



Grandis Primary School P&C Association Inc

Minutes of Meeting 04/05/21

Held: In Staffroom

Meeting Opened: 7.30pm

ATTENDANCE

K. Birch	K. Ramani (attended part)	J. Woodhall
S. Bevan	J. Davis	K. Main
B. Granger	R. Mcleod	J Poto
J. Irons	C Graham	A. Pattinson

APOLOGIES

A. McLaren	S. Winton	K. Alloway
M. Drage		

ITEMS

ACTION (NAMES)

<p>1. Welcome</p> <p>1.1. New Members No new members to note.</p> <p>1.2. Apologies A. McLaren (Vice President), K. Alloway, M. Drage and S. Winton (Guest)</p>	
<p>2. Confirmation of Minutes of Previous Meeting</p> <p>2.1. Resolution: That the minutes of the previous Meeting of Grandis Primary School P&C Association on 16.03.21 be taken as read and confirmed as a true and accurate record. Carried</p>	
<p>3. Business Arising from Previous Minutes</p> <p>3.1. Canteen Manager – Update on PT Discussed under Canteen Manager’s Report</p> <p>3.2. Bank Accounts – Bankwest Bank Account Update Jemma will endeavour to close the BankWest bank account.</p> <p>3.3. Mothers’ Day Stall Successful first day today (4 May 2021). A number of parents have commented that they were unaware of the stall. Jemma has offered to open the stall before school on Thursday morning for those who missed it. It was agreed that sufficient communication had been published regarding the stall.</p> <p>3.4. Canteen Software Krishna to investigate further.</p> <p>3.5. Traffic Crosswalk Jay surveying this Friday, Jemma will survey on Monday.</p> <p>3.6. Garden Bed Update Considering membership of WA School Canteen Association – benefits to</p>	<p>K Birch & J</p>

<p>canteen operation, professional learning and access to Lottery West grants.</p> <p>P&C has agreed to purchasing a membership for a cost of \$90.</p> <p>3.7. Banksia Grove Movie Night Sausage Sizzle Update</p> <p>The event was financially successful (total profit of \$959.30). However, overall during the event the stall was quiet, in part due to location on site. P&C agreed it was worth attending to fundraise however if we attend again we will request a better location.</p>	Davis
<p>4. Correspondence:</p> <p>4.1. Correspondence In:</p> <p>WACSSO membership renewal discussed. P&C agreed to the renewal at a cost of \$1169.37.</p> <p>4.2. Correspondence Out: No correspondence to note.</p>	K Birch
<p>5. Treasurer's Report</p> <p>5.1. Financial Statements</p> <p>Once paperwork is submitted to ATO the PAYG amount can be submitted.</p> <p>Loss of \$1300 for Mothers' Day stall – funds will be recovered through sales this week.</p> <p>Significant profit raised by Easter raffle.</p> <p>Resolution: That the attached Treasurer's Report be adopted.</p> <p style="text-align: right;">Carried</p>	
<p>6. Principal's Report</p> <p>Resolution: That the attached Principal's Report be adopted.</p> <p style="text-align: right;">Carried</p> <p>Additional Notes</p> <p>6.1. N/A</p>	
<p>7. Canteen Manager's Report</p> <p>Resolution: That the attached Canteen Committee's Report be adopted.</p> <p style="text-align: right;">Carried</p> <p>Additional Notes</p> <p>7.1. Open Extra Day</p> <p>Discussed volunteer requirements for additional day. Jemma is operating with one volunteer assisting her per day. This may need to increase as canteen open time/sales increases.</p> <p>It is timely to review the canteen software/online ordering program being used. Particularly with additional usage. Jemma, Krishna and Kylie have investigated various software options. One particular concern is food</p>	<p>J Davis</p> <p>K Birch</p>

<p>allergy warnings. Spriggy ruled out due to not having an allergy warning system.</p> <p>Vote was taken – P&C has agreed to open on Monday in addition to Wednesday and Friday. Monday operation will commence in Week Six of Term Two.</p> <p>7.2. Canteen Equipment spend update J Davis has started purchasing items as approved at last meeting. \$399 spent so far, above the approved amount of \$300, however some items will be returned.</p> <p>7.3. Additional notes Term Two has started successfully, additional items have been requested and will be stocked.</p> <p>Beki from WASCA has provided helpful advice and tips for our operations. Jemma has been invited to speak at an upcoming event to provide a case study of our canteen operations. Suggestion of opening four days per week, however Jemma has recommended we trial the third day of operation and re-assess at a later date.</p> <p>Discussion around rubbish and waste at the school – in relation to the food purchased from canteen as well as food brought from home. Dedicated bin could be provided for particular items however this isn't practical for all students to access.</p>	
<p>8. General Business</p> <p>8.1. Canteen Oven</p> <p>S Bevan has investigated the cost of a replacement oven. J Davis has reported that the oven is not as much of a problem, so replacing it is not urgent. However, safety concerns were discussed.</p> <p>P&C has requested S Bevan to pursue quotes further and confirm buying process. The church uses the oven on weekends – they will be asked to share costs of replacement.</p>	S Bevan
<p>9. Other Business</p> <p>9.1. Cookie Dough fundraiser – K Ramani will manage. This is run mostly online.</p> <p>9.2. Webex meeting has been successful, may be more accessible and allow for additional participation.</p>	
<p>10. Date of Next Meeting – 1 June 2021 in the Staff Room at 7.30pm WACSSO guest will be present.</p>	
<p>Meeting Closed: 8.21pm</p>	