

Tambrey Primary School P&C Meeting Minutes

Date: 3rd March, 2015

Present: Maxine Trainer, Amy Pilkington, Troy Withers, Stacey Oxley, Nicole Storey, Aaron Bruce, Gosia Bulinski, Lori Forwood, Rebekah Murphy, Lisa Huddleston, Stuart Dale, Kylie Miller, Anne-Marie Horn, Ceanne England, Jamie Hunter, Maree Cross, Elisha Baartz, Carrie Pianta, Emma Murphy

Apologies: Lyn & Darren Gillon

Meeting opened: 7.30pm

	Action Required / Person Responsible	Due date		
1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING: Accepted by: Stuart Dale Seconded by: Maxine Trainer				
2. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES: Stuart and Troy have had a meeting with Brendon Grylls; further discussion in individual reports.	Stuart Dale			
3. CORRESPONDENCE: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>In Correspondence</u> Westpac Bank Statements Dampier PS Fete Date (24th October 2015) Bakers Delight Karratha helloworld North West Karratha Big Ass Fan Quotation for 2015 </td> <td style="width: 50%; vertical-align: top;"> <u>Out Correspondence</u> Hot Dog Day Order Envelopes (6th March 2015) </td> </tr> </table>	<u>In Correspondence</u> Westpac Bank Statements Dampier PS Fete Date (24 th October 2015) Bakers Delight Karratha helloworld North West Karratha Big Ass Fan Quotation for 2015	<u>Out Correspondence</u> Hot Dog Day Order Envelopes (6 th March 2015)	Anne-Marie Horn	
<u>In Correspondence</u> Westpac Bank Statements Dampier PS Fete Date (24 th October 2015) Bakers Delight Karratha helloworld North West Karratha Big Ass Fan Quotation for 2015	<u>Out Correspondence</u> Hot Dog Day Order Envelopes (6 th March 2015)			
4. REPORTS: 4.1 Presidents Report Stuart meet with Brendon Grylls this afternoon and talked about the issues that constantly come up; amenities, shade etc. Brendon is aware of the issues; as Stuart has previously spoken to him last year about them, but we still don't have any outcome. Stuart pointed out to him again that no money has been spent on Tambrey for numerous years, all funding has been going towards Karratha PS and Baynton West PS. Brendon knows that Tambrey missed out on the shade funding last year, and greatly encourages for us to reapply again for this year. Brendon would like Tambrey to put a business case forward in regarding to what the school needs and why; costing not required. Brendon will then take	Stuart Dale			

<p>that to Sue Cuneo and get her to endorse it and then direct it to the Commissioner for Royalties for Regions and see if we can get some funding; he's happy to drive/push it but no guarantee of outcome. Stuart and Troy will sit down and draw up a business plan.</p> <p>Stuart explained the fundraising for the year; Easter Raffle Term 1, fun run Term 2, faction carnival and learning journey Term 3 and presentation night Term 4, Disco will be slotted in somewhere once school planner is available as previously Term 3 is busy. Stuart said these are the major events for the year, there is minor fundraising throughout. The fun run is the most profitable fundraising event, normally teachers request come from these funds. Stuart would like to see all or most of the fundraising for the year to go towards the big fan.</p> <p>Stuart has talked to some teachers regarding the fridges for classrooms and agrees with them that they are not needed. Money/funds for those fridges could be spent on teacher resources, which may benefit our children more than keeping lunches cold. Stuart is happy to wait for Troy's outcome over the fridge situation.</p> <p>There is no person designated for fundraising; as it can be full on. If someone would like to hold an event, Stuart is happy for them to do so and would like P&C members and school parents to get on board and help.</p>		
<p>4.2 Treasurer's Report Main Account \$ 22,260.45 Library Account \$ 137.93 Canteen Account \$ 9,888.81</p>	Stuart Dale / Anne-Marie Horn	
<p>4.3 Uniform Shop Report No news.</p>	Maxine Trainer	
<p>4.4 Principal's Report Troy emphasised that the kids/students of the school are fantastic. He visited the Year 6 students at leadership day out at Dampier, and couldn't have been more proud of them. The following day back at school he was overwhelmed at how the kids thanked him for coming out to visit them. He thanked parents, as they play a big role on the up brining of their children and they should be proud of them. On Census Day, Tambrey recorded 516 students; prediction at the end of 2014 was 520. Class numbers are good, so no need for changes. Classes still have room to grow a little without any concern.</p> <p>Staff are very settled and committed in classrooms. NAPLAN is approaching in Term 2. Troy emphasised that it's just NAPLAN; parents don't get stressed by it and don't put pressure on your child about it.</p> <p>Troy put a survey out to staff regarding class fridge's that was brought up last meeting; he is still waiting on some responses. Staff are concerned about the funding for these fridges; can we get fridges</p>	Troy Withers	

