



## Sawyers Valley Primary School P&C Annual General Meeting

### Meeting Minutes on 17<sup>th</sup> February 2015

	<b>ATTENDEES:</b> Robyn Newman-Netherway, Kylie Colyer, Jo Gray, Lee Stohr, Teresa Bacon, Amy Metaxas, Kim Ruwoldt, Anne Baer, Julie Seccull, Michelle Ramsay, Anne Baer, Nicole Willers, Kjerstin Hickey, Michelle Hardy. Andrew Johnston arrived 9.30am, then left at 9.40am. Leanne Sheardown arrived at 9.40am for remainder of meeting.	
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Meeting declared open by Robyn Netherway at 9.10am	
1.2	Apologies/Absentees: Melanie Wigmore, Gary Azzalini, Bronte Osborne, Kristina Zenni, Carle Cousins, Vince Holdsworth, Sam Taylor, Pia Smeeton, Charmain Scott, Bec Suardana, Karmyn McAuliffe, Kirk Gray, Rachel Coleston, Fiona Kent, Bec Ewen, Graham Hardy	
<b>2</b>	<b>Minutes of Previous Meeting</b>	
2.1	<b>Resolution:</b> That the minutes of the meeting of the Sawyers Valley Primary School P&C Association held on 10 <sup>th</sup> December 2014 be taken as read and confirmed as a true and accurate record. <b>CARRIED</b>	
<b>3</b>	<b>Business arising from previous meeting</b>	<b>Action</b>
3.1	School Sign – Investigations have been made with the Shire of Mundaring in regards to installing a new sign. What was proposed does not meet shire regulations so it is still in discussions.	
3.2	Letters received from Mrs Charman asking if it is possible for us to pay for the two sportsperson award books at a total of \$80 and also help pay for sports ribbons and medals which cost \$520 <b>Resolution:</b> On receipt of invoice pay SVPS \$600 for book awards and sports ribbons and medals <b>Awaiting Invoice</b>	L.Sheardown
3.3	RAC Grant – Road Safety Still in discussions with company that supplies the training regarding dates and travelling distance to SVPS. If a resolution is not reached soon the grant money will need to be returned to RAC.	L.Sheardown
3.4	Sporting Schools – afternoon Sports Schools to be advised in March	L.Sheardown



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<b>4</b>	<b>Correspondence In / Out</b>	
4.1	In <b>Resolution:</b> That correspondence in be received as per attached list. <b>CARRIED</b>	
Date	From	Subject
27.01	Westpac	General Account Statement
27.01	Westpac	Uniform Account Statement
30.01	Smart Gift Ideas	Mothers day brochure
30.01	Cadbury Fundraiser	Flyer
02.02	Moon and back school gifts	Mothers day brochure
06.02	Westpac	General Account Statement
06.02	Westpac	Uniform Account Statement
10.02	Unique Elegance	Mothers day brochure
13.02	Australian Fundraising	Flyer
13.02	Toxin-free Fundraising	Introduction Letter
13.02	Fundraising Directory	2015 Brochure
4.2	Out <b>Resolution:</b> That correspondence out be confirmed as per attached list. <b>CARRIED</b>	
Date	To	Subject
	Nil	
<b>5</b>	<b>Reports</b>	<b>Action</b>
5.1	President's Report <b>Resolution:</b> That the President's report, as tabled, be adopted.	<b>CARRIED</b>
5.2	Audited Financial Statement <b>Resolution:</b> That the Treasurer's report, as tabled, be adopted.	<b>CARRIED</b>
5.3	Principal's Report <b>Resolution:</b> That the Principal's report, as tabled, be adopted.	<b>CARRIED</b>
5.4	Uniform Shop Report <b>Resolution:</b> That the Uniform Shop report, as tabled, be adopted.	<b>CARRIED</b>



