

Osborne Primary School P&C Association Inc.

General Meeting
Minutes

Time/Date: Tuesday 7:00pm, March 1, 2022

Location: Skype

In Attendance

Office Bearers

Amanda Dyson, P&C President

Tom Sharpe, Vice President

Kym Eaton, Secretary

Liliya Prokopenko, Treasurer

Others

Andrew Knight (Principal)

Jody Cable (Teacher)

Alice Pearce (Teacher)

1. Welcome/Apologies.

The president welcomed all present and declared the meeting open at 7:10pm.

Apologies were noted from Sarah Aitken.

2. Confirmation of Minutes of Previous Meeting

Annual General Meeting October 21, 2021: It was moved by Tom Sharpe and seconded by Liliya Prokopenko that the minutes from the previous Annual General Meeting held on October 21, 2021, to be accepted as true and correct. *Carried without dissent.*

3. Correspondence

Sender	Topic	Date Received	Recipient
	Invoice for Hats		Liliya Prokopenko
NAB	Bank Statements	15/12/2022	Liliya Prokopenko

4. President's Report

Amanda Dyson presented the President's report.

The following points were noted:

- **Ongoing P&C Operations** - We need to discuss how we are going to function as a P&C in light of the developing Covid situation
- **Promoting the P&C** - We need to promote the P&C to get new members.
- **Fundraising** - We need to move as much fundraising online as possible.

Resolution: The Presidents report was adopted by the Committee.

5. Principal's Report

Andrew Knight presented the Principal's report.

The following points were noted:

- **Student numbers** - Sitting around 227.
- **NAPLAN** - Prep is underway with testing taking place to check if it can be held completely online if necessary.
- **Covid Restrictions** - Continuously evolving. Masks are now required from year 3 up. Online learning is available. Swimming has been cancelled and will unlikely be held this year.

- **Solar Panels** – OPS selected to take part in the School Clean Energy Technology Fund.
- **Kindy Fence** - The work on replacing the kindy fence with a much higher fence is underway.
- **School Water Bore** – The bore is not working. Actions are underway to get this investigated.
- **Public School Review** – Coming in term 2. Some P&C members will be asked to participate.

Resolution: The Principals report was adopted by the Committee.

6. Treasurer’s Report

Liliya Prokopenko presented the Treasurer’s report.

The following points were noted:

- **Bank Statements** – most current is Dec 10, 2021
- **Stocktake** – No stocktake done since Sept 15, 2021
- **School Hats Order** – New order received Feb 25, 2022
- **2022 Wish List** –
 - Bike Education – paid
 - Classroom donation – paid
 - School Chaplain – paid
 - Edudance – paid
 - Discretion fund - paid

Resolution: The Treasurer’s report was adopted by the Committee.

7. Business Arising

Issue	Date	Responsible	Status
Fundraising Ideas Discussion	01.03.22	All	<ul style="list-style-type: none"> • Hold a P&C sausage sizzle • Ecommerce Commissions - Register with an ecommerce site that provides commissions for purchases and promote this to the community. • Stem Classroom Cash – ask the community to look out for the coupons in the West Australian and send to school • P&C Book fair – organise a book fair where the commissions go to the P&C • Go Fund Me - Set up a go fund me campaign and advertise to the community for donations. • Donation Page – add a donation page to the school website. <p>ACTION: Kym to investigate how to get the donation page up and running.</p> <p>Carry over to the next meeting for an update.</p>
Fundraising Mother’s Day Stall	01.03.22	Amanda Dyson	<ul style="list-style-type: none"> • No orders have been placed for Mother’s Day gifts. • If we order now, we may not receive the order in time due to couriers experiencing major delays. • Are cash or transfers more popular for P&C payments? • Can we sell products at different prices? • Could we sell single flowers? Possible problem – they need to last from Friday to Sunday when they will be gifted. Contact Bunnings to see if they can help. <p>ACTION: Tom to investigate.</p> <p>Carry over to the next meeting for an update.</p>

