

## Wagin District High School P&C Association Inc.

Minutes of the General Meeting held on Monday 31 July 2017 at 12:30pm in the library

### 1. Welcome

#### *In attendance*

T Spooner (chairperson), N Ward, A Scott, J Pilkington, C Painter, J Mangalavite, C Tulley, M Harrington, S Nalder, C Harris – Moroney, K Thomson, M Pascoe

#### *Apologies*

A Howell, L Finlayson, L Hutton-Storer, N Kirk

### 2. Confirmation of previous minutes

**Resolution:** That the minutes of the meeting of Wagin District High School P&C Association held on 26th June 2017 at 12:30pm be taken as read and confirmed as true and accurate. **Carried**

### 3. Business arising from previous minutes:

- 3.1 N Ward sent a letter of thanks to the Wagin Sub Centre of St John Ambulance Australia in regards to their support and assistance with our recent fundraiser.
- 3.2 T Spooner purchased aprons and had them embroidered with 'WDHS P&C'. T Spooner has donated the aprons, with the cost of the embroidery being \$55 to be paid by P&C. P&C thanks T Spooner for organising and for the kind donation of the aprons.
- 3.3 Signatories – A Scott has organised the forms with L Finlayson now needing to sign and lodge them.
- 3.4 C Harris-Moroney to look into relocating the rose bushes in the cluster area which are growing too close to the edge of the raised garden bed.
- 3.5 T Spooner approached relevant staff regarding catering at the athletics carnival as a possible opportunity for 2018 camp fundraising. Additional staff members were suggested, T Spooner to make contact with them.

### 4. Correspondence

- 4.1 Correspondence In: Annual Conference flyer, NBN information, Middle School scoping study, Bank Statements, P&C Voice.

**Resolution:** That correspondence be received as per above list.

**Carried**

- 4.2 Correspondence out: Letter of thanks to Wagin Sub Centre of St John Ambulance Australia

**Resolution:** That correspondence be received as per above list.

**Carried**

### 5. Treasurers Report (attached)

**Resolution:** That the Treasurers Report be adopted.

**Carried**

### 6. Reports

- 6.1 President's Report (attached)

**Resolution:** That the President's report be adopted.

**Carried**

- 6.2 Principal (attached)

**Resolution:** That the Principal's report, as tabled, be adopted.

**Carried**

- 6.3 School Council Report

N Ward reported that School Council have not held a meeting since the previous P&C meeting. Our next meeting is to be held on 13th September 2017.

**Resolution:** That the School Council report be adopted.

**Carried**

### 7. General Business

- 7.1 Treasury Procedures - A Scott has reviewed the treasurer's booklet received from T Spooner following the WACSSO meeting. A Scott indicated the need to adopted a receipt book style

of procedure to record all money being received by P&C. A Scott also recommended we count money received in the presence of an office member to verify money received. Additionally, the need to set up internet banking to ensure all payments are verified by at least two executive members was discussed.

**Action by:** A Scott

**Carried**

- 7.2 Pop Up Shop Fundraiser - Many donations have been received and L Finlayson is planning on advertising on social media and having a raffle running aswell. There is still time for interested parties to make donations for the night. All P&C members are encouraged to make donations and attend the evening to ensure it becomes a successful fundraiser.
- 7.3 School Blazers - M Pascoe lead discussion on the need for P&C to purchase school blazers for our captains to wear on formal occasions, especially when representing our school. It was resolved to purchase two blazers to fit our 2017 captain and vice captain. Next year we will look at the need to purchase additional sizes, based on the new school captains.  
**Action by:** M Pascoe to email P&C members with blazer choices. M Pascoe to order two blazers in the appropriate sizes for our current school captain and vice captain. **Carried**
- 7.4 Nature Play - A Scott and N Ward reported that the next Nature Play meeting will be held on Friday 4th August. The next instalment will be some seating in the garden area outside the current Year 2 classroom.
- 7.5 Youthcare Funding Request - J Pilkington provided additional information and explanation of the funding request we received from Youthcare. Participants at the meeting agreed to donate \$2000, the same amount we have donated in previous years, to support the Chaplain at Wagin District High School. **Carried**
- 7.6 Interschool Athletics Carnival - Wagin DHS will be hosting the 2018 Interschool Athletics Carnival on 27th October at the Wagin Sportground. T Spooner asked that all P&C members show their full support of this day as we will need alot of assistance with the catering.
- 7.7 BUZ program - J Pilkington explained how she implements this social and emotional wellbeing program in the classrooms of Wagin DHS. Following the funding request it was decided to donate \$200 to the BUZ program. **Carried**

## 8. Other Business

- 8.1 Canteen Manager Wages - M Harrington requested the need to increase the wages of our current canteen manager. P&C agreed to increase the hourly pay rate to align with the current Fair Work Ombudsman recommendations. **Carried**
- 8.2 T Spooner suggested the need to install a security camera outside the canteen area as a response to recent incidences. C Harris - Moroney to look into this as possibility.

**Action by:** C Harris - Moroney

**Carried**

## 9. Date of Next Meeting

The next general meeting will be held on Wednesday 13th September 2017 at 2pm in the school library.

## 10. Closure

The meeting closed at 1:36pm.