

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 19th June 2024

Meeting Opened: 9.05am

Present: Jade Evans, Kasha Miles, Christy-lee Clark, Jaymi Collins, Leah Wittorff, Lianne Lowens, Jayelle Seotis, Amanda Dawe, Bianca Duggan, Kate Smith, Narelle Finlay, Kristy McGregor

Apologies: Joel Gray, Dean Finlay

Minutes from previous meeting: Minutes from the General Meeting held 24th April 2024 taken as read and confirmed to be true and accurate record – *Accepted & 2nd*

Business arising from previous minutes:

- Denise Wish List – Storage boxes have been purchased, labelled and placed outside the library. New Lost Property system is working very well.
- Bendigo Bank Community Grant money has now been paid to Ocean Road Primary School
- Audit is in process with WealthVisory
- Pie Warmer has been ordered, delivered and is in use in the canteen
- Cash Box has been purchased
- Canteen Printer has been purchased plus an additional printer was needed after Department of Education information on approved brands due to security features was received. Second printer to be utilised by the P&C for general use
- BBQ frame was manufactured and installed by JB Fabrications – the BBQ is now stored in the back storage room
- Year 6 Sausage Sizzle fundraiser was held – more info in fundraising report
- Dean advised the Waste Warrior material program cannot happen onsite due to the Salvation Army clothes bin on site at the school

Correspondence In:

- Vice President Nomination – Kasha Miles
- Mrs Kate Smith – Acting Deputy Principal requested attendance at the next general meeting to discuss improving community relationships to gain feedback from P&C members
- Christy-Lee Fundraising Coordinator requested \$500 to purchase Fathers Day samples – approved by exec committee and purchased
- WACSSO Conference invitation

Kindness ~ Resilience ~ Responsibility ~ Respect

Business Arising from Correspondence In:

- Vote held to elect Kasha Miles as Vice President – *unanimous vote carried by all present*
- Call for nominations for an Executive Committee member as Kasha Miles has now been elected Vice President – Nomination received from Jayelle Seotis – *unanimous vote carried by all present*
- Mrs Kate Smith Acting Deputy Principal & member of the Student Support Team called for feedback on how the school can improve relationships between ORPS & parents/carers – discussion held by all members present and feedback to be taken to ORPS to discuss and implement changes where possible
- WACSSO Conference being held on 24th & 25th August – WACSSO affiliation fee includes 1 free delegate ticket and a 2nd ticket at the subsidised rate of \$264.00 - Amanda & Bianca volunteered to attend – *unanimous vote carried by all present*

Correspondence Out:

- Executive Committee approval given to email ORPS to offer to cover \$6 per leavers jacket

Business Arising from Correspondence Out:

- Lianne mentioned that she didn't receive notification of the discount – feedback passed on to ORPS Staff

Treasurers Report:

Canteen Card

Balance in Xero - \$547.59

Total unreconciled statement lines - nil

Statement balance - \$547.59

Canteen 1 Account

Balance in Xero - \$41,859.77

Total unreconciled statement lines - nil

Statement balance - \$41,859.77

Canteen 2 Account

Balance in Xero - \$16,899.30

Total unreconciled statement lines – nil

Statement balance - \$16,899.30

Fundraising Card

Balance in Xero - nil

Total unreconciled statement lines - nil

Statement balance - nil

General Account

Balance in Xero - \$22,857.57

Total unreconciled statement lines - nil

Statement balance - \$22,857.57

- WACSSO affiliation invoice - \$1889.61
- WA Canteen Association invoice - \$199
- Xero price increase from \$85 per month to \$90

Canteen Report:

- Call for Canteen Subcommittee new members – Christy-Lee nominated to be on the subcommittee
- Leah has completed a food safety supervisor course and now needs to be signed off by a responsible person that has seen her working in the canteen – Amanda to discuss with Leah and complete
- Menu changes and small price increases to be implemented to cover some costs of inflation – Amanda, Bianca & Leah to meet to discuss and amend. This will not be implemented until commencement of Term 3
- Staff roster changes have been implemented to align wages with canteen profits