<p>donated by companies/sponsorship rather than using P&C funds. Troy will have a full report about the fridge outcome by the next meeting.</p> <p>Karratha Police gave a donation to Tambrey of \$1,500 from their golf day. Troy has spoken to staff and they have agreed to put the funds towards shade for the school.</p> <p>Troy is liking the idea of 'The Big Fan'. He will take the notion to Peta (Registrar) and see what needs to be done and communicate with P&C with the outcome.</p> <p>Troy stated that reporting faults and maintenance to the right people will hopefully start seeing the school improve, he has started making contact with people who have 'bigger string pull'.</p> <p>Our school is a devolve school; we pay for all faults and maintenance up to \$1,500 anything over this amount is paid by the department. This year we have been given an allowance of \$40,000. Last year we were given the same allowance but spent \$52,000. Troy will look at getting the school off the agreement towards the end of the year for next year; as the school needs a lot of maintenance done and we can't afford to keep taking the funds to cover from the school account.</p> <p>Troy understands the P&C has worked hard for the canteen and it has been very successful, but for a school our size he and the School Council would like to see a canteen up and running. He is happy to explore other avenues to get the situation sorted; external caterer or being supplied by another school canteen. The canteen isn't there to make huge profit it's there to provide a service for the kids. If an external company is to run the canteen on school grounds, the school may look into charging them for water, electricity and use of building; something to be looked at when the issue arises. The schools not out to make money, just wanting someone in to provide a service.</p> <p>Troy talked about Gumala funding cuts. They have changed their program and those who receive the funding now have to have an 85% attendance rate to receive their allowance.</p> <p>Tambrey PS has expressed interest into adopting a whale shark. There is a \$5000 cost to be involved, depending on the success of our expression of interest. The funds would have to come from fundraising or talking to other schools in Karratha to maybe sharing the whale shark. Troy will keep us up to date with what happens next.</p>		
<p>5. GENERAL BUSINESS <u>helloworld North West Karratha</u> Information was received from Cassie Perry and Viv Adams regards Schools Sponsorship Program 2015. Leaflet was handed around to all present at the night; see attachment No.1 on these minutes. helloworld North west Karratha are offering Tambrey PS P&C a Karratha to Perth return airfare to be used as a prize in a fundraising activity, plus the introduction of Bonus Bucks for bookings. This programs entails that when parents, friends and staff of Tambrey PS mention the school at time of booking through helloworld North West Karratha (this franchise store only; located near Woolworths in the shopping centre), they will donate cash back to the school. \$10 for every travel package booking</p>	<p>Anne-Marie Horn</p>	

<p><u>Costume</u> Elisha Baartz talked about her new costume business that she is starting up. She has a child in Year 1 and Kindy at the school. Elisha handed around a drafted leaflet outlining what costumes she has available. She noticed that the school has a lot of dress up days, and would like to help contribute to the schools fundraising efforts. She would be offering 10% off purchases for Tambrey PS families and will donate 15% of the total purchase to the P&C. Stuart is happy with this arrangement, no cost for the P&C but business for Elisha.</p> <p><u>Easter Raffle</u> Easter raffle information was passed around for input. We ask families for donation of Easter eggs etc. this is what makes the class prizes and major prizes. Discussion was made regarding tickets numbers. Anne-Marie Horn said that for previous years it was 5 tickets and this year we would like to up it to 10 tickets; everyone agreed on the notion to increase tickets to 10. Basket formation will happen on 23rd March, helpers will be needed.</p> <p><u>Subway</u> Nicole Storey enquired about the P&C using Subway to cater for a fundraiser lunch. This option will be looked into.</p> <p><u>Fete</u> Jamie Hunter asked why the P&C doesn't hold a fete to raise funds. The school previously held a fete in 2013 to raise funds for iPads; this was Di Halls project. Stuart is concerned about the 'fad' of fetes, as there is plenty of them around. Troy mentioned that Dampier PS is holding their annual fete on 24th October. Troy has spoken to Di regarding holding a fete again, as the school needs a WIFI upgrade for the iPads to work; estimated cost is \$15,000. For a fete to be successful, Stuart pointed out the staff of the school and parents have to put in hard work, it's a real team effort.</p> <p><u>Shading</u> Jaimie Hunter talked about her family company/business, they are a demolition/asbestos removal company. They have won the tender to demolish old Dampier Library. There is currently shade sail and playground structure on site. They have spoken to the right people and have been given the ok to donate the playground and shade sail to Tambrey PS. She would like these items to go into the Kindy area. Stuart thanked her for the offer. The only issue with the shade sail is the installation process. The Department has a lot of red tape regarding the input of fixed structures into the school; needed to be put out for tender, engineer plans etc. With the donation of the playground structure there should not be any issues with this; as it's been previous used in a public area. Jamie's business is in the process of putting in a tender for the demolition of the Karratha Community Centre; located opposite BP near new Hospital site. Hopefully they will also be able to gain the playground equipment and shade structures from this site; subject to they win the tender.</p>	<p>Elisha Baartz</p> <p>Anne-Marie Horn</p> <p>Anne-Marie Horn</p> <p>Troy Withers</p> <p>Jamie Hunter / Stuart Dale</p>	
---	--	--

