



MERREDIN COLLEGE P&C ASSOCIATION INC. MINUTES

General meeting held on Monday, 20th May, 2019 at 6pm in the Wahlsten Library

1. **Welcome (Chairperson)**

Meeting opened at 6:05pm by Justine Low

Present

Phil Van Der Merwe, Alby Huts, Rochelle Willis, Darren Gardiner, Hayley Billing, Kristy Van Der Merwe, Justine Low, Lynne Herbert, Chantal Davies, Jamie-Lee Walker

Apologies

Gareth Davies, Janelle Millar, Shelley Ghiradi, Nat Hargreaves, Tania Geier, Natasha Hardy

2. **Confirmation of minutes of previous meeting**

Motion: That the minutes of the previous meeting held on 8th April, 2019, be received and accepted as a true and accurate record.

Moved: Jamie- Lee Walker

Seconded: Alby Huts

Passed

3. **Business arising from previous minutes**

Nil

4. **Correspondence**

4.1 In

4.2 Out

Motion: That correspondence in and out be received as presented and endorsed

Moved: Lynne Herbert

Seconded: Phil Van Der Merwe

Passed

5. **Treasurer's Report (including Canteen & Uniform Shop)** - See attached

Kristy explained that the Treasury role is more involved than she thought when she accepted the role and she is learning as she goes. The Treasurers Report for the canteen and uniform shop show a loss, however these figures are not accurate due to current processes between the school and uniform shop and canteen not working efficiently. There are no current bad debts with the uniform shop but Kristy is still working her way through old ones. Kristy has been busy ordering new uniforms but needs a process in place for uniform exchange as stock not correct. Discussed getting help for her with a stock take and it was suggested that the Year 11 & 12 special needs children be given the opportunity to help out with this.

Fundraising proceeds: \$1,077.30 Pot Sales, \$524.50 Gala Night, \$1,111.45 Mothers Day Stall, \$372 Cake bake.

Motion: That the Treasurer's report be adopted

Moved: Hayley Billing

Seconded: Rochelle Willis

Passed

6. **Other Reports**

6.1 Principal & School Board (see attached)

Motion: That the reports be adopted as presented

Moved: Hayley Billing

Seconded: Phil Van Der Merwe

Passed

7. **General Business**

7.1 Secretary Role

Chantal Davies has accepted the role of Secretary, replacing our previous secretary, Rochelle Willis, after 6 years in the role.

Motion: That we accept the nomination of Chantal Davies to the role of Secretary.

Moved: Rochelle Willis

Seconded: Lynne Herbert

Passed

7.2 Amendments to P&C Constitution

The amendments to the P&C Constitution as presented at the P&C meeting on 11th March are attached (PDF). For discussion, approval and signing by 19 July, 2019.

Constitution rules have changed and as such all organisations have to change their Constitution to be in line with the new rules. Janelle has altered the P & C Constitution from discussions with Carolyn and with reading up on the changes.

Motion: That we lodge our amended Constitution.

Moved: Alby Huts

Seconded: Justine Low

Passed

Action: Justine Low

7.3 For endorsement

7.3.1 Kylie Squire requested approval to hold a sausage sizzle at Two Dogs in order to raise funds for Gold Coast Volleyball 2019.

Fundraising request was approved by the P&C Executive via email on 29th April, 2019.

7.3.2 Susan Coomber requested approval to hold a sausage sizzle at the Wheatbelt Regional Carnival which is to take place at the Merredin Recreation Community and Leisure Centre on 19th May, 2019.

Fundraising request was approved by the P&C Executive via email on 13th May, 2019.

Motion: That the above fundraising activities be endorsed.

Moved: Lynne Herbert

Seconded: Phil Van Der Merwe

Passed

7.4 Thank you (Kristy Van Der Merwe)

Kristy suggested that a thank you letter be written to Peter Dalton for his donation of a \$350 food processor for the canteen.

It was resolved that the Secretary write a letter to Peter Dalton to thank him for his generous donation.

7.5 Fundraising Plan (Jamie-Lee Walker)

The fundraising sub-committee had a meeting to work out how to implement a fundraising plan. After researching other schools fundraising policies and guidelines about what is appropriate fundraising, they resolved to come up with a policy so that people would know what fundraising ideas were in line with the policy. Going forward, they would like fundraising requests to be in person, at P&C meetings, rather than via email. This will allow P&C committee members to gain more of an understanding of the requests being submitted and will also encourage more support

for the P&C.

Starting second semester they hope to have a plan for the remainder of the year and as of term 1, 2020, they hope to implement the new fundraising policy.

The fundraising sub-committee will inform the Secretary of their next meeting so it can be placed on the P&C facebook page. This is with the aim of recruiting additional committee members.

Ratified by consensus

7.6 P & C Signatories (Kristy Van Der Merwe)

Discussion on having Secretary added as a signatory to the P&C bank accounts as current circumstances are proving tricky to obtain two signatures. President, Justine Low, is still in the process of being added also.

Motion: That we add Chantal Davies as a signatory to the bank accounts.

Moved: Kristy Van Der Merwe

Seconded: Alby Huts

Passed

8. **Other Business**

8.1 Late Agenda Item - Year 7 & 8 Volleyball Excursion

David Pirovich has requested \$600 from the P & C to pay for travel expenses for a Volleyball Excursion to Perth. The excursion is on Sunday, 4th August, 2019.

Discussion was had as to whether parents were subsidising costs or whether the P&C was solely covering the costs. It was resolved that the P&C would cover the requested \$600 this year but next year we would look into this request further once there was a clear fundraising plan and policy in place from the fundraising sub-committee.

Motion: That we pay \$600 in travel expenses for the year 7 & 8 Volleyball teams excursion to Perth.

Moved: Lynne Herbert

Seconded: Rochelle Willis

Passed

8.2 EWEN Fundraising

Hayley Billing has agreed to co-ordinate the catering for the EWEN Staff Development Day on Friday, 31st May, 2019. She is requesting assistance with making and purchasing food items for the day.

8.3 World MS Day

World MS Day is on Thursday, 30th May. All students are to dress in red for a gold coin donation, red food items are to be donated by parents and these will be available for students to purchase during break 1 and 2.

9. **Date of next meeting:**

Monday, 17th June, 2019 at 3.15pm in the Primary Staff Room.

10. **Closure**

The meeting closed at 7:15pm

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Justine Low

President

20th May, 2019

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Chantal Davies

Secretary

20th May, 2019