

# Tambrey Primary School P&C



## P&C Meeting March 2021

When 09-03-2021 at 03:30

Location: Tambrey Primary School, Lot 4225 Tambrey Dr, Karratha WA 6714, Australia

Chairperson Leah Lobato

Minute taker P&C Secretary

## Minutes

### 1. Welcome & apologies

Held in TPS Digitech room

Meeting opened 1912hrs

#### ATTENDACE

Jenna Wilson Roslina Ahmat Tanya Watkins Lauren Bruce Heather Morgan Cassie Inkster Sarah Winfield Michelle Saunders Rebecca Gregory Jill Mounce - Narrier Shelley Emrich Lana Armstrong Shiona Hobart

Stuart Dale Leah Lobato Kylie Johnston Kate Bellesini Nickie Ralph Sara Heron Erin Dean Suzy White.

#### Apologies

Kelly Balis Peter Morgan Jess Brosnan Jenifer Hill Todd Heron

#### Decision

**2. Confirmation of minutes from previous meeting**

Minutes accepted from previous meeting.

Moved - Leah Lobato. Seconded - Jacyntha Gannaway

**3. Business arising from previous minutes**


No business arising from previous minutes.

**4. Correspondence**

No correspondence to note tabled since last meeting.

**5. Treasurers report**

Treasurers report attached.

 [Mar\\_21\\_Treasurer\\_Report.pdf](#)

**6. Other reports**

Nothing to note

**6.1. President report**

Leah

BBQ roster for election Saturday 13/3/2021, still need some volunteers to fill a few gaps.

LL will update current roster.

Quickliq ordering set up for canteen, almost set for uniforms, will advise on FB page once uniform is set.

Cassie Inkster trained in both areas, will be able to train others in future.

Fundraising goal to be decided & teacher request is to be provided at next meeting.

## **6.2. Principal report**

Detailed Principal report attached.

Current enrolment 668

TPS chosen as STEM /Science TDS school for 2021

Mrs Anna Ritzema one of 4 finalists in Women of Achievement Award this year, ceremony held in Perth attended by over 400 educators.

Change in direction for spelling/Intervention

Home Reading Program - Decoders to be sent home in term 2

PBS Focus - Take responsibility: Follow instructions

Carpark - Take note of No parking signs, CoK will issue fines, considerable works have been undertaken in mudlark, talks ongoing with DOE with regards to inconvenience when raining.

Partnership with Dampier PS for Top 10 Maths

School board nominations & EOI's - letter to go home for school board nominations.

Voluntary Contributions

 [Principal\\_Report\\_\\_P\\_C\\_9\\_March\\_2021.pages](#)

## **6.3. Uniform committee report**

2116 items of old uniforms still in various places around school. Jill Mounce has a contact for the community to send old uniforms. Front office has requested some new old uniforms spares.

Discussed option of extending the timeline for selling old uniforms, 35k loss has already been absorbed & board has made a decision to not sell anymore.

Options discussed for selling old uniforms - sell as rags, see if CWA/high school would like make library bags etc.

Long sleeve uniform option example shown

Uniform staff shirts - email to go out to all staff members, first shirt is free, then option to purchase more.

## **7. General Business**

### **7.1. Audit of 2019 - 2020 accounts**

JW proposed audit when new treasurer appointed for transparency.

JW has a contact at CoK who will conduct an audit for \$40 per hour, estimated to take no more than 2 hours.

Moved - Jenna Wilson. Seconded - Cassie Inkster

## **7.2. Move to XERO for financial reports etc**

JW proposed to adopt Xero for ongoing financial management of the P&C finances. Pros and cons discussed, list attached.

Motioned - Jenna Wilson. Seconded - Lana Armstrong.

XERO.jpeg

## **7.3. I'm alert training for canteen volunteers**

JW spoke to Environmental Health at CoK who confirmed all volunteers working in the canteen need the I'm alert training. LL to continue attaching link for training when posting on Facebook page for canteen volunteers.

## **7.4. Old uniforms**

As discussed above

## **7.5. Options for purchasing uniforms**

JW to speak to SH re options for purchasing uniforms. Tabled for now

### **Decision**

Tabled

## **7.6. Hot X-bun drive/Cadbury box**

Agreed to revisit Cadbury box as a fundraising later in the year, due to timing & temperature constraints & go ahead with Hot X Buns for Easter this year.

Discussed Hot X Buns last week of term, Ceanne needs numbers by 26th March 2021.

Quickcliq to be used as an option for ordering as well as paper order forms.

LL to write up post for Facebook & Schoolstar.

## **7.7. Mother's Day stall**

Nikki Ralph reports stock is ordered & dispatched.

NR to confirm date for stalls, can run the stall Wednesday, but will need volunteers for Thursday.

## **8. Other Business**

Vote for new President.

SH discussed need for President, without a president there can be no canteen, no uniform shop, no fundraising & no voice from parents to principal.

Lana Armstrong nominated herself.

Move to appoint Lana Armstrong as P&C President for 2021.

Moved - Leah Lobato    Seconded - Suzy White

8.1 Easter Colouring competition.

Sarah Winfield suggested colouring/drawing competition for all pupils, for gold coin donation. SH to judge. SW to organise & distribute. Winner from older group to be framed in library.

8.2 School Banking.

LA suggested to advertise role for banking officer. SH to investigate location for banking, used to use library, as need somewhere private.

8.3 Easter Raffle.

CI asked re Easter raffle as been held in past. Discussed option of P&C purchasing eggs, or asking for donations, agreed colouring competition to be held this year instead.

## **9. Date of next meeting**

Next General meeting held Tuesday 4th May 2021, 1930hrs, TPS Digitech room

## **10. Closure**

Meeting closed 2038hrs.

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of P&C Meeting March 2021 on 09-03-2021

## Summary of Matters Arising

### Decisions

Item	Decision
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1.	
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7.5	Tabled
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## Summary of Attachments

### Attachments

Item	File Name
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5.	<a href="#">Mar_21_Treasurer_Report.pdf</a>
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6.2.	<a href="#">Principal_Report__P_C_9_March_2021.pages</a>
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7.2.	<a href="#">XERO.jpeg</a>
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*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [P&C Meeting March 2021](#)