

# **Beverley District High School P&C Meeting Agenda**

Tuesday, 16<sup>th</sup> October, 2018  
6-30pm – 8-30pm

Type of Meeting: General Meeting

Meeting Chair: Bruce Kilpatrick

Attendees: Jodie Bell, Kristy Parker, Maryka DeBeer, John Hawke, Tim elsegood, Bruce Kilpatrick, Aliesha Murray, Carissa Shaw, Wendy Moore

Apologies: Mari Tita, Jacinta Murray

I. Opening of Meeting @ 6.35pm

II. Approval of minutes from last meeting

Moved- John Hawke                      Seconded- Carissa Shaw

Business Arising from Minutes:

- Canteen menu approved by WA School Canteen Association with addition of Reduced Fat Milk Option
- Benches for High School Area have been ordered. Cost \$200 more than originally quoted.
- Some additional work regarding healthy food and drink policy required before an RBV grant application can be made.

III. Correspondence In- As per Correspondence Book

IV. Correspondence Out- Meeting Reminders.

Outstanding- Secretary to write a Thankyou letter to Beverley Real Life Church and put a Thankyou in the December Blarney.

V. Treasurer's Report

Main Account Balance- \$10834.30

Canteen- \$9041.64

- Canteen profit is approximately \$100 per week.
- Some difficulties with EFT's into the P&C account- people are transferring money in, but Tim is unsure what this is for. Aliesha advised that it is likely that this would be uniform money, however Tim is not currently receiving a copy of the Uniform Shop Payment Sheet. Jodie will text these to Tim in the future.
- No progress with new financial software. Carissa advised that she had been contacted by a new parent to the school (Kylie Raftice) offering her assistance with this. Tim agreed that some assistance with transitioning to a new financial software system would be helpful. Carissa to contact Kylie to confirm her availability to support Tim with this, and put her in touch with Tim.
- Bruce approached ANZ regarding obtaining a separate account with a debit card for canteen purchases by the canteen manager. ANZ advised that this would cost \$10/month, which the meeting all agreed was a big cost to our organization. Options discussed were approaching another bank (?Bendigo Bank in York) or running a Petty Cash

Book. Petty Cash Book could be obtained from the Post Office, and could be reconciled each week using canteen income. Maryka and Tim will be at Canteen tomorrow morning and will discuss this with Jo.

MOTION:

‘Canteen Manager uses a petty cash book for canteen costs, to a maximum of \$200.’

Moved: Bruce Kilpatrick

Seconded: Tim Elsegood

All in favour.

## VI. Principal’s Report

- High School Area: Bench Tables have been ordered. Chris Footer will be leaving the school at the end of Term 4, however the Monkey Bars will be his Term 4 project, which he plans to have completed before he leaves.
- Run for Fun Colour Run- Thankyou to all parents for their support. Main purpose of the run was as a reward for the students, with the fundraising component a side benefit. Funds will be used for student wellbeing resources.
- Shrek Production- Week 4. This will be a highlight for the students.
- Term 4 will see the usual reporting and end of year functions.
- Thank you to all families for their participation in school activities.

## VII. Sub-Committee Reports

### a) Canteen

- Fridge is now working
- Rangehood is making a strange noise. Tim will investigate this tomorrow morning and if it is faulty it will need to be reported through the usual school channels via the school office.
- New menu for Term 4.
- Maryka will be away for weeks 8-10- Will need a volunteer to assist with the Canteen Order collation on Monday afternoon during these weeks.
- Need to ensure that letters for the 2019 Canteen Volunteer Roster are sent out towards the end of this term- Mari/Maryka to liaise with Aliesha regarding this.
- Bruce will speak to Jo about whether she is happy to continue in the Canteen Manager role in 2019.
- Jo is still to complete her traffic light training.

### b) Uniform Shop

- Portal is open (access for Uniform Shop Coordinator Only at this stage). Some initial hiccups with stock lists.
- 2-3 week turn around time for uniform orders
- A jacket style has been found that is similar to our current school jacket and this is the jacket we have requested from hypersport.
- Will need stock of small sized shirts for 2019 Kindy parents to purchase towards the end of term 4.
- Faction Shirts- Noticing students are not wearing faction shirts as they don’t have them and they are not available from the uniform shop. Agreed to offer a ‘bulk order’ for faction shirts- Aliesha will send a note home this week and collate and pass on to Jodie for ordering.

### c) K-PP Committee

K-PP concert will be held on Wednesday, 28<sup>th</sup> November this year.

VIII. New Business

a) Fundraising Goals 2019

Carissa has prepared a letter to be sent to 2019 teachers and this was reviewed by the meeting. Wendy's preference is that Wishlist Item requests are made by 'Developmental Learning Teams' (K-2, 3-6, 7-10) as opposed to individual classroom teachers. After some discussion meeting agreed that Wishlist item requests would be between \$1000-\$2000. Bruce reiterated that funding these requests would involve continued fundraising by the P&C. Carissa will finalize letter and forward to Wendy, to be given to 2019 teachers at the commencement of the 2019 school year. Requests will be due by Week 4 of Term 1, 2019, for review by the P&C and prioritization for purchase.

b) P&C Event Signage

Carissa has investigated options for a 'Tear Drop' P&C sign, to be used at P&C events such as street stalls, carnivals and outside the canteen. Meeting agreed that this would be beneficial in promoting the activities of the P&C. Carissa will investigate options for a 10 ft sign- Red Banner with Black Writing and a Pavement Flag Base. Will obtain quotes from Officeworks, VistaPrint and Beverley CRC. Committee happy to spend \$400. Carissa will circulate design to the committee via email for feedback prior to purchase.

c) Fundraising Opportunity with CRC

See attached letter from Beverley CRC with fundraising opportunity for their 'Thank a Volunteer' BBQ in December. Offering \$100 for cooking BBQ, \$150 to provide salads and \$150 to provide desserts. Committee concerned with timing (during harvest). Wendy indicated she would be available to cook the BBQ. Carissa will advise CRC that we could help with cooking the BBQ for \$100, but would not be able to assist with salads or desserts.

d) RBV Grant Opportunity

Hold over until 2019.

e) Shrek Musical (2<sup>nd</sup> November)

Aliasha will advertise for donations of supper with proceeds to P&C (door). Maryka will organize tea/coffee/milo milk and disposable cups.

Aliasha will advise if assistance is required with set up of hall.

IX. Adjournment- Meeting closed at 7-55pm.

Next Meeting:

Tuesday, 27<sup>th</sup> November @ 7pm.