Fundraising Sub-committee	01.03.22	Amanda Dyson	<p>It was decided we should form a fundraising sub-committee which meets more regularly than the general P&C meetings to get on top of fundraising this year.</p> <p>ACTION: Amanda to set a date for the sub-committee to meet.</p> <p>Carry over to the next meeting for an update.</p>
Promoting the P&C & recruiting new members	01.03.22	Tom Sharpe Kym Eaton	<ul style="list-style-type: none"> • It was unanimously decided that we should set up a P&C Facebook page. • ACTION: Tom to set up Facebook Page and invite the team to join. • Design and distribute a flyer about the P&C to raise awareness. • Design and distribute a membership form to recruit community members to the P&C. ACTION: Tom and Kym to work on the Flyer and form and distribute to the team for feedback. <p>Carry over to the next meeting for an update.</p>
Making it easier to make voluntary contribution payments	01.03.22	Amanda Dyson Kym Eaton	<ul style="list-style-type: none"> • Add it as a selectable item in QKR • Add information to the P&S website page 'How to Pay' • ACTION: Amanda to find out if we can add it to QKR. <p>Carry over to the next meeting for an update.</p>
Moving the P&C online	01.03.22	Tom Sharpe Kym Eaton	<p>In light of the current situation, we want to move as much P&C promotion, administration and fundraising online as possible for this year.</p> <ul style="list-style-type: none"> • Update the P&C content on the school website. • ACTION: Kym is working on this, and all content must be agreed by everyone before submitting. Contact Judith Brown in the office to submit content for the website. • Add online payments to the P&C pages to make it easier to donate online. • ACTION: Kym to investigate through Tyro. <p>Carry over to the next meeting for an update.</p>
Spending	01.03.22	Liliya Prokopenko	<p>Swimming update: It's unlikely to happen this year given the current situation so P&C funds will not be required.</p>
Annual General Meeting	01.03.22	All	<ul style="list-style-type: none"> • We need at least 2 more members to enable to the P&C to run. • The AGM and Office Bearer positions need to be finalised before the end of April. • AGM set for 7pm, Tues April 5, 2022 • ACTION: Kym and Tom to do the flyer and form to send out via students to recruit new members. The flyer needs to go out ASAP.

8. Conclusion

The next meeting will be the AGM Meeting on Tuesday April 5, 2022, at 7.00pm on Skype.

There being no further business, the meeting was declared closed at 8.13pm.

KYM EATON
Secretary
March 1, 2022

Summary of Actions

Issue	Date	Responsible	Status
Fundraising Ideas Discussion	01.03.22	Kym Eaton	ACTION: Kym to investigate how to get the donation page up and running.
Fundraising Mother's Day Stall	01.03.22	Amanda Dyson	<ul style="list-style-type: none">• Could we sell single flowers? Possible problem – they need to last from Friday to Sunday when they will be gifted. Contact Bunnings to see if they can help. ACTION: Tom to investigate.
Fundraising Sub-committee	01.03.22	Amanda Dyson	ACTION: Amanda to set a date for the sub-committee to meet.
Promoting the P&C & recruiting new members	01.03.22	Tom Sharpe Kym Eaton	ACTION: Tom to set up Facebook Page and invite the team to join. ACTION: Tom and Kym to work on the Flyer and form and distribute to the team for feedback.
Making it easier to make voluntary contribution payments	01.03.22	Amanda Dyson Kym Eaton	ACTION: Amanda to find out if we can add it to QKR as an item.
Moving the P&C online	01.03.22	Tom Sharpe Kym Eaton	ACTION: Kym is working on content for the websites, and all content must be agreed by everyone before submitting. ACTION: Kym to investigating online donation page set up.
Annual General Meeting	01.03.22	All	ACTION: Kym and Tom to do the flyer and form to send out via students to recruit new members. The flyer needs to go out ASAP.