



Sawyers Valley Primary School

An Independent Public School

Sawyers Valley Primary School P&C General Meeting

Meeting Minutes – Staffroom on 23rd July 2015

	ATTENDEES: Lee Stohr, Kylie Colyer, Jo Gray, Julie Seccull, Anne Baer, Kim Ruwoldt, David Sawers, Amy Metaxas, Nicole Willers, Lisa Di Donato, Kjerstin Hickey, Kerryn Utting, Karmyn McAuliffe, Emily Stanton-Clements	
1	Welcome and Apologies	
1.1	Meeting declared open by Lee Stohr at 9.05am, welcoming 2 new Committee members	
1.2	Apologies/Absentees: Robin Netherway, Michelle Ramsey, Beverley McLachlan, Michelle Hardy, Andrea Day, BecEwen, Bronte Osborne, Simone Willis, Deanne Pilton, Justine Willis	
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 10 th March 2015 be taken as read and confirmed as true and accurate record. CARRIED	
3	Actions arising from previous meeting	Status
3.1	Sporting Schools – afternoon Sports – Alison Charman registered school for some funding, School was granted \$2500, but these is only usable for during school hours, for after school hours there are different application processes and accredited coaches needed, Matter to be followed up in Term 4 again to apply for the following school year, two parents offered to ask relatives if willing to coach (accredited coaches)	ongoing D. Sawers
3.2	Walkathon: on Wednesday 28/10/2015 (also School Photo day), School is asked to advise or suggest ideas, for what P&C is raising the funds for, P&C suggesting undercover area seating, for which we will need to obtain quotes asap in order to possibly apply for a matching grant, Kylie waiting for quotes, A. Baer to get another quote	ongoing D. Sawers K. Colyer A. Baer
3.3	Wood – inspection on Friday 24/07/2015, trailer to be organised and dropped off at Lisa’s to be loaded before making arrangements to hold raffle	Ongoing L. Stohr
3.4	Trampolines – to be clarified if and how many needed, David to follow up and fill out request form	Ongoing D. Sawers
3.5	Faction Cross Country Volunteers needed at Cake Stall, J. Seccull to text parents	J. Seccull
4	Business arising from previous meeting	Action
4.1	Free Tea / Coffee for Parents during assemblies Resolution: to supply free Tea and Coffee	NOT CARRIED
4.2	Milo / Cake Kids Morning Tea as Fundraiser Resolution: to hold Milo / Cake Fundraiser	NOT CARRIED



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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
27.5	Smart Gift Idea	Brochure Fundraiser
29.5	Shire of Mundaring	Quick Grant Approval letter
02.6	WACSSO	P&C Voice (Newsletter)
04.6	Westpac	Confirmation Changes to Online Banking Service
05.6	Westpac	General Account Bank Statement
05.6	Westpac	Uniform Shop Account Bank Statement
12.6	WACSSO	info and rego booklet for DOTS Annual Conference (Developing Opportunities for Teamwork and Success)
12.6	Australian Business Page Directory	Renewal Notice
12.6	Westpac	Cheque Books Uniform Account
12.6	Westpac	Cheque Books General Account
16.6	WACSSO	Certificate of membership 2015-2016
19.6	Department of Education	Education Awards Nomination Guide
26.6	beyondcool	fundraising offer brochure
26.6	Pretzel rods	fundraising info
20.7	Australian Fundraising Specialists	brochure
20.7	Westpac	General Account Bank Statement
20.7	Westpac	Uniform Shop Account Bank Statement
20.7	WACSSO	Annual Conference Guide
5.2	Out Resolution: That correspondence out be received as per attached list. CARRIED	
Date	To	Subject
n/a	n/a	n/a
Date	Cheques written to	Subject
23.5	Visa Card	Transfer Free Lunch Term 2
28/5	J. Seccull	Reimbursement Mothers Day Raffle books and Zip Lock Bags
28/5	L. Stohr	Reimbursement Ink Cartridge
11/6	Centrewest Insurance	Premium Uniforms and General Use Items
11/6	WACSSO	Annual Fee
19/6	K. Colyer	Reimburse Purchase BBQ



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8	Other Business	
8.1	Uniform shop: Bec Ewen has to resign as Uniform shop Executive due to work commitments, P&C is looking for a new person to fill role, note to go out in Newsletter	L. Stohr K. Colyer
9	Meeting Close/Adjournment/Next Meeting	
	The meeting was closed by Lee Stohr at 10.10am. Next General Meeting Monday 24 th August at 2pm	

Signed (Lee Stohr - President)

Date

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SVPS P&C Action Register

Date Raised	Topic/Item	Action	Person Responsible	Current Status
20/04/15	Walkathon	Ideas / suggestions as to what funds raised are being used for	D. Sawers	ongoing
2014	GST Savings	Not possible	L. Stohr, K. Colyer	closed
17/02/15	Sporting School – afternoon Sports	Preparing to apply for additional Grant in Term 4 to run after school sports possibly next year	D. Sawers	ongoing
17/02/15	Portable BBQ	Ready	K.Colyer, J. Seccull, J. Grey	closed
26/05/15	Undercover area seating	Obtaining quotes	K. Colyer, A.Baer	ongoing
26/05/15	Wood Raffle	Inspection of wood, organising trailer to load wood	I. Stohr, J. Seccull	ongoing
26/05/15	Trampolines / Exercise Bikes	Clarifying details, filling out request form	D. Sawers	ongoing
23/07/15	Fathers Day Raffle	Approach businesses, who could donate Items/ Vouchers, also finding Volunteers to do that	J. Seccull	ongoing
23/07/15	Faction Cross Country	Asking for Volunteers helping on Cake Stall	J. Seccull	ongoing
23/07/15	Uniform Shop	Note to publish in Newsletter asking for Volunteers replacing Uniform Shop Executive	K. Colyer	ongoing