

# Tambrey Primary School P&C



## Tambrey Primary School P&C General Meeting

General Meeting

When 02-09-2024 at 19:00

Location: Lot 4227 Tambrey Drive, Karratha Western Australia 6714, The Tambrey

Chairperson P&C President

Minute taker P&C Secretary

## Minutes

### 1. Check for Quorum - Declare meeting Open

Quorum reached. Meeting opened at 19:08.

### 2. Welcome and Apologies

**Apologies:** Jacyntha Gannaway, Nadeen Chaytor, Leah Lobato, Tara Benbow, Tepi Smith, Nelinda Jones, Shiona Hobart

**Attendees:** Sarah Poole, Suzie White, Claire Linton, Kylie Johnston, Scott Varvell, Suzanne Varvell, Sarah Winfield, Kate Stathy, Kristy Wood, Bhen Linton, Lisa Hollingworth, Karen Angus, Amelia Heath, Simon Mann

**TEAMS:** N/A

### 3. Conflict of Interest Declaration

No conflicts were raised.

### 4. Call for other Business

Sarah Poole raised the new Uniform Order Form for approval - inclusion of hair ties

**5. Acceptance of minutes from Previous Meeting**

Previous minutes accepted by Kylie Johnston and Claire Linton.

**6. Principal Report**

Principle report to be provided with minutes as Shiona Hobart was not present.

**7. Treasurer Report**

Report Provided.

Scott Varvell also advised that as of 29th Nov he will no longer be available to support the P&C as the treasurer. EOI to be put out for the role. Scott Varvell advised that he is happy to work alongside something for the remainder of the year for training.

**Tasks**

- ✓ Sarah Poole to put our an EOI for the Treasurer  
Assignee: Secretary (P&C Secretary )  
Due date: 13-09-2024

**8. Uniform Report**

Report provided.

**9. Fundraising Report**

Fundraising Report provided.

**10. Canteen Commitee Report**

Report provided.

**11. Grants Report**

Report provided.

**12. Corespondence**

### **12.1. Incoming - Dept Local Gov, Sport & Cultural Ind Permit**

Sarah Poole shared that a letter from the Dept of Local Gov, Sport and Cultural Industry had been received advising that a Financial Review was required by 29/7/2024 (Letter opened 12/8/24) for the permit of LS221831024. This info was passed onto the Yr6 coordinator, Kate Stathy who advised that she was unsure how to finalise and would make contact. On 31/8/24 Kate confirmed the Financial Return had been submitted.

Kate Stathy was requested to obtain a receipt/confirmation for filing that the submission had been made.

#### **Tasks**

- Kate Stathy to supply receipt/confirmation of submission  
Assignee: Kate Stathy  
Due date: 20-09-2024

### **12.2. Incoming - COK Premise Inspection**

Kylie Johnston shared that a COK Inspection had been completed with Kristy Wood in the Canteen with a 100% compliance outcome.

Congratulations Kristy and well done!

## **13. Business Arising from Previous Minutes**

### **13.1. ATO Update**

Suzy White briefly shared the history re: updating P&C contacts with the ATO and finalising payroll for the Canteen Manager. Suzy White confirmed that the information submitted has been received by the ATO and that was all the info they would share at this point.

## **14. General Business**

### **14.1. WACSSO Conference Update**

Kylie Johnston provided an update on the WACSSO Conference and that there was no major feedback to provide. Both Kylie Johnston and Suzy White advised that the conference was worth attending for the networking opportunities.

### **14.2. Yr 6 Update**

Kate Stathy confirmed that all fundraising efforts have concluded for the Yr6's and believe they have secured enough fund to pay for end of year activities.

### **14.3. Bike/Scooter Rack**

In Tepi Smiths absence, Sarah Poole advised that the new Scooter Racks have arrived and are stored in the Gardners shed. The P&C are currently waiting on the updated report from Forpark before organising site visits with contractors.

### **14.4. Canteen Update/Casual Position**

Kylie Johnston confirmed that there have been no applications submitted so far for the Canteen Manager role. Other options are being reviewed i.e. outsourcing in the event a manager cannot be recruited.

P&C members suggested advertising through agencies such as Jobs Skills, Work Pac and Seek. Kylie Johnston raised her concern if the cost that aligns with these advertising.

Motion - Advertising to be sought up to the value of \$500 if available.

Approved - Unanimous

Kylie Johnston also advised that the Canteen Bank account needs to be updated to include 2 person approval for payments.

### **14.5. ACNC Registration**

As a result of Claire Linton moving forward on the Movie Night Fundraiser, it has been identified that the P&C's registration with ACNC is no longer active. Suzy White is looking into the matter as proof of submission has now been provided however could take weeks before action is taken. Movie night fundraiser to go ahead without ACNC registration.

ACNC review has also been added to the P&C Office Bearer Handover Checklist.

## **15. Fundraising ideas and Calendar of Events**

Claire Linton advised that she has shared the P&C Fundraising proposed yearly plan with Shiona Hobart and will provide an updated version. For the remainder of 2024 the P&C will be organising:

- \* Movie Night - term 4 (new date to be confirmed with The Tambrey)
- \* Ladies Night - Christmas Wreath decorating (16/11/2024)
- \* Crazy Camel - Kids completing in Art during week 9/10 of Term 3

Karen Angus agreed to put together FB posts for the events.

### **15.1. Liquor & Gaming/ Permits**

Not discussed - held over to next meeting.

### **15.2. Fathers Day**

Claire Linton advised that the Father's Day stall was a hit with little leftovers: income of \$3,625.

A massive thank you to Nadeen Chaytor and Jacyntha Gannaway for their time and effort on the raffle.

### **15.3. Movie Night**

Claire Linton advised the following:

\$10 per ticket, \$40 for a family of 4+

Lollies and popcorn only - The Tambrey will not allow the sell of other food or drinks.

Motion: P&C to add ticket sale fee to tickets or absorb the fee.

Approved: P&C to add fee to ticket price - unanimous.

### **16. New Uniform Order Form**

Sarah Poole shared the new uniform order form that now includes the Hair ties.

Approved - unanimous.

### **17. Next Meeting**

14th October @7pm

### **18. Meeting Closed**

20:35

### **19. Minutes Approved**

I confirm these minutes to be a true and accurate record of the General Meeting held on 27th May 2024 and has been accepted by the P&C at the following meeting.

P&C Meeting Chair:

Date:

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

# Minutes of Tambrey Primary School P&C General Meeting on 02-09-2024

## Summary of Matters Arising

### Tasks

| Item | Task   | Assigned to                | Due date   |
|------|--|----------------------------|------------|
| 7.   | Sarah Poole to put our an EOI for the Treasurer          | Secretary (P&C Secretary ) | 13-09-2024 |
| 12.1 | Kate Stathy to supply receipt/confirmation of submission | Kate Stathy                | 20-09-2024 |