



## Sawyers Valley Primary School P&C Executive Meeting

### Meeting Minutes – Staffroom on 18<sup>th</sup> November 2015

	<b>ATTENDEES:</b> Lee Stohr, Kylie Colyer, Anne Baer, Kim Ruwoldt, David Sawers (arrived 9.10am), Amy Metaxas, Laura Mead (left 9.35am), Lisa Di Donato, Jo Gray, Julie Seccull, Karmyn McAuliffe, Melanie Wigmore, Alison Grassick (left 9.35am), Sandra Warmington	
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Meeting declared open by Lee Stohr at 9.00am and welcomed two new members	
1.2	Apologies/Absentees: Robin Netherway, Michelle Ramsey, Beverley McLachlan, Michelle Hardy, Andrea Day, BecEwen, Bronte Osborne, Deanne Pilton, Nicole Willers, Kerryn Utting, Emily Stanton-Clements, Simone Willis, Justine Willis, Kjerstin Hickey, Carle Cousins	
<b>2</b>	<b>Minutes of Previous Meeting</b>	
2.1	Addition to previous minutes: the following members left the meeting earlier (all voting was concluded by this time): Laura Mead, Emily Stanton-Clements, Simone Willis, Justine Willis, Carle Cousins	
2.2	<b>Resolution:</b> That the minutes of the meeting of the Sawyers Valley Primary School P&C Association held on 24 <sup>th</sup> August 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	Undercover Area Seating (notes attached) <ul style="list-style-type: none"> <li>Men Shed Mundaring agreed to take on project with Ron Klein(Amy's Father) being Project Manager</li> <li>Will conduct work in school Holidays</li> <li>Assessment to be carried out what materials need to be purchased from Bunnings</li> </ul> <b>Resolution:</b> Allocate up to \$1200 for this project (materials and possible donation to Men Shed)	ongoing  <b>CARRIED</b>
3.2	Sporting schools (letter Mrs Charman attached) <ul style="list-style-type: none"> <li>Mrs Charman took some time investigating options and had organised a Cricket Clinic for a number of students, see attached letter – concluding that the current <i>Sporting Schools</i> grant program is very disappointing and for our small school not suitable as there are tight restrictions in utilizing the funds.</li> </ul>	closed
3.3	Fundraising Catalogue Catalogue was given out to classrooms, special Christmas Edition wasn't ordered extra as this wasn't part of a fundraising order	closed
3.4	Icy Poles Lee estimated \$184.50 for Icy poles for each Student over the next 4 weeks <b>Resolution:</b> to supply Icy Poles to students each Friday until the end of the term (4 weeks)	<b>CARRIED</b>
3.5	Playgroup / Nature Play Fundraiser – Danielle Murphy and Laura Mead presented outcome <ul style="list-style-type: none"> <li>small profit was made (\$48 at snack stall, \$20 facepainting) of which the P&amp;C will receive half the share being \$34</li> </ul>	



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4	Business arising from previous meeting	Action
4.1	<p>Walkathon</p> <ul style="list-style-type: none"><li>• money raised up to date \$4700</li><li>• atm we need to purchase 18 prizes (4 girls, 14 boys), spend \$20 per prize</li><li>• one prize donated by Kmart, can't be split up – will be used as a 'lucky winner – participation' prize</li></ul> <p><b>Resolution:</b> to spend up to \$4200 for upgrading Kitchen</p>	<p>A. Metaxas</p> <p><b>CARRIED</b></p>





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<b>7</b>	<b>General Business</b>	
7.1	Banking Transfer to Bendigo Bank due to Closure of Westpac Bank Branch in Mundaring Next year when new executive committee is elected	
7.2	Stationery Funds increase <b>Resolution:</b> to increase stationery funds up to \$200	<b>CARRIED</b>
7.3	Appreciation Certificates Lisa presented different new Designs – Layout needs to be finalized	L.Stohr L. di Donato
7.4	Welcome Pack for new P&C members including Contact lists, General Information, Copy of P&C Constitution to be prepared for next year	
7.5	Swap meet Julie contacted all P&C members to get enough people helping at a swap meet, unfortunately not enough interest	closed
<b>8</b>	<b>Other Business</b>	
8.1	After School Care – David Sawers is investigating and has meeting with a representative of Camp Australia (After School Care provider), a parent survey needs to be conducted	ongoing D. Sawers
8.2	McDonalds Sports Grant – for sports equipment, Mrs Charman is checking this	ongoing
8.3	Uniform Shop stocktake To be carried out end of this term	L.Stohr K.Ruwoldt M. Wigmore
8.4	Suggestions raised by Lee: to be discussed and / or voted on next meeting <ul style="list-style-type: none"> <li>Possibly having one or two members to focus and look into grants (wasn't discussed)</li> </ul>	ongoing
<b>9</b>	<b>Meeting Close/Adjournment/Next Meeting</b>	
	The meeting was closed by Lee Stohr at 10.23am.  Next General Meeting (Annual General Meeting) Wednesday 10 <sup>th</sup> February at 9.10am.	

Signed (Lee Stohr - President)

Date

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## SVPS P&C Action Register

<b>Date Raised</b>	<b>Topic/Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Current Status</b>
23/09/15	Undercover Area Seating	Work to be conducted in School Holidays	A.Metaxas	ongoing
17/02/15	Sporting School – afternoon Sports	Mrs Charman following up to finalize, D.Sawers to contact Edgy Dance for possible After School Dance Program	D. Sawers	ongoing
23/09/15	Appreciation Certificate	New layout to finalize	L. Di Donato	ongoing
23/09/15	Uniform Shop Stocktake	Carry out stocktake	L. Stohr, K. Ruwoldt, M. Wigmore	Ongoing
23/09/15	Walkathon	Purchase prizes	A.Metaxas	Ongoing