



# Seven Hills North P & C Association

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General Meeting: 11<sup>th</sup> June 2024

Meeting Opened: 0700

**ATTENDEES:** Cathy Francis, Jacqueline King, Nadia Vanderhelm, Alison Freeman, Ryan Perry, Kate Allred, Katie Howell, Mitch Bates, Stanley Teng, Emma Godfrey

Online: Nil

**APOLOGIES:** Emma Brown, Alison Bannister

## **AGENDA ITEM 1: WELCOME AND APOLOGIES**

- Alison Freeman opened the meeting and welcomed all in attendance.

## **AGENDA ITEM 2: PREVIOUS MEETING MINUTES**

- Tabled by Alison Freeman, accepted by Ryan Perry, 2<sup>nd</sup> by Nadia Vandehelm

## **AGENDA ITEM 3: OUTSTANDING ITEMS.**

### **3.1 Outstanding Executive Roles**

- Still in need of a secretary
- No volunteers at present. Position remains vacant

#### **ACTION ITEM:**

Continue to advertise Secretary role and open to volunteers at next P&C Meeting

### **3.2 President and Treasurer Handover**

- Alison and Kate met with Nadia earlier this evening to receive handover on the roles of President and Treasurer
- All P&C related records and files have been handed over to Alison and Kate
- The P&C Committee presented Nadia with a gift as a thank you for her all her hard work and dedication to the P&C over the past few years

#### **ACTION ITEM:**

Nil

### 3.3 Canteen Update

- Cathy reports that the Menu has been sorted and school is ready to go
- Still waiting on legalities on provider's end to get sorted. Legalities to do with food handling, as the food is coming from an outside company and being delivered to school. Laws have changed since Dec 2023

#### **ACTION ITEM:**

Nil

### **AGENDA ITEM 4: CORRESPONDANCE**

- EDConnect Accounts Receivable. Email received that was requesting an update of the P&C contact details (separate from the school).
- Alison has responded and provided the details of the new P&C Executive.

### **AGENDA ITEM 5: REPORTS**

#### 5.1 Treasurer Report – Nadia Vanderhelm

Since last P&C Meeting on 14<sup>th</sup> May:

- Total Income = \$1324.23 (all uniform sales, nil other fundraising or income over the past month)
- Total Expenditure \$2306.70 (all payments for Cowen & Lewis uniform invoices)

#### **ACTION ITEMS**

- Outstanding Uniform invoices will need to be paid once orders have been delivered and checked

#### 5.2 Fundraising – Katie Howell

- Fundraising team met up via Teams – discussed fundraising ideas for year
- Looking at doing cake stall for election day – 14<sup>th</sup> September
- Father's Day gifts have been selected from 2 different suppliers – "Smart Gift Ideas" and "Moon and Back"
- Katie placed Father's Day gift orders on Sunday
- Father's Day Stall - Wed 28<sup>th</sup> August
- Katie has requested dates of year 6 fundraising plans so that we can avoid any double up

#### **ACTION ITEMS**

- Fundraising Team to research suppliers for Cake Boxes, then present findings to P&C Executive to approve order
- Once Father's Day Gifts are delivered to school – check all stock is accounted for, then Treasurer can pay invoices.

- Father's Day Gifts will need to be equally distributed into class boxes, sometime during the week leading up to the Father's Day Stall on Wednesday 28<sup>th</sup> August
- Confirm dates of any planned year 6 fundraising

### **5.3 Uniform Shop – Mitch Bates**

- Cowen and Lewis order arrived, and invoices have paid
- Awaiting arrival of LW Reid order – short sleeve polos.
- Kindy Pack – aim to do it again at the end of this year
- Still have a large amount of school bags in stock (hopefully sell some more with kindy pack)
- No recent price changes
- Still a large amount of second-hand stock available. Mostly in sizes 4, 6 and 8
- Report there is still some confusion from parents about uniform shop opening hours

### **ACTION ITEMS**

- Awaiting LW Reid order to arrive
- Send another Memo to parents about uniform shop opening hours. Thursday mornings 8-9am

### **5.4 Principals Report – Cathy Francis**

- Full Principals Report is attached below

### **ACTION ITEMS**

- Look at upgrading the raffle barrel

## **AGENDA ITEM 6: GENERAL BUSINESS**

### **6.1 Wesley SHNOOSH:**

- Question presented about Wesley SHNOOSH and what type of contract they have.
- Are they now the permanent OOSH provider?
- Cathy reports that Wesley has the contract for 2 years. Then it will come up for renewal.

## **AGENDA ITEM 7: MEETING CLOSE AND NEXT MEETING DATE**

- Meeting closed at 7:30pm
- Next meeting to be held on 13<sup>th</sup> August 2024

### **Attached Appendix**

#### **5.4 Principals Report**



Recent Events

- Winter PSSA commenced
- K-2 Assembly
- 3-6 Assembly
- Stage 1 Excursion
- Junior AECG
- Year 6 Photo

Our Cooinda playground space has been finalised. Just waiting on the fencing to be removed. As it has been a long time that our students have not used the space, we will be reviewing our PBL expectations with our students before they begin to use the space.

Term 2 School Events still to come:

Week 8 -

- Chocolate raffle winner drawn Monday 17th June
- Winter PSSA

Week 9 -

- Thursday - Year 6 Fundraiser - PJ Day (also selling chocolates)
- Friday - K-2 Assembly

Week 10 -

- Reports home in Week 10
- Tuesday - K-2 Athletics Carnival
- Wednesday - 3-6 Athletics Carnival
- Friday - 3-6 Assembly

Purchase request -

If possible could we please ask the P&C to upgrade our raffle barrel as our current one is just too small.

Cathy Francis  
Principal