

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 8 August 2023, 7:00pm, Staff Room**

**ATTENDANCE**

- Attendance record on file.

**1. WELCOME – President (Jess Vanson)**

**2. APOLOGIES**

- Thuy Acacio

**3. CONFIRMATION OF THE MINUTES FROM PREVIOUS GENERAL MEETING**

*Resolution: That the minutes of the General Meeting of Churchlands Primary School P&C Association held on 20 June 2023 at 7:00pm be taken as a true and accurate record. Carried*

**4. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING**

- P&C supporting students with regular fruit

**5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

- Elections (Vacant Positions). There has been no interest from the community in filling these two positions.
  - Executive Member: Communications Officer – P&C communications will be limited as a result of lack of involvement from community members.
  - Other Positions: Canteen Coordinator – volunteers at Canteen are also decreasing. Running the Canteen requires volunteer to make it feasible to run.
- Survey for Coldplay tickets – use Google Forms to send out survey.
  - Suggested questions reviewed at meeting. Questions about before/after school activities must be monitored carefully due to contractual obligations for other services at the school need to be considered.
  - Disclaimer needs to be added about confidentiality.
  - Survey will be sent Monday 14<sup>th</sup> August, deadline to completed Friday August 25<sup>th</sup> and winner announced Thursday 31<sup>st</sup> August.
- Google Drive update – completed. P&C positions can put their key documents on the respective drive. This will allow for smooth transition of position holders.

**6. CORRESPONDENCE IN/OUT (Diane Calligaro)**

**Incoming/Outgoing**

- None

**7. PRESIDENT'S REPORT (Jess Vanson)**

- See attached report.

**8. TREASURER'S REPORT (Aaliyah Ivanescu)**

- See attached report.
  - Moving the P&C account to Commbank is almost complete. Waiting for deposit books from Commbank.
  - BankWest gave notification the accounts will closed in October.

- Changing account details from Bankwest to Commbank has begun for QuickClick, Netball, Xero. They have all been switched. QKR! and merchant fees will be changed soon.
- The Optus canteen phone is in a previous Canteen Manager's name. This is proving to be difficult to change. A solution to be worked out.

#### **9. PRINCIPAL'S REPORT (Kim Fraser)**

- See attached report.
  - There are still issues with a constant cross walk attendant on Pearson.
  - The cross walk is on the border between Cambridge and Stirling councils. This makes it difficult for a flashing light or signage to be added to Pearson. A suggestion was made for a petition to sign to take to councils might help.

#### **10. CANTEEN REPORT (Angela Huang)**

- See attached report.

#### **11. FATHERING PROJECT REPORT (Lex Brickland)**

- See attached report.
  - The DUCKs donated two Old Nan Quokka books to the library for NAIDOC week.
  - All the spots are filled for the Bunnings Sausage Sizzle
  - Campout - design a flyer for students was sent out and a 2<sup>nd</sup> coffee van locked in
  - Still trying to look for community event/project

#### **12. GENERAL BUSINESS**

##### **12.1 Parent night – year 4 planning**

- There was a poor response and commitment from the year 4 parents. Only 2 parents volunteered and 2 people volunteered on a part time basis. As a result, the parent night will be put on hold.
- A suggestion was made to put a flyer together for the orientation weeks 3-4 (Kindy and Pre-primary) to help get new parents involved in the school. Jess will see if she is able to attend and speak at orientation

##### **12.2 Working with Children updated procedures**

- Volunteer declaration is needed to declare that they do not have a negative working with children notice

##### **12.3 CPS community to post questions ahead of meeting**

- Any questions regarding Kim's report, sent to President or Secretary, will circulate to Kim ahead of meeting in order to gather any further information needed

##### **12.4 Conflicting meeting date with Learning Journey 12/9.**

- Reschedule for week 8 (5/09) or week 10 (19/09). Week 10 - 19/09 works best for everyone.

#### **14. NEXT MEETING DATE: 19<sup>th</sup> September 2023**

**MEETING CLOSED: 8:10pm**