

Committee Meeting

Date	26th May 2025
Time	6:30pm
Location	PWPS Library – 440 Wright Road Piara Waters WA 6112
President	Kaitlin Green
Vice-President	Emma Harding
Treasurer	Joanne Wong
Secretary	Nicole Cottrell
Executive Members	Georgina Barker & Julie Sinclair
Other Attendees	Kaitlin Green, Emma Harding, Julie Sinclair, Lauren Davies, Bianca Shipard, Zoe Newton, Lisa Skepper (Deputy Principal), Thomas Duddy, Joanne Wong, Fiona Rozendal, Georgina Barker, Adrianne Nolan (online)
Apologies	Nicole Cottrell

Item Number	Item	Presenter	Discussion	Actions
1.0	Welcome, attendance and apologies Acknowledgement of Country	Kaitlin	Meeting started 6:35pm	
2.0	Minutes of Previous meeting and business arising	Kaitlin	<p>Introductions to all members were conducted, Apologies' read. Minutes from the previous meeting read and passed as true and accurate.</p> <p>WACCSO - still awaiting invoice for payment.</p> <p>ACNC- still yet to do financials, deadline is 30th June.</p>	Motioned Kaitlin – Seconded Emma

			<p>Men's shed donation not been paid, \$250. Joanne advised not yet paid and will arrange this week.</p> <p>Drycleaning invoice has been paid.</p> <p>Kaitlin approved for bank access by Comm Bank. Joanne and Georgina to approve in online banking. Fiona and Arav to be removed from banking.</p>	
3.0	Principal Report		<ul style="list-style-type: none"> No Report given 	
4.0	President Report	Kaitlin	<ul style="list-style-type: none"> - Audit has been completed. Was some issue with getting it balanced. Nicole Allmark, auditor has requested it be sent in early January. Needs to be finalised by current treasurer before the new committee take over. Agreed by all. - School Bags and Library Bags. Order in for September delivery. Bags and Library bags are back on QKR. Process for collection would be Julie to run a report Thursday night and send to the office for parent collection from there. - Float of \$100 to keep in the cash tin in the office safe. Kaitlin motion, Julie seconded. - Closing of second bank account. Kaitlin to take this on and discuss with Comm Bank and present at next meeting. 	
5.0	Treasurer Report	Joanne	<ul style="list-style-type: none"> General \$25,643.92 Fundraiser \$314.88 	

			<ul style="list-style-type: none"> Mothers Day money spent \$3436.26 and \$6867.45 money received in. Actual profit to be reported at next meeting once fee's deducted. Pyjama day, \$880.30 received. 	
6.0	Purchasing	Emma	<ul style="list-style-type: none"> Square Terminal. Emma motioned for \$329 Square terminal to be purchased for the school. Bianca seconded. Executive meeting to pass financial. Letterbox. Emma motioned new wall mounted letterbox for collection of money as the lock on our current box is faulty. Seconded by Joanne. To liase with Alison on style and location before purchasing. Money Tin. Emma motioned new cash float tin as the lock is broken. \$55 from officeworks. Seconded by all. Discuss purchasing a new flatbed trolley. Was agreed to by all not to purchase and instead utilise the school's trolley. All agreed to dispose of the broken trolley. 	
7.0	Uniforms	Kaitlin	<ul style="list-style-type: none"> Uniform stalls to be held on Tuesday and/or Friday. Holding next one on 3rd June, Tuesday morning. To be put through on connect and advertised on facebook. Again 20th June, 8-8.30am at the junior assembly, Julie to run. Excess stock of uniforms. Kaitlin motioned to supply each kindy class and front office with back up uniforms. Seconded by Julie. Have discussed reinstating uniforms on QKR to enable online orders. After 20th June Julie and/or Joanne to do a stocktake and re-instate uniform orders on QKR. Lisa Skepper suggested to look at Spriggy Schools app that is used for canteen orders to facilitate the uniforms 	

			orders also, Kaitlin to look into this and report at next meeting.	
8.0	Fundraising	Kaitlin and Emma	<ul style="list-style-type: none"> – Crazy Hair day proposed for term 3. Term 3 we have 6 weeks of swimming lessons and 4 weeks of assemblies on Friday's. Suggested 17th October as being the first Friday of term 4. Suggested 30th July, being Wednesday and Kindy A on Tuesday 29th July. Approved as Wacky Wednesday 30th July and Kindy A on Tuesday 29th July, seconded by Bianca. – Colour Run for 2025. Kaitlin has proposed doing an online fundraiser instead this year. 40% of taken back and 60% donated to the school. Bonus incentive to optimise profits. Includes powder, 124 icypoles, Slime a teacher, Gold cape for top fundraiser, bunting to help mark the course, flags, tents ect. All agreed to give this way a go. Kaitlin to do comparison with other companies and report at Executive meeting for decision to be made. – Fathers Day Stall, proposed 2nd/3rd September or 29th August being the Friday with no swimming lessons. 462 items left in stock. No volunteers nominated to run Fathers Day currently. Cards will also need to be purchased. Kaitlin motioned for \$5000 spend, Julie seconded. To be discussed again at next meeting to find volunteer to run the event. – Science Fair in Term 4, Thursday 20th November, 5.30-7.30pm. Sausage Sizzle and Bake Sale. Kaitlin proposed \$3000 for sausage sizzle, seconded by Julie. – Personalised label fundraiser. Emma proposed Oz Labels. 25% commission. Decided on split 10% to parents and 15% to P&C. Runs in the background as long as you need. Motioned by Emma and Seconded by Bianca. Emma to start the process of registration with OzLabels. 	

9.0	Other Business	Various Members	<p>Kaitlin has motioned to sell/donate the P&C barbeque. All in agreeance to sell/donate it Luke our maintenance man at Piara Waters Primary School.</p> <p>Importance of clear and transparent communication was discussed to ensure there is no double up of roles and no oversights.</p>	
Next Meeting		Next Meeting - Monday 18th August @ 6.30pm PWPS Library – 440 Wright Road Piara Waters WA 6112		
Closure of the Meeting		Meeting Closed – 8:03pm		

Signed
(President)

Date