



WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION INC.



MINUTES

General Meeting - Monday, 4th September 2023

Attendance and Apologies

Committee (7):	Rebecca Reilly (President), Amelia Anthony (Vice President), Justine Bourke (Treasurer), Felicity Matosevic (Public Officer), Georgina Thomsen (Secretary), Mellanie Hawke (Committee Member), Naznin Schwab (Committee Member)
Members (7):	Kylie Charlesworth, Joanne Hann, Beth Sheather, Stacey Dunn, Katrina Williams, Christine Carver, Mac McCann
School (1):	Scott Fagan
Apologise (0):	Nil

1&2. Welcome, Apologies and Confirmation of Minutes

The meeting opened at 7:03 pm. The minutes of the previous meeting were confirmed.

3. Treasurer's Report

Treasurer tabled the latest financial report (appendix A).

4. Clothing Pool

The clothing pool coordinator tabled the latest clothing pool report (appendix B). No new need for volunteers within the clothing pool.

5. Community Activities and Engagement

- 1) **Fete:** the fete committee provided the fete proposal (appendix C). Tentative approval was provided for 4th May (term 2) and an initial budget of \$500.
- 2) Referendum BB Q (+ cake stall, potato van): Volunteers Robert, Marko and Trinity to work with treasurer (Justine) on setting up a BBQ if the school is selected as a polling place for the Referendum. Rebecca to organise cake stall.
- 3) **Trivia Night/Disco:** plan for 2024.
- 4) **Ride to School:** planned for last day of T3, committee provided \$400 for event.
- 5) **Sock Fundraiser:** Ameila to organise for pre-Christmas delivery. Wear crazy socks, facebook, newsletter notices and paper note home planned.

- 6) **Christmas Concert:** BBQ, ice cream, fairy floss, drinks and zooper doopers planned. Start serving 1/2 hour before the concert starts. Coordinator: TBD (likely Stacey, Robert)
- 7) **Year 6 Graduation:** P&C will provide funds similar to what has been provided in prior years (\$1,000 decorations, \$25/head food)

6. Principal and School Board Report

Principal provided an update regarding:

- Story Night
- Satisfaction and Climate Survey
- Grandparents Day
- Frenzy Day
- Footy Colours Day
- School Impromember activities (data analysis, looking at growth)
- Order place for defibrillator and training has been offered to staff. Nardia to work with Justine for reimbursement of funds.
- The committee provided funding (u[p to \$4,000) for the purchase of readers for k-2
ACTION: Scott to review and propose additional older level readers, if required.

7. Any Other Business and Open Mic

Feedback:

- use of school tear drop banner at district school events (so school can
- parade of costumes for community for Book week dress up day.
- look at flow for book purchases on story night
- notification to parents when kids receive 'pin' awards at assembly.
- digital access to school photos being investigated by photographers

8. Close and Next Meeting

Next meeting: Monday 23rd October @7PM in person at the school and online.

Meeting close: 8:23PM

Attachment A - Treasurer's Report

WHPS P&C TREASURER'S REPORT

4 September 2023 Meeting

1. Financial Statements

The bank account reconciliation is below.

2. Comments

The balance of the P&C **General account** as at 4 September 2023 is **\$31,914.04**, up from **\$27,534.44** at the 24 July 2023 P&C meeting.

The balance of the P&C **Clothing Pool account** as at 4 September 2023 is **\$10,635.57**, up from **\$10,616.66** at the 24 July 2023 P&C meeting.

Summary of financial transactions in the **General account** since the 24 July 2023 meeting:

Income

Father's Day Stall takings	\$2,763.00
Trivia Night takings	\$1,626.60

Expenditure

Nil

3. Outstanding Items

Decoration costs for 2022 Graduation

4. Commitments

Nil

5. Notes

Year 6 Graduation costs expected to start soon

Purchases for 2024 Father's Day Stall may start soon

6. Other Business

\$3,625 from Story Night/Book Week has been transferred to the WHPS account from the P&C Clothing Pool account as the school used our EFTPOS machine

Attachment B – Clothing Pool Report

P&C UNIFORM POOL REPORT

August-September 2023

04/09/2023

Opening Bank Balance - 01/07/2023	Float	Total
\$13,049.95	\$150	\$13,199.95

Receipts

Cash sales banked				
EFT Banked	\$4,281.00	Interest	Online Orders	Total Banked
Total	\$4,281.00	\$0.00	\$1,404.45	\$5,685.45

Expenditure

Suppliers		Bank fees	Misc	
LW Reid	\$ 4,390.04	\$ 84.79		\$8,099.83
Spartan				
WHPS (Book Week)	\$ 3,625.00			Total Spent
				\$ 8,099.83

Closing Bank balance 30/08/2023	Float	Total
\$10,635.57	\$150	\$10,785.57

Stock (sale value): approx \$25k

- EFTPOS machine was used for Book Fair - did not use machine for uniform sales over those days
- Will announce arrival of Simpson hats in anticipation of Wed open
- Over \$4k owing to LW Reid, but shelves are quite full

