

Hocking Primary School
P&C Committee Meeting Minutes
14th November 2022

Opening:

The meeting was called to order at 6:43 pm by Tiahne Gould.

Present:

Name	Initial	Name	Initial
Tiahne Gould	TG	Leanne Roper	LR
Olivia Chapman	OC	Michael Schulze	MS
Naomi Waslin	NW	Melissa Nicholls	MN
Steve Hardingham	SH	Jodi Stanton	JS

Absent / Apologies:

Name	Initial	Name	Initial
Melissa Azzopardi	MA	Mike Wills	MW
Clayton James	CJ	Royce Puccinelli	RP
Megan Convery	MC	Anita Utting	AU
Samantha Dall	SD		

Minutes:

#	Details	Person to Action
1	Welcome, Distribution of Agenda & Approval of Minutes	
	The minutes of the previous meeting held were accepted, motion posed by Tiahne, 2 nd by Naomi.	
2	Correspondence	
	An email had been received from Rob Fairholme inviting Committee members to the WACSSO Joondalup East P&C catch up on Friday 2 December. If anyone wishes to attend Olivia will provide details.	
3	Reports	
3.1	Principal's Report – Please see attached.	
3.2	<p>President's Report – The following report was provided by Mel A:</p> <p><i>Just a massive thank you to the committee for the help on the colour run! It was a very big commitment for us & was hard at times! Massive shout out to Leanne & Mel as they put in so much time behind the scenes and I'm extremely grateful!</i></p> <p><i>Also would like to acknowledge the girls after a parent gave us some amazing feedback on the way you guys handled her child's food issues! Special mention to Leanne as you made her feel at ease. So thank you for all your hard work!</i></p> <p><i>I have spoken with Kirrily and she is on board for our end of year concert raffle. And will get back to me with all the info.</i></p>	

3.3	Treasurer's Report – Please see attached.	
3.4	Canteen Report – This term has had its ups and downs. Mel N was sick with COVID and unable to work for a couple of weeks. This meant that Leanne was only able to provide lunch service. Unfortunately, in this instance, volunteers would not have been overly helpful as Leanne would not have had the time while on her own to explain what needed to be done to any helpers and really only those experienced in the canteen would have been of assistance. Still the usual issues with stock shortages and price increases for supplies. There have also been issues with canteen equipment – this is discussed in more detail in Agenda Item 4.2.	
4	Agenda Items	
4.1	Wheelchair for School – the School is asking for \$906.50 to fund the purchase of a wheelchair. While the Committee is keen to help the School with this there was some concern that this was an expensive quotation. It was agreed the Committee would contribute \$500.00 towards the cost of the wheelchair. The whole Committee agreed to this expenditure.	
4.2	Canteen Equipment Replacement/Repair – The Canteen recently had an inspection and the sandwich press was tagged due to a small nick in the cord. This necessitated a visit from an electrician to repair the issue. There are also some small items that are getting worn out such as the egg cooker and the printer. Leanne also noted that the laptop in the Canteen is slow and lagging and the screen is quite small making it hard to view long lists of orders. This was a second hand laptop and Leanne was asking the Committee for funds to purchase a new laptop. Michael S offered to donate a docking station and large computer screen to help with viewing on the new laptop. The whole Committee agreed to the expenditure of \$2,000.00 for the purchase/repair of items listed above.	
4.3	2022 Audit – Olivia had reached out the Auditor to confirm fees for the audit. She has not yet had confirmation from the Auditor but the fees for the last few years had remained at \$500.00 so Olivia was asking for approval for this expenditure. The whole Committee agreed. Should the fees have increased, Olivia will come back to the Committee for approval.	
4.4	Stationery for Treasurer – Olivia has requested \$100.00 for the purchase of folders and stationery to file invoices and paperwork for the coming year. The whole Committee agreed to this expenditure.	
4.5	Food Trucks for Concert Night – Naomi had suggested that we could arrange an ice cream or drinks truck. There was some concern that the noise of the trucks could cause issues and also that it was hard to get any trucks to commit to coming. The Committee will sell drinks again this year. It was suggested that we ask the general School community for donations of drinks to sell as there may be some parents that work for companies that could help with the supply. Michael S may know some that could help and would reach out. Naomi will ask Pearsall IGA if they are able to donate any drinks for us. Everyone offered to help with the drinks stall on the evening.	MS NW
4.6	Colour Run Update – The event was a success. All prizes that were selected had been ordered yesterday but not sure when these will arrive. Any participants that did not specifically order their prize will not receive anything. It was suggested that if we decided to hold another Colour Run we needed to appoint a specific sub-committee to run it and perhaps we could set the event up ourselves by asking for colour sponsors.	

4.7	Tommy Sugo Fundraiser – The fundraiser was progressing well. So far there had been 17 online orders. Including these orders and the pop stall our profits so far are \$552.00. It was suggested that we attempt to have another pop up stall at the Concert Night on 7 December. Olivia will see if they are available for this.	OC
4.8	Quiz Night Update – we had received an offer to hold the quiz night at the Wanneroo Social Club for free. Tiahne will ascertain if we are able to sell our own liquor using this venue or if we are obliged to use their bar. Our last quiz night generated the majority of its profit from running our own bar so this is preferred. Once date and details confirmed, we will need to apply for a liquor licence.	TG
5	Other / General Business	
	None	
6	Date of Next Meeting	
	The next meeting has been moved to Monday 5 December 2022 at 7.00pm as some Committee members are unavailable the following week. It was agreed to we could all meet at The Ashby Bar & Bistro for the meeting where we can buy our own dinner and drinks and conduct a quick meeting.	
7	Closure	
	7:50 pm	