Cassia Primary School P & C General Meeting Minutes Record
1 April 2014

Presiding Chair
Josh Hallion at 2.45pm

Meeting Participants

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Apologies</th>
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<tbody>
<tr>
<td>Narelle Ward</td>
<td>Bree Wilson</td>
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<tr>
<td>Rosa Kubunavavua</td>
<td>Sharon Kaye</td>
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<tr>
<td>Lisa Armstrong</td>
<td>Kate Kendrick</td>
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<tr>
<td>Sandra Hallion</td>
<td>Juanita Smith</td>
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<tr>
<td>Kristie Thomas</td>
<td>Kelly Clifford</td>
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<tr>
<td>George Cartwright</td>
<td>Dave Pocock</td>
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<tr>
<td></td>
<td>Michelle Kilmartin</td>
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<td>Janelle Maasika</td>
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Minutes Approval
AGM Minutes 25 March 2014 approved
Moved Josh Hallion 2nd Kristie Thomas

Business arising from previous meeting

Canteen Staffing / Parent Involvement / Engagement of Canteen Assistant

Lisa provided the following information based on the Restaurant Tea Room and Catering Workers Award (link is attached below). Pay rate for Casual Assistant (Priscilla) in addition to current fulltime Canteen Manager (Mrs. Kaye) would be:

Adult wages – apply as of the first pay period on or after 1 July 2013

<table>
<thead>
<tr>
<th>Classification</th>
<th>Full time/Part-Time Employee</th>
<th>Casual Employee (Rate includes casual loading)</th>
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<tbody>
<tr>
<td></td>
<td>Fortnightly</td>
<td>Hourly Mon-Fri</td>
</tr>
<tr>
<td>Introductory</td>
<td>$1,291.90</td>
<td>$17.00</td>
</tr>
<tr>
<td>Level 1</td>
<td>$1,326.40</td>
<td>$17.45</td>
</tr>
<tr>
<td>Level 2</td>
<td>$1,378.30</td>
<td>$18.14</td>
</tr>
<tr>
<td>Level 3</td>
<td>$1,416.20</td>
<td>$18.63</td>
</tr>
<tr>
<td>Level 4</td>
<td>$1,485.90</td>
<td>$19.55</td>
</tr>
<tr>
<td>Level 5</td>
<td>$1,572.10</td>
<td>$20.69</td>
</tr>
<tr>
<td>Level 6</td>
<td>$1,611.20</td>
<td>$21.20</td>
</tr>
</tbody>
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This equates to $22.68 per hour based on 18 hour week 408.24-12(TAX) = $396.00 per week X 40 weeks = $16,329.60 (MAXIMUM)
**Priority Action:** Josh to meet with Mrs. Kaye and Priscilla on Friday 4th April to confirm pay rates, hours to be worked, engage in a casual contract with the P&C working in the School Canteen. WWC, Parent of current student and Food Handling Safety course online completed.

- Develop voluntary parent engagement with School Canteen Manager.  
**Action:** Advertise seeking volunteers required to have an emergency standby contact list in case of canteen staff being unable to work for any reason (health, family etc.)

**Treasurer**

- No possible candidates present despite canvassing of parents by committee members in regards to the position being required.  
  Last possible option is to apply to WACSO for special consideration that we would have President without signatory authority if Treasurer was to be Sandra Hallion due to perceived conflict of interest.  
  Possible job share options to be explored also as the job description has appeared overwhelming for most possible candidates (Alicia Marich, Angela Musulin, Bree Wilson, and Juanita Smith)  
  Current Signatories Lisa Armstrong and school registrar Gay Horne will continue as per normal function of the treasurer and signatories until A) New Treasurer is appointed or B) Audit financial reports and treasury handover has taken place.  
  Suggestion by Sandra that we consider replacing the defunct current laptop for an IPAD and use a secure APP for bookkeeping which would directly correlate to MYOB - current program owned by P&C at a cost of $500 annually (mentioned by Lisa).  
  Narelle commented possible security implications with this to be explored fully before changing the current procedure in place with past treasurers (Gay).  

**Priority Action:** Blurb to be prepared by George to be emailed to Narelle for the P&C Corner in the fortnightly newsletter, FLYER, School SMS Distribution list, FB Advertising (TBC by Josh with Narelle)  
**Action:** New Signatories to be voted as soon as a Treasurer is appointed.

**Principal’s Report**

- Teachers Strike Action Tuesday 1st April 2014 - school will be closed  
- Swimming lessons for all students will commence June 2014  
- Engaging in IPADS in EDUCATION - school may seek funding support later in the year from P&C for this

**Financial Report**

- No financial records available to date.  
  2012/2013 Financial Audit at Gold Finch Accountants South Hedland. Lisa responsible for the return of these to Josh Hallion / Treasurer as soon as they become available.  
  Previous Auditors notes from Lisa - BIWA expensive, all others too expensive for a NFP Organisation. Baler Primary School use Goldfinch.