<p><u>Business Plan for Brendon Grylls</u> Stuart is happy to sit down with Troy and draw up a business plan to Brendon Grylls outlining the major needs for Tambrey PS. Fencing will be noted and the need for more shade; whether its structures or natural shading from trees. Stuart said he would like to see the whole school garden grounds have reticulation; at the moment Smurf the gardener is hand watering or manually turning sprinklers on.</p>	<p>Stuart Dale / Troy Withers</p>	
<p><u>Garden Rope Edging</u> Lori Forwood mentioned that she is finding the marine rope the edges the garden beds and hassle. She pushes a pram and finds the path isn't wide enough for a pram and children/parents to walk on together; the pram wheels get caught up on the rope. She has also seen many people including children trip over it. Others mentioned the tripping hazard on the paths; its pavers and tree roots are lifting them. Stuart said to concrete all walkways would be great, but not realistic.</p>	<p>Stuart Dale / troy Withers</p>	
<p><u>Busy Bee</u> Carrie Pianta asked about a working busy bee, to help Smurf out with gardens; mulching and rock removal. Stuart said that this is something to look at in Terms 2 & 3, as the weather is cooler. Troy commented and said that the school needs a new paint job; hasn't been done in 25 years. Something that we could ask companies to help out or to be added to the business plan.</p>	<p>Stuart Dale</p>	
<p><u>Peter Collier Letter</u> Stuart would like to write back to Peter Collier (Minister for Education) with the P&C's approval, on his response to why Tambrey PS missed out on the \$20,000 shade funding last year, we are very disappointed. The Department promotes sun smart policy, however Tambrey PS is lacking the funding to provide shade area. P&C's shouldn't have to fund these, the Department should be.</p>	<p>Stuart Dale</p>	
<p><u>Classroom Fridges</u> Kylie Miller wanted to talk more on the fridge scenario. She asked Troy when the deadline for teachers to get back to him was. Troy replied that he had received most replies back, just waiting on a couple. He would like to make a report on it available at the next meeting; summarise issues and what the pros and cons are. Some teacher have already replied that they would prefer P&C funding for fridges to go towards education resources. Stacey Oxley agreed that she would rather see money spend on the class resources rather than a fridge. Previously lunch boxes stayed outside of classrooms in child's bag; they have now been allowed into the air-conditioned classrooms. Kylie still thinks that they warrant fridges as the contents of lunch boxes are out of the recommended 'food safe'/ cool temperature for too long. It was discussed that food items such as yoghurts, chesses and cold meats should be exempted from lunch boxes as they are not kept at the recommended 'food safe' temperature; the recommended temperature is 4-6degrees. Elisha and Stacey mentioned that parents may need to invest in cool keeping lunch boxes.</p>	<p>Troy Withers</p>	

Meeting closed at: 8.45pm		
6. NEXT MEETING: 31st March 2015 at 7.30pm		

Attachment 1: helloworld North West Karratha



helloworld North West Karratha ~ Schools Sponsorship Program 2015 ~

THE PROGRAM - BENEFITS TO YOU

helloworld North West Karratha offers your school a 2 tiered Sponsorship Program:

1. *helloworld North West - Fly on Us*

Your school will receive 1x Karratha to Perth return airfare to be used as a prize in a fundraising activity of your school's choice (eg. raffle prize, auction item, door prize at a fundraising event etc).

Conditions

- The airfare must be used for the purpose of fundraising for the school, as approved by helloworld North West and cannot be used by school representatives to travel to conferences etc.
- Prize winner must give at least 28 days advance notice to book the flights
- Flights are subject to availability on requested dates of travel
- Once booked, flights cannot be changed or transferred
- Airline reward points are not accruable by the airfare recipient
- Prize must be taken as flights and cannot be exchanged for cash
- Promotion of the fundraising activity using the return flight is the responsibility of the school.

