

OCEAN ROAD PRIMARY SCHOOL

Parents and Citizens Association

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Every child matters ~ Each moment counts ~ Everyone belongs

Ocean Road Primary School P&C General Meeting 24th April 2024

Meeting Opened: 9.05am

Present: Christy-lee Clark, Leonie Wood, Kasha Miles, Jaymi Collins, Monique Hough, Jayelle Seotis, Dean Finlay, Amanda Dawe, Bianca Duggan, Jen Siddons, Jenny De Kan, Kristy McGregor

Apologies: nil

Minutes from previous meeting: Minutes from the General Meeting held 19th March taken as read and confirmed to be true and accurate record – *Accepted Kasha 2nd Christy*

Business arising from previous minutes:

- President nomination: Amanda Dawe – *unanimous vote by all present* – Vice President role to be advertised to call for nominations
- Denise Wish List – Amanda discussed with Denise & Emma suggestions for the lost property area and provided a quote for storage boxes to be utilised in the area totalling \$199.99 – *unanimous vote by all present* – Bianca to purchase
- Colour Me Krazy Profit – Bianca advised the profit for the 2023 Colour Me Krazy event was \$3057.17 not \$84931.10 as stated in the AGM minutes

Correspondence In:

- St Damian's Parish Community Fun Day Invitation
- President Nomination – Amanda Dawe

Business Arising from Correspondence In:

- Discussion held regarding St Damian's Parish Community Fun Day and decision made to decline the invitation based on time frame and potential lack of volunteers – *unanimous decision by all present*

Correspondence Out: Nil

Business Arising from Correspondence Out: Nil

Kindness ~ Resilience ~ Responsibility ~ Respect

Treasurers Report:

Canteen Card

Balance in Xero - \$553.03
Total unreconciled statement lines - \$148.60
Statement balance - \$404.43

Canteen 1 Account

Balance in Xero - \$46,775.29
Total unreconciled statement lines - \$1124.16
Statement balance - \$47,899.45

Canteen 2 Account

Balance in Xero - \$16,479.02
Total unreconciled statement lines – nil
Statement balance - \$16,479.02

Fundraising Card

Balance in Xero - \$1,101.56
Total unreconciled statement lines - \$768.56
Statement balance - \$1,870.12

General Account

Balance in Xero - \$31,160.39
Total unreconciled statement lines - \$1,055.85
Statement balance - \$32,216.24

Bianca advised there is \$5,000 outstanding to be transferred to ORPS from a recent grant received from Bendigo Bank once invoice is received

Dean asked if the audit for 2023 has commenced – Bianca advised it has been booked with WealthVisory awaiting an email to secure and provide payment

Canteen Report: Report by Amanda Dawe

- The canteen sub-committee has not yet had a meeting in 2024
- A new Canteen Manager has been employed – Leah Wittorff – to be announced to the school in the coming weeks
- Amanda has been volunteering in the canteen to assist with the transition to new Canteen Manager and for a further understanding of the workings of the canteen
- Pie warmer purchase has not yet been completed – Bianca to meet with Kristy to arrange

Principals Report:

Current enrolments: 630 - Enrolments at recent census: 621

Thanks to the support of families and students and the excellent work of staff the recent classroom restructure went extremely well. Starting the restructure in week 9 of term 1 made the start of term 2 very smooth

The old demountable is still to be removed and two new transportable classrooms are set to be delivered – date pending

School Board:

The next School Board meeting will be held on 15th May 2024

Kelly Shipway from the City of Mandurah will be attending to provide an update on the Dawesville Community Centre build

Fundraising Sub-committee:

Christy-lee advised there was a Fundraising Sub-Committee meeting held 16th April 2024 which resulted in a request for \$3000 of funding for the Mothers Day Stall stock which was approved by the Executive Committee

Raffle donations have started to be delivered

Amanda – thank you to Christy, Bianca Cassie & Jayelle for their assistance in the recent Easter Hat Parade, Colouring-In Competition and Easter Raffle

General Business

Cash Box – request submitted by Bianca to purchase a cash box for all fundraising events. Quote submitted for J.Burrows Extra Large Cash Box from Officeworks for \$50.60 – *unanimous vote by all present* – Bianca to purchase

Canteen Printer – request submitted by Amanda to purchase a printer in the canteen as the current printer is no longer working. Quote submitted for Epson Workforce WF-2930 from Officeworks for \$119 – *unanimous vote by all present* – Kristy to purchase and Bianca to reimburse ORPS

Dean – the Waste Warriors recycling centre is accepting clothes not suitable for donation but can be reused

Christy-lee – suggested the lost property school uniforms that are not claimed within the timeframe be utilised for new starter families or families needing assistance to purchase uniforms – Dean advised there is an area in the ORPS Office for this reason and new items can be added

Dean – enquired if the BBQ frame has been upgraded since it's last use as the frame needs to be reenforced and wheels upgraded – Quotes to be sourced for materials before a vote can be held for expenses

Christy-lee – requested Dean's approval for a BBQ lunch to be held on 15th May 2024 to further fundraise for the 2024 Year 6 Camp – Dean approved date – Bianca to add to Qkr! for ordering

Dean advised the icy-poles must fit the traffic light system and the BBQ must be placed in a safe position to ensure the safety of students

Next meeting: Wednesday 19th June 2024 9am

Meeting closed: 9.55am