**Opened:** 7:05pm

**Present:** Darren Warwick, Robyn Menzies-Moore, Sonya Wright, Theresa Kennedy, Sarah Yoo, Jacqui Watts, Kylie McKivett, Paula Kontor, Rebecca Burns, Joanne Ivey, Renae Ritchie, Vicky Warwick

**Apologies:** Sen Ooi, Kerry Heliams, Vanessa Magee, Vanessa Gordon

| **No.** | **Item** | **Description** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome** | Renae Ritchie welcomed everyone |  |
| 2 | Confirmation of previous meeting minutes | Distributed to all members.  That the minutes of the General Meeting of Bletchley Park PC held on the 1st May 2017 be taken as read and confirmed as a true and accurate record.  **Accepted:** Darren Warwick **Seconded:** Sonya Wright | Carried |
| **3** | **Business arising from previous minutes** | | |
| (6) | Requirement & appointment for a honorary or registered auditor & presentation and adoption of 2016 audited financial statement | Renae Ritchie has some details re accountants and will follow them up  Sarah Yoo will speak to her father who is a retired accountant  MYOB requires payment so that we can access the accounts | R Ritchie  S Wright |
| (10) | Acceptance of ToR  Fundraising  Parent representative | Fundraising: Under review  Parent representative: Under review  Vicky Warwick to follow up with Vanessa Gordon | P & C Committee  Vicky Warwick |
| (7.1) | P & C Weighted flag | Need to see some designs to choose from for the flags.  Looking to purchase a magnet to go onto the A Frames that says Bletchley Park P&C | Sen Ooi |
| (7.9) | Archiving boxes | Darren Warwick will pick up from the school and then they can be sorted out | Darren Warwick |
| (7.4) | ANZAC Garden | Ongoing process. Awaiting information re DVA grant | Renae Ritchie |
| (7.1) | Fundraising bike | We get up to $500 to spend on a bike. Includes a helmet and first service | Closed |
| (7.4) | Name of nature play area | Would like a plaque thanking P & C. No name required | Closed |
| (7.5) | P & C Facebook page | Following discussion decided not really required at this time. Will use website once up and running | Closed |
| **4** | **Correspondence In/Out** | Minimal mail. Vicky Warwick handed out what was in the box which were bank statements and fundraising material  Invoice from WACSSO for affiliation fees  Sonya Wright and Vanessa Gordon have collected their tokens from the P & C Box |  |
| **5** | **Presidents Report** | Bendigo bank not opening until December, so to continue with Bank West for the time being.  Received Indigenous and West Australian flag from Terry Healy, still require the extra flag poles  Congratulations to the fundraising committee on a successful Mother’s Day stall |  |
| **6** | **Committee reports** | | |
| 6.1 | Principal | Principles report attached  Kiss and Drive is still an issue with Parents not using it correctly  Fidget Spinners have now been banned from the school  Class to community going well |  |
| 6.2 | Treasurer | Treasurer report attached  Transferred the sponsorship funds of $40,000 to the school.  Renae asked that the bank statements be presented at the meeting  All happy for the canteen account to be transferred across to the main account  Discrepancy with $20 in the ANZ account  **Motion**: Sonya Wright put forward a Motion ‘to pay the WACSSO affiliation fees of $1412.05’.  **Seconded:** Theresa Kennedy  **All in favour**  Sonya will forward an email to Executive for approval re any payments |  |
| 6.3 | Fundraising | **Mother’s Day Stall:** Profit just over $5000. Total income around $8,500 with around $3,300 spent. Only about $400 left of merchandise  **Entertainment books:** Orders going well. Around $800 raised so far  **Hair accessories:** Order forms have been sent out to the classes along with the entertainment book forms. It appears that some classes did not receive them.  School will undertake printing for the fundraising group  **PJ Day:** 8th June  **Maggie Dent:** John Bosco advertising the same talk by Maggie around the same time as our event. To request a change in presentation to ‘from sand pit to adulthood’  To change the venue to the school undercover area. Sell the tickets for $25 and we only require to clear around 110 sales to break even and make a worthwhile profit. Looking at the type of refreshments that could be sold. |  |
| 6.4 | School Banking | Banking has returned back to two days a week and was advertised in the school newsletter |  |
| 6.5 | School Board | School Board training completed  Discussion around the new school  Looking at the English policy  Bringing somebody into the school to assist the children with anxiety issues  Trialling the content of the newsletter |  |
| **7** | **General Business** |  |  |
| 7.1 | Office bearer form | Completion of office bearer form and sent to WACSSO and Bec Burns | Vicky Warwick |
| 7.2 | WACSSO conference attendance 19-20 August | Encouraged any of the P & C to attend. One free ticket given by WACSSO. P & C will assist with other tickets if required | Closed |
| 7.3 | IGA Feedback | Lots of discussion around seeking assistance from IGA re sausage sizzle. No mention of them in the newsletter.  To provide them with a certificate of appreciation along with Paula Kontor and Kylie McKivett’s mums who also assisted with fundraising. To be presented at a nominated assembly | Closed |
| 7.4 | Maggie Dent opening nature play area | Maggie to officially open Nature play area on the 10th August at 5.30pm  P & C Committee to bring their kids along for the opening  Robyn Menzies Moore to contact ‘the comment’ re publicity  Renae Ritchie will contact Maggie Dent | Closed |
| 7.5 | 10yr Anniversary | Ideas on what celebrations can occur | P & C Committee |
| **8** | **Next meeting** | Monday 26th June 2017 |  |
|  |  | 7.00pm Bletchley Park School staffroom |  |