2. *helloworld North West - Bonus Bucks for Bookings*

When your parents, friends and staff mention your school at the time of booking their travel with us, helloworld North West Karratha will donate CASH back to your school. \$10 will be given to your school for every travel package booking (ie. travel and accommodation) and \$5 will be given for every domestic flight booking.

Conditions

- helloworld North West will keep a record of all travel package and domestic flight bookings made with your school mentioned as participating in the Bonus Bucks for Bookings program.
- The \$10 and \$5 cash donation amounts are given per booking made, not per passenger travelling.



- Cash donations are allocated once final payment is received per booking.
- Your school will be advised in writing at the end of each school term of the bonus cash amount accumulated from this program. You can then decide whether to receive the bonus cash payment at this time by Electronic Funds Transfer into your school's nominated account, or to carry the cash total into the next school term, where it can accumulated even more bonus cash.

PROMOTING THE PROGRAM

To promote your school's participation in helloworld North West's Sponsorship Program, we propose the following:

- Sponsorship Program posters to be displayed in your school Reception area and other suitable sites within your school complex.
- Small dedicated space in your school Reception area to display helloworld North West business cards and brochures, either at the time of promoting the *Fly on Us* fundraising activity/event (as coordinated by your school) or on an ongoing basis to promote both tiers of the Sponsorship Program.
- Any printed, digital, media or public promotion of your school's fundraising activity/event using the *Fly on Us* prize is to acknowledge helloworld North West Karratha by name and/or approved use of logo. This includes but is not limited to tickets, newsletter articles, flyers, posters, emails, advertisements, radio exposure, newspaper publicity and speeches.
- Opportunity to display and/or provide promotional materials or merchandise (eg. banners, brochures, business cards, balloons, pens etc) at fundraising events related to the *Fly on Us* prize (eg. quiz night, raffle sales table, event ticket sales table etc).
- Opportunity for a helloworld North West representative (where available) to present the prize winner with the *Fly On Us* prize at the related fundraising event.
- Regular ongoing inclusion of the *helloworld Bonus Bucks for Bookings* program (article/artwork as supplied by us) in your school newsletter, website and Facebook page/s.
- Acknowledgement in your school newsletter of cash donations received from the *helloworld Bonus Bucks for Bookings* program, and/or the opportunity for a helloworld North West representative to present any significant bonus cash donation amounts (ie. over \$500) at a school assembly.



Black Rock Ventures Pty Ltd
T/A Bakers Delight Karratha
PO Box 1639
Karratha WA 6714
Telephone: (08) 9143 1175
Mobile: 0400 503 611
ABN: 87 114 909 170

Date: 03/03/2015
School: Tambrey Primary School

To whom it may concern,

My name is Ceanne England and I am the proud owner of Bakers Delight Karratha.

As a part of our commitment to the local community, Bakers Delight Karratha offer up our Dough Raiser Program as an easy way raise funds for local schools & clubs. For the past 2 years Tambrey Primary School has been involved with the Program and I just wanted to take this opportunity to bring it back to people's attention & remind you all just how easy raising money can be! I have included the cheque for last year's Program with this letter.

Throughout the school terms we will offer the families at your school the chance to raise funds which will be donated back to your school.

How does it work?

1. We supply your school with Dough Raiser cards which can be shown each time your families make a relative purchase at our bakery. Please check if you still have some from last year, & let me know if you would like me to order more.
2. Each time a customer spends \$5.00 or more at Bakers Delight Karratha, they will present their cardboard card or mention your school name and our staff will record their transaction electronically by entering your loyalty number. AT the end of the agreed term, Bakers Delight will donate 5% of all recorded sales back to your school.
3. We will also offer bonus promotions to be conducted throughout the year to help your school raise additional funds, should you be interested. e.g. Hot X Bun drives.
4. The donation to your school will be presented at the conclusion of the agreed time (eg school term, 6 monthly, annually). Running totals can be provided whenever you require, helping families know how much they are contributing back to your school. We have found this works best if the fund raising committee nominates an item that the money can be put towards, such as computer or sporting equipment etc, so families have something to strive for.
5. At your request, we will supply an explanation letter to be sent out with the cards detailing their use and specifying exactly what the funds raised will be donated towards. (example letter included)
6. At the completion of the year, we would welcome the opportunity to review the success of the program and look at how the relationship can be further developed for next year.

Bakers Delight Karratha is in its 10th year and is extremely excited about supporting your school. We hope that this opportunity can be the beginning of a close and rewarding relationship. We believe, through working together, we could be donating the total of last year's cheque, every term!

If you are interested in pursuing this proposal please contact me 0400 503 611 and I would be happy to discuss specific details with you further.

Yours sincerely,

Ceanne England
Bakers Delight Karratha
Franchisee