**New Business**

- Fundraising Sub Committee  
  **Fundraising Sub Committee coordinator to be Sandra Hallion Moved George Cartwright**  
  **2nd Narelle Ward**  
  Sandra has a fundraising target for 2014 of $100,000
Request a ‘Bucket List’ from the teachers. Narelle expressed this is a high target and to remain aware as all members of the P&C not to overdo it and burn ourselves out. Sandra expressed from a parent perspective she would personally move heaven and earth to create possibility for her children within their learning environment. This will require specific direction and communication on how parents can help. This may lead to a cultural shift in our school and how the P&C interacts with parents and teachers within our school community.

Possible family event mid-year to create a supportive community within our school. Narelle would like to see the informal parent evenings be held twice a year. Possible fundraising opportunities – Silent Auction on children’s artwork available to their parents. P&C promote the school and it is only as strong as the people driving it. It is up to us to change it. Being acutely aware of parents on the P&C with family and work commitments.

1 or 2 fundraising events per term, one major fundraising event per year?

Josh suggested a 5Cent drive to be held, potential to raise $2000 with little effort, Lisa suggested collecting formula tins, enough for 1 in each classroom.

**ACTION:** how many is that?

$300 raised at School Swimming Carnival refreshment stand

**ACTION:** Sandra to drop monies collected from the day to Gay to be banked into P&C Account. George to provide breakdown of supplies in preparation for possible future refreshment stand opportunities (Athletics Carnival)

**ACTION:** Sandra to meet with Narelle to discuss school’s primary projects requiring funding support from the P&C (example discussed is $50,000 permanent cyclone rated shade structures required)

**ACTION:** Sandra to provide a list of possible fundraisers proposed for 2014 – email all ideas you have to sjhallion@y7mail.com

**ACTION:** Narelle to get schools requests officially working with Sandra to be tabled at the next general meeting.

**FUNDRAISING TARGET:** $100,000 **TOTAL RAISED TO DATE:** $300.00

- Whenever fundraising events take place and donations are sought by committee members Tokens of Appreciations are to be prepared and sent to local businesses in recognition of their donation.
- George advised she has spoken to Retravision about possible donation or discount on a new computer.

**Committee Reports**

1. Uniform Shop Coordinator Kristie Thomas
   
   Kristie and George attended Uniform Shop duties on Thursday 27\textsuperscript{th} March for instructions and handover from Janelle.
   
   Lots of old stock needs to be counted and moved / sold to make room for new stock when it is ordered. Large plastic tubs required for storage of moveable stock.
   
   Possible ideas for old stock Jumble Sale, Discounted old stock, old t-shirts be made into cushions and sold as a fundraising drive for P&C to past and present students and families. Possible sale cost $5 per cushion
   
   **ACTION:** Kristie to prepare a stock take. Anybody volunteering to assist please contact Kristie on mbt84@live.com.au

   Kristie asked is there a need for current receipts to be recorded - yes for auditing purposes. Would like to implement a spreadsheet of stock on hand, stock sold, to assist in prompting when new orders are required. Lisa advised turnaround for orders are a minimum of 13 weeks. Sandra advised seeking possible overseas ordering options could be explored. Implications of poor quality noted.
   
   Logo - copies of logos and colours to be considered required for next meeting along with proposed set up costs to enable P&C to decide which logo will be printed on new Polo’s, Hats (Teachers and Students) and Library bags. This decision needs to
be made so that the continuity of the logo is uniform (all the same if possible). May result in an increase of these products prices. George suggested we could look at a company donating the hats if they were to get them printed with their logo and our school logo (BHP hat was presented as an example) – these hats could then be free at the beginning of the year to each student and teacher at our school.

**ACTION:** Kristie to contact Janelle and be provided with any information she has on the logos to date. Kristie to provide the committee with this at the next meeting. If possible email to Narelle and Josh for discussion.

**PRIORITY ACTION:** George to email Kristie possible working spreadsheet she has on file.

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**Committee Announcements**

Sub Committee to be formed – instructions to be discussed between Narelle and Josh as to procedure to take place in order for this to happen. Quorum for a general meeting is 6 members at any given time.

All actions to be emailed to Josh joshua.hallion@bigpond.com and Narelle Narelle.Ward@education.wa.edu.au to seek approval for immediate action or to be brought to next meeting for approval by committee.

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**Next Meeting**

**Date:** 01 May 2014 Staffroom 6.30pm

**Meeting Closed**

4.16pm