



Sawyers Valley Primary School

An Independent Public School

| Sawyers Valley Primary School P&C Executive Meeting | |
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| Meeting Minutes – Staffroom on 10th March 2015 | |
| | ATTENDEES: Lee Stohr, Kylie Colyer, Amy Metaxas, Julie Secull, Lisa Di Donato, Anne Baer, Bec Ewen, Kim Ruwoldt, Bronte Osborne, |
| 1 | Welcome and Apologies |
| 1.1 | Meeting declared open by Lee Stohr at 2.03pm |
| 1.2 | Apologies/Absentees: Jo Gray, Leanne Sheardown, Robin Netherway, Kjerstin Hickey, Michelle Ramsey, Nicole Willers, Beverley McLachlan, Michelle Hardy, Andrea Day |
| 2 | Minutes of Previous Meeting |
| 2.1 | Resolution: That the minutes of the meeting of the Sawyers Valley Primary School P&C Association held on 17 th February 2015 be taken as read and confirmed as true and accurate record. CARRIED |
| 3 | Actions arising from previous meeting |
| 3.1 | Swimming Carnival Thursday 12/03/2015 – Lunch orders and Cakes |
| 3.2 | Letter Donation new BBQ (to BBQ Galore) awaiting response – Julie Secull |
| 3.3 | Letter Donation Free lunch (to Dominos) awaiting response – if Julie doesn't hear Amy Metaxas to follow up |
| 4 | Business arising from previous meeting |
| 4.1 | RAC Grant – Road Safety ongoing as Mrs Sheardown sent her Apologies for this meeting |
| 4.2 | Sporting Schools – afternoon Sports ongoing as Mrs Sheardown sent her Apologies for this meeting |
| 4.3 | Swimming Carnival Julie organised all requirements, all on schedule |
| 4.4 | New BBQ Letter to BBQ Galore sent out by Julie asking for Donation, awaiting response |
| 4.5 | Free lunch per term Julie emailed Dominos asking for Donation, awaiting response, Amy offered to follow up if we don't hear from them soon |
| | Status |
| | Action |



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| 5 Correspondence In / Out | | |
|---------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 5.1 | In Resolution: That correspondence in be received as per attached list. CARRIED | |
| Date | From | Subject |
| 24.2 | WACSSO | 2015 Welcome Pack/ Constitution and Rules |
| 25.2 | Expressions Australia | Yea Towels, Aprons and Bags Brochure |
| 06.3 | Advancedlife Studios | Fundraising Info and booklet |
| 09.3 | Westpac | General Account Bank Statement |
| 09.3 | Westpac | Uniform Shop Account Bank Statement |
| 5.2 | Out Resolution: That correspondence out be received as per attached list. CARRIED | |
| Date | To | Subject |
| 27.2 | Domino's | Donations Free lunch |
| 27.2 | Mount Helena IGA | Donation Swim Carnival |
| 27.2 | Sawyers Valley Growers Market | Donation Swim Carnival |
| 27.2 | BBQ Galore | Donation BBQ |
| Date | Cheques written to | Subject |
| 10.3 | Graham Hardy | Audit Fee from Garnet Business Services & Stationery |
| 10.3 | Lee Stohr | Receipt book uniform shop and padlock key cut |
| 10.3 | Kylie Colyer | Concrete and bolts for Mrs Gard Seat, paint & supplies for chessboard and cash drawer |
| 10.3 | NeataGear | Invoice 1213 |
| 6 Reports | | Action |
| 6.1 | Principal's report Resolution: That the Principal's report, as tabled, be adopted | CARRIED |
| 6.2 | Treasurer's Report Resolution: That the Treasurer's report, as tabled, be adopted | CARRIED |
| 6.3 | Uniform Shop Report Resolution: That the Uniform shop report, as tabled, be adopted | CARRIED |



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| 7 | General Business | |
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| 7.1 | Appointment of Honorary Auditor Laura Meed (Parent of students) agreed to be appointed on voluntary basis Resolution: Appointment Laura Meed as our Honorary Auditor | CARRIED |
| 7.2 | Thank you - Gifts for outgoing Committee Members Resolution: Purchase Vouchers of \$50 each plus Cards for Robin Newman-Netherway, Teresa Bacon, Graham Hardy | CARRIED |
| 7.3 | Easter Raffle Resolution: Hold Easter Raffle with \$150 spendable (School needs to be notified and asked, if they support the idea) | CARRIED |
| 7.4 | Uniform shop: allocating funds for upcoming orders Resolution: allocate \$3000 for upcoming orders and Leavers shirts | CARRIED |
| 7.5 | Accounts: Transfer Funds from Uniform Shop Account to General Account Resolution: Transfer \$5000 From Uniform Shop Account to General Account | CARRIED |
| 7.6 | Uniform Payments by school for GST savings: ongoing as topic wasn't discussed | |
| 7.7 | Free Lunch Term 1 Resolution: Date to be held : Monday 30/03; ordering Pizza for \$250 (possibly donated by Domino's) | CARRIED |
| 7.8 | School shirts Logo Logo writing isn't square, proposal to get it straightened (Neatagear is able to do that) Resolution: squaring up the Logos writing | CARRIED |
| 7.9 | Folding tables to be borrowed Resolution: Folding tables to be lent to Teresa Bacon for coming weekend | CARRIED |
| 8 | Other Business | |
| 8.1 | Treasurer Kylie Colier closed P&C 's account with IGA to avoid random charges | |
| 8.2 | new replacement Visa Card received and new Uniform shop key cut; sign-in – out sheet prepared now for both Key and Credit Card for responsibility / liability | |
| 8.3 | Leanne is asked to look into signage for Barlow street as parents are concerned for Road safety for Kids before and after school (pick up and drop off) | |
| 8.4 | School Board approved Voluntary Contribution of \$5 for P&C to booklist (starting from next year) | |
| 8.5 | Teresa Bacon donated Eski | |
| 8.6 | Walkathlon: ongoing, to be discussed next meeting | |
| 8.7 | Trailer of Wood and Massage Voucher for raffles (both donated by parents): ongoing, to be discussed next meeting | |



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| 9 | Meeting Close/Adjournment/Next Meeting | |
| | The meeting was closed by Lee Stohr at 2.56pm. Next General Meeting Tuesday 21 st April at 9am | |

Signed (Lee Stohr - President)

Date

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SVPS P&C Action Register

| Date Raised | Topic/Item | Action | Person Responsible | Current Status |
|--------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|
| 10/03/15 | Thank you Gift Vouchers and Cards | Purchase Thank you-Vouchers and Cards for outgoing Committee Members | J. Secull | |
| 17/02/15 | 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 | ongoing |
| 17/02/15 | Sporting School – afternoon Sports | Schools to be advised in March | L. Sheardown | ongoing |
| 17/02/15 | Portable BBQ | New BBQ – possible Donation from BBQ Galore, awaiting response to letter, to be followed up | J. Secull | ongoing |
| 10/03/15 | Free Lunch | Pizza – possible Donation by Domino's Pizza, awaiting response to letter, to be followed up | A. Metaxas | |
| 10/03/15 | Easter Raffle | L. Sheardown to be asked if school supports idea of Easter Raffle | K. Colyer | |