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6	Election of Office Bearers				Action
6.1	POSITION President Vice President Treasurer Secretary	NOMINATED Lee Stohr Amy Metaxas Kylie Colyer Anne Baer	SECONDED BY J.Seccull R.Netherway M.Hardy L.Stohr	ACCEPTED Yes Yes Yes Yes	<b>ALL CARRIED</b>
6.2	POSITION Executive Pos 1 Executive Pos 2 Executive Pos 3	NOMINATED Bec Ewen Kim Ruwoldt Jo Gray	SECONDED BY L.Stohr L.Stohr R.Netherway	ACCEPTED Yes Yes Yes	<b>ALL CARRIED</b>
6.3	POSITION Uniform Shop Co-ord 1 Uniform Shop Co-ord 2	NOMINATED Bec Ewen Kim Ruwoldt	SECONDED BY K.Colyer L.Stohr	ACCEPTED Yes Yes	<b>ALL CARRIED</b>
6.4	EVENTS ORGANISER Julie Seccull has agreed to be the events organiser at this time with assistance.				
<b>7</b>	<b>Appointments</b>				
7.1	Appointment of Honorary Auditor To be discussed at next meeting, possibility of parent in the school with accounting background being able to do on a voluntary basis, possible saving for us.				L.Stohr
7.2	Additional Signatory – 1 member of Executive Committee NAME Jo Gray				<b>CARRIED</b>
<b>8</b>	<b>General Business</b>				
8.1	Swimming Carnival Lunch and amount to be spent Thursday 12 <sup>th</sup> March <b>Resolution:</b> Provide lunch orders for swimming carnival and allow expenses up to \$400.				<b>CARRIED</b>
8.2	Allocation of money for other events <b>Resolution:</b> Allocate \$1500 for Sports Ribbons and book awards for 2015 <b>Resolution:</b> Allocate \$600 to pay WACSSO Affiliation Fee for 2015 <b>Resolution:</b> Allocate \$200 for stationery <b>Resolution:</b> Allocate \$800 for the school dance <b>Resolution:</b> Allocate \$1000 for the faction carnival <b>Resolution:</b> Allocate \$200 for the cross country <b>Resolution:</b> Allocate \$200 for decorations for the Graduation <b>Resolution:</b> Allocate \$1000 for a swapmeet				<b>CARRIED</b> <b>CARRIED</b> <b>CARRIED</b> <b>CARRIED</b> <b>CARRIED</b> <b>CARRIED</b> <b>CARRIED</b>
8.3	New uniforms Samples of skorts, unisex shorts and hats were shown from Neat-a-Gear, price is same a perma pleat, discussion held on moving all uniform orders to the one supplier. <b>Resolution:</b> Purchase all uniforms from Neat-a-Gear				<b>CARRIED</b>



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8.4	Float increase for uniform shop <b>Resolution:</b> Increase uniform shop float to \$100	<b>CARRIED</b>
8.5	Discussion held on running a sausage sizzle at Mundaring Basketball on a Friday night. <b>Resolution:</b> If the date is March 20 <sup>th</sup> we will hold a sausage sizzle at Mundaring Basketball and allow expenses up to \$1000	<b>CARRIED</b>
8.6	Free Lunches <b>Resolution:</b> Hold one free lunch per term allowing expenses of up to \$1500 in total for the year.	<b>CARRIED</b>
8.7	New BBQ and popcorn machine – Michelle Ramsay will look into getting a bbq donated in exchange for some advertising <b>Resolution:</b> Spend up to \$100 on a popcorn machine and \$800 on a new bbq if one is not donated	M.Ramsey <b>CARRIED</b>
<b>9</b>	<b>Other Business</b>	
9.1	Life Ed Van Coming to school on 30 <sup>th</sup> & 31 <sup>st</sup> March, more info for parents to follow in coming weeks.	
9.2	Parent has offered a trailer load of wood for a raffle, Lee Stohr has details	
9.3	If we are to hold a walkathon this year as a fundraiser then we should start approaching businesses now for donations for prizes or supplies for the day.	
9.4	Possible use of funds: Leanne mentioned that she would like to see a shade structure over the chessboard and it was mentioned that it would be good to have shade over the tables between the undercover area and ramp. Leanne mentioned that she would also like to have the school song painted onto the wall in the undercover area above the mural.	
<b>10</b>	<b>Meeting Close</b>	
	The meeting was closed by Robyn Netherway at 10.30am  Next General Meeting Tuesday 10 <sup>th</sup> March 2pm	

Signed (Robyn Netherway - President)

Date



## SVPS P&C Action Register

Date Raised	Topic/Item	Action	Person Responsible	Current Status
17/2/15	Ribbons / medals and book awards	School to provide Invoice of \$600 to receive reimbursement	L.Sheardown	
17/2/15	RAC Grant – Road Safety	Still in discussions with company that supplies the training regarding dates and travelling distance to SVPS. If a resolution is not reached soon the grant money will need to be returned to RAC.	L.Sheardown	
17/2/15	Sporting Schools – afternoon Sports	Schools to be advised in March	L.Sheardown	
17/2/15	Appointment of Honorary Auditor	To be discussed at next meeting, possibility of parent in the school with accounting background being able to do on a voluntary basis, possible saving for us.	L.Stohr	
17/2/15	Portable BBQ	New BBQ look into getting a bbq donated in exchange for some advertising	M.Ramsey	