



# Sawyers Valley Primary School

An Independent Public School

## Sawyers Valley Primary School P&C General Meeting

### Meeting Minutes – Staffroom on 20<sup>th</sup> April 2015

	<b>ATTENDEES:</b> Lee Stohr, Kylie Colyer, Amy Metaxas, Julie Secull,, Anne Baer, Kim Ruwoldt, Kjerstin Hickey, Andrew Johnston, Nicole Willers, Simone Willis, Justine Willis, Deanne Pilton, Kerry Utting	
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Meeting declared open by Lee Stohr at 9.03am, welcoming 4 new members	
1.2	Apologies/Absentees: Jo Gray, Leanne Sheardown, Robin Netherway, Michelle Ramsey, Nicole Willers, Beverley McLachlan, Michelle Hardy, Andrea Day, Lisa Di Donato, Bec Ewen, Bronte Osborne,	
<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> March 2015 be taken as read and confirmed as true and accurate record. <b>CARRIED</b>	
<b>3</b>	<b>Actions arising from previous meeting</b>	<b>Status</b>
3.1	RAC Grant/ Road Safety – Grant has been returned as the school can't find trainers to come up to our school to hold a session	closed
3.2	Sporting Schools – afternoon Sports – Starting 1 <sup>st</sup> July, School is waiting for Information Pack	
3.3	new BBQ – sent letter to Head Office BBQ Galore (the only Retailer who has the type of BBQ in stock we require)without response, Amy Metaxas and Julie Secull agreed to approach BBQ Galore Midland again	
<b>4</b>	<b>Business arising from previous meeting</b>	<b>Action</b>
4.1	Walkathon – date to be announced, perhaps early Term 4	



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5 Correspondence In / Out		
5.1	In <b>Resolution:</b> That correspondence in be received as per attached list. <b>CARRIED</b>	
Date	From	Subject
16.3	WACSSO	P&C Voice (Newsletter)
16.3	SDERA	News
19.3	School fun run	Fundraising Info and booklet
23.3	Felton Industries	School, Park and Street Furniture Brochure
26.3	Westpac	Password Online Banking A. Baer
26.3	Westpac	Password Online Banking L. Stohr
31.3	Westpac	Confirmation Changes to Online Banking Service
31.3	Westpac	Confirmation Changes to Online Banking Service
02.4	Westpac	Confirmation Changes to Online Banking Service
08.4	Westpac	Confirmation Changes to Online Banking Service
08.4	Westpac	General Account Bank Statement
08.4	Westpac	Uniform Shop Account Bank Statement
08.4	Cadbury Fundraiser	Brochure
08.4	Perm-a-Pleat	Price List
5.2	Out <b>Resolution:</b> That correspondence out be received as per attached list. <b>CARRIED</b>	
Date	To	Subject
02.4	Local Businesses	General Letter asking for Donation for Mothers Day Raffle
02.4	Bay Tree Bakery Chidlow	Certificate of Appreciation
02.4	Dominoes	Certificate of Appreciation
	<b>Cheques written</b>	
Date	to	Subject
20.3	SVPS	Donation for 2014 Medals and Book Awards
31.3	Julie Secull	Reimbursement Free Lunch Term 1
20.4	Neatagear	Leaver shirts



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6	Reports	Action
6.1	Principal's report <b>Resolution:</b> That the Principal's report, as tabled, be adopted	CARRIED
6.2	Treasurer's Report <b>Resolution:</b> That the Treasurer's report, as tabled, be adopted	CARRIED
6.3	Uniform Shop Report <b>Resolution:</b> That the Uniform shop report, as tabled, be adopted	CARRIED
7	<b>General Business</b>	
7.1	<b>Mothers Day Raffle</b> A. Metaxas, J. Seccull and A. Baer approached local Businesses before the Easter Holidays and successfully received a number of Donations Julie asked to promote these Businesses (who donated) on Newsletter and School Website Julie to finalise Raffle	
7.2	<b>School Dance</b> suggested Date 12/06/2015 School to book Venue (Eastern Hills High School Gym) Lee suggested to involve Taryn (Parent with an AV Business) to help supplying lights and audio equipment suggest for P&C holding Sausage Sizzle Leanne to decide whether to combine Junior and Senior Session at one time or separate times	
7.3	<b>Free Lunch Term 2</b> Resolution: Hold Free Lunch on 29/06/2015 - Soups	
7.4	<b>Funding request</b> Form was drawn up- forwarded to Mrs Sheardown to hand out to teachers Form needs to be filled out when asking for funds from P&C	
7.5	<b>Uniform Payments by school for GST saving</b> ongoing as topic wasn't discussed	
8	<b>Other Business</b>	
8.1	Julie Seccull asking for School (Leanne) to advise how to utilise Money made at Swimming Carnival	
8.2	Donation of Wood – Julie emailed Mundaring Village asking for permission to hold Raffle in front of Coles Supermarket – awaiting response	
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 only, not to stop was suggested) – ongoing (Bec to bring up again)	
8.4	Suggestion to supply free tea or coffee for parents during special assemblies – Motion to bring forward next Meeting	



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8.5	Suggestion to supply Milo / Cake for Morning Tea for Kids as fundraiser - Motion to bring forward next Meeting	
8.6	School to give out a reminder note again for kids to stay with their parents or caregivers in carpark, not to cross through carpark	
<b>9</b>	<b>Meeting Close/Adjournment/Next Meeting</b>	
	The meeting was closed by Lee Stohr at 10am.  Next General Meeting Tuesday 26 <sup>st</sup> May at 2pm	

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Signed (Lee Stohr - President)

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Date

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## SVPS P&C Action Register

Date Raised	Topic/Item	Action	Person Responsible	Current Status
20/04/15	Walkathon	Date to be announced	L. Sheardown	ongoing
2014	GST Savings	Uniform Payments by school for GST saving	L. Sheardown	ongoing
17/02/15	Sporting School – afternoon Sports	Awaiting info pack	L. Sheardown	ongoing
17/02/15	Portable BBQ	New BBQ – possible Donation from BBQ Galore, to be followed up	A. Metaxas, J. Seccull	ongoing
20/04/15	School Dance	School to book Venue	L. Sheardown	
20/04/15	Mothers Day Raffle	Obtaining Vouchers from Businesses which agreed to Donation  Businesses (which donated) to go on Newsletter and School Website	A. Baer, A. Metatxas, J. Seccull  L. Sheardown	ongoing