Wanniassa Hills Primary School Fete Proposal

Introduction

1. The Wanniassa Hills Primary School (WHPS) fete has been cancelled the last couple of years due to COVID. Now that life is returning to our new normal post pandemic, the decision to host a WHPS fete can be considered.
2. The proposed date of the fete is ^{Saturday} 2nd March 2024. The decision to shift the fete out of the current school year was made due to the difficulties in coordinating attractions and sourcing vendors this late in the year. Due to the expected heat at this time of year, we suggest that the proposed fete is a twilight fete, between the hours of 3pm and 7pm.
3. The decision to have a twilight fete will also allow us accommodate weekend sporting activities, along with providing set up and preparation time.

Purpose

4. The purpose of the fete is twofold. It offers an opportunity to showcase the school itself, through strong volunteer support and organised activities, whilst also providing an opportunity to raise money for the P&C.
5. The school fete will allow us a chance to engage with the broader school community, as well as the local neighbourhood, and provide the children an event to look forward to early in the school year.

What would the fete consist of?

6. The biggest draw cards of a school fete are the activities, vendors and attractions that are provided. Considering the success of various items over previous school fetes, it would be safe to assume that depending on budget, the following options should be considered.
7. **Food vendors** where that the majority of food options be provided by the WHPS volunteers, in order to maximise profits. Where that is not possible, suggest we contact mobile vendors and request a fee for them to participate.
 - a. Ice cream vendor
 - b. BBQ
 - i. Ensure sausages are gluten free
 - ii. Veggie burger options
 - iii. Proper steak sandwiches
 - c. Potato on a stick
 - d. Coffee cart
 - e. Curries

- f. Fairy Floss
 - g. Popcorn (microwaveable?)
 - h. Zoopa Dooper Icky poles (easy to store)
8. Rides and attractions are typically well received by children and parents alike, and noting the vast space on the oval, could be accommodated. There are some issues with recent landscaping works that will need to be considered, so engagement with the local government to assess options for truck access will be required.
- a. Due to price point, recommend we utilise Durkins
9. It should be noted that Durkins is increasingly difficult to commit to an event. Current discussions with the company have not resulted in them locking in their attendance. The Fete Committee has decided that it would be best seek an alternative entertainment plan. It has been suggested that we look into the following as potential alternatives:
- a. An obstacle course
 - b. Nerf arena
10. Games and activities for children is the highest importance for a fete, as we are putting the event on with children's interests in mind. Additionally, if the children are happy, it will help keep families at the fete for longer periods of time. Below are some options which I believe should be explored further.
- a. Carnival games – bean bag toss
 - b. Spin and Win
 - c. Colour run
 - d. Petting zoo (acknowledge that this does not make money, but it is well received)
 - e. Chocolate trailer game
 - f. Lucky Dip
 - g. Face Painting (parents to assist, rather than employing company)
 - h. Reach out to sports groups (AFL / Soccer / NRL) to see if they would like to host a marquee
 - i. Firetruck / Police attending
 - j. Art show
 - k. Colouring Competition
11. Market place stalls should be a combination of school organised and run stalls, along with opportunities for individuals to pay a fee and attend. Volunteers would be needed to support.
- a. Plant Stall
 - b. Trash and Treasure (do we accept clothes?) / Books

- c. Tombola (jars have been located, need to review the cost vs benefit of providing this as its very time consuming to pull together)
- d. Cake Stand
- e. Sites for hire
- f. Hair colour, glitter spray, temporary tattoos
- g. Raffle – need to acquire a licence
 - i. Can we get Grade 6 students to sell?

12. There are significant organisational requirements to host a school fete, which will need to be finalised throughout the process. Outside any of the items agreed above, the follow items will need to be considered for the fete.

- a. Marquees
- b. Tables / Chairs
- c. First Aid
- d. Volunteer roster
- e. Set up / Pack Up
- f. Money collection
- g. Advertising
 - i. Newsletter
 - ii. Letter Drop
 - iii. MaCanns able to help?
- h. Floats – President indicated we should buy new ones
- i. MC for the day – previous success with Mrs Brunnell's husband
- j. Accommodating the heat – what can be moved inside
- k. Mow the lawn
- l. Location of rides noting landscaping
- m. Payment options
- n. Storage for trash and treasure
- o. Approach stores for donations
- p. Storage for donations
- q. Eskys and Rice cookers
- r. Banners for fete stalls

13. A fete committee has been established to undertake the organisation of the event. If the decision is made to proceed, the fete committee will meet on a semi-frequent basis over the coming months to assign tasks and commence planning. As the fete draws near, suggest the meetings increase to ensure everything is tracking as per the planning.
14. Additionally, the fete committee will check back in with the P&C on an agreed basis to provide them with an update.
15. Recommend the decision to support the fete be granted in the coming month, to allow the planning process to commence.