Principals Report: *Narelle presented in Dean's absence*

- Dean is healing well and starting physiotherapy shortly and should return next term
- 627 current enrolment – 641 expected for term 3
- Kindy enrolments for 2025 are currently at 31
- Building changes – demountable to be removed and two new buildings to be installed in the first week of school holidays in preparation for higher enrolment numbers
- Year 3/4 playground upgrade – students have been researching and discussing ideas and submitted drawings. ORPS staff to collate designs and get quotes at the beginning of next term. ORPS to allocate \$50,000, Bendigo Community Bank Grant \$5,000 and a request from the P&C to donate \$25,000 over a period of time
- Childrens University has been launched within the school to promote learning outside of school. Open to Years 3-6 – 85 enrolments currently

School Board:

- Kelly Shipway was unable to attend to give a Dawesville Community Centre update
- Discussion of School Budget
- Discussion of School Annual Report
- Narelle provided a Curriculum update
- No community representative on the board as yet
- Dean received his Principal review

Fundraising Report –

Mothers & Significant Others Stall

- expenses \$4128.05
- takings \$7186.47
- profit \$3058.42

Mothers & Significant Others Raffle

- expenses \$27.49
- takings \$1491.80
- profit \$1464.31

Year 6 Sausage Sizzle Fundraiser

- expenses \$225.67
- takings \$1381.00
- profit \$115.33

Obstacle-a-thon –

- expenses 3531.29
- takings \$2949
- donation \$582.29

Year 6 camp contribution - \$9662.33

Leavers jackets contribution - \$264 – \$6 x 44 ordered

Fundraising Sub-Committee Report –

- Fundraising sub-committee meeting held. Father's Day stall samples were reviewed and approved for further purchasing
- School Student Leaders meeting held to discuss 2 gold coin donation fundraising days. Student leaders have chosen K9 Rescue and Peel Says No to Violence. Also began discussing ideas for their Leavers Legacy.
- Colour Run tentatively booked for 25th October
- Air conditioning quotes – Kristy to send through in order to plan future fundraising
- P&C Day thank you messages from the students and student leaders

General Business

Fathers Day Stall Request – Christy-Lee requested \$5000 to purchase Fathers Day stock including the \$500 samples already reimbursed – *unanimous vote carried by all present*

Annual Stationery Budget – Request for an annual budget up to \$500 on stationery, envelopes, stamps – *unanimous vote carried by all present*

Winc Stationery Account Setup – *unanimous vote carried by all present*

Kristy advised there is a supplier in Mandurah for printer toner required for the canteen printer and will send the details to Bianca for comparison

Canteen First Aid Kit –

Christy suggested approaching Lisa Munday to request a donation, instead of purchasing, before the next meeting – Christy to contact Lisa Munday

Canteen Mop & Bucket – approval requested for up to \$50 - *unanimous vote carried by all present*

Christy-lee suggested also needing a Wet Floor Sign in the canteen – Leah to check if there is one within the canteen if not request to purchase a sign – *unanimous vote carried by all present*

Leavers Legacy – Was discussed at Student Leaders meeting – Narelle to speak with Student Leaders & Jo Harmon further about their decision

Gas Bottle Purchase Request – New gas bottle needed for the BBQ – *unanimous vote carried by all present*

Christy-lee suggested this should be an ongoing request where the gas bottle can be purchased whenever needed

Colour Run Headbands & Glasses – Currently on hand are 279 sunglasses and 297 headbands purchased for previous colour run events. Bianca suggested selling these to P&C's for their upcoming colour runs as every student that registers will be provided with sunglasses and a headband. Christy-lee suggested selling 200 sunglasses and 200

headbands to leave some stock on hand for sale at colour run. Discussion held on pricing and decision agreed upon was discount of 20%

- Headbands \$1.30ea (purchase price \$1.60)
- Sunglasses (solid colour) \$1.15ea (purchase price \$1.45)
- Sunglasses (rainbow) \$1.45ea (purchase price \$1.80)

Bianca to advertise on P&C Facebook pages for sale

Foam Cannon Price Revision – Discussion held on current foam cannon hire pricing and comparison to a new competitive local foam cannon hire option being advertised. Price revision to be discussed further and voted upon at the next ORPS P&C General Meeting

Next meeting: Friday 19th July 2024 9am

Meeting closed: 10.45am