if she can decorate the plastic with Halloween pictures. Stuart will go around to classes to promote the disco. Anne-Marie would like to sell tickets Wed, Thurs and Friday in the undercover area. Tickets can be brought at the door. Zoe asked if icy poles could be sold on the night. Anne-Marie will talk to Linda Willoughby about selling the Year 6 icy poles. Need to keep decorations to a minimum. The fan will be on so we don't want anything hanging from the roof. Decorations will be placed on fencing panels. We will be placing some tables and chairs out for parents.</p>	<p>Stuart Dale</p>	

<p>Troy asked if we collected contact numbers for parents when tickets are purchased. Anne-Marie replied that most parents stay for the first session, and with the second session, we ask parents to write a contact number on the back of the ticket if they are doing just a drop off. Marker pens will be available on the night also. No students is to walk home by them self after the event; 18+ responsible person to collect child. Glow merchandise stall will be set up in front of Room 6. This year we will set up a separate stall near the canteen to give out the juice and chips; stop congestion in the canteen line.</p> <p>Meeting closed at: 8.20pm</p>		
<p>6. NEXT MEETING: 1 December, 2015 at 7.30pm</p>		