

Ravensthorpe DHS P&C



P&C General Meeting - Term 2 (1)

The scheduled Zoom meeting has been changed to face-to-face to give the opportunity to meet our new Principal, Mr Vooght-Simpson.

The meeting will be preceded by a 'Meet & Greet' 6.30-7.15pm. All members are encouraged to bring a plate to share.

When 27-04-2021 at 03:20

Location: Staff Room, Ravensthorpe District High School

Chairperson Helen Burton

Minute
taker Jules Belli

Present Chelsea Adams , Jules Belli , Helen Burton , Elizabeth Thomas , David Vooght-Simpson , Stacey Webster , Denise Wolfenden (Treasurer)

Apologies Gabrielle Major (Coordinator, Secretary) , Melissa Montgomery , Dee Taaffe

Minutes

1. Open at 7.20pm

Decision

2. Declaration of Interest

Nil

Decision

3. Confirmation of minutes of previous meeting

 [March_minutes.pdf](#)

Decision

Motion: Minutes are accepted as true and correct.

Moved: Denise Wolfenden

Seconded: Stacey Webster

Carried 7/0

4. Business arising from previous minutes

P&C Branded shirts - pricing TBC

7 from the EOI

Tasks

- ☒ Place order for P&C branded shirts
Assignee: Denise Wolfenden
Due date: 07-05-2021
- ☒ Readvertise shirts - last orders midday 5 may
Assignee: Gabrielle Major
Due date: 04-05-2021

5. Correspondence

<https://docs.google.com/spreadsheets/d/1IZjVarwJL5evPL-QEKavUf8ZYfQAXqBiZnFPO9kcn2c/edit?usp=sharing>

For members - FBN Opportunities:

- Social Media training in Hopetoun (May 11 & 12) & Ravensthorpe (May 10)
- Tourism Workshop - Hopetoun May 11 3.30-5.30 - open invite
- Business After Hours in Hopetoun May 11 - 5.30-7.30 (2 invitations)
- Branding kit - underway

Tasks

- ☒ Submit P&C information to New Residents' Guide
Assignee: Gabrielle Major
Due date: 14-05-2021
- ☒ Follow up ACNC overdue Information Statements
Assignee: Denise Wolfenden
Due date: 30-04-2021
- ☒ Look into canceling ACNC membership
Assignee: Gabrielle Major
Due date: 11-05-2021

6. Reports

A single motion to accept report as tabled 3.1-3.8.

Decision

That the reports in Items 3.1-3.8 are tabled as true and correct records.

Moved: Stacey



Seconded: Denise

Carried: 7/0

6.1. Financial Report

Closing balance as at 31/3/2021: \$30,342.73 (March statement attached)

Financial report from previous General Meeting reattached for information.

 [March_2021_statement.pdf](#)
 [Term_1_\(2\)_Financials.pdf](#)

6.2. Principal's Report

See attachment

 [Principal_report_27.4.21_PC.pdf](#)

6.3. Uniform Shop

Full of uniforms - direction needed for hats and jackets

6.4. WACSSO Report

Our state councillor for the Goldfields- Esperance area, Esmond Delaney, had resigned, nominations closed on the 2 April.

There is a career development event in Esperance on Wednesday 28 April for parents to join the conversation post school options.

P&C Day WA is July 23.

6.5. Sports Report

This term we have cross country and the primary students will be participating in Jump Rope for Heart.

Quotation for the volleyball net has been sought.

We would like to have a discussion on the displaying of school shield and trophies.

6.6. Fundraising Report

Nothing to report this week.

Issue 3 of scholastic book club is due to go out soon when I receive it.

Peg fundraiser if we sell 400 bags \$3200 goal to sell 200 bags - send home with students and post on connect

Tasks

- ✓ Peg fundraiser - 1 per family to be sent home and a connect notice
Assignee: Stacey Webster
Due date: 04-05-2021

6.7. Canteen Sub-committee Report

First canteen held 20/4/2021 - 39 orders in total.

Big thanks to Jules Belli, Stacey Webster and our canteen coordinator Bronwyn North for getting it going!

Notes for parents/students:

- Parents to tell children what and if they've ordered for them.
- No cash purchases available, all orders to be made online by 8am on the day of canteen (no money handling)
- When ordering each child needs to be separate

Decision

Employment contract will be handled by the canteen sub committee for BN. casual term by term

Tasks

- ✓ Employment payment to Bronwyn North
Assignee: Denise Wolfenden
Due date: 11-05-2021
- ✓ Covid safe handling training - follow up with Bron
Assignee: Denise Wolfenden
Due date: 11-05-2021

6.8. Membership - admissions/resignations

David Vooght-Simpson - ex officio

Karryn Duncan

Tasks

- ✓ Membership for David
Assignee: Gabrielle Major
Due date: 04-05-2021

7. General business

7.1. Wishlist Budget

<https://docs.google.com/spreadsheets/d/1Qm7YDomBC0Wv314bSUjbdKDgFKNJthxgViteVoqCUs/edit?usp=sharing>

#ID 17 (numeracy teaching resource) - Admin will discuss and come back to P&C

Decision

Motions:

7.1.1 - That annual contributions #IDs 4-8 & 10 are approved for expenditure up to \$7500

Moved: Denise Wolfenden Seconded Lizzie Thomas

7.1.2 - That ID# 18 & 19 (formal & good standing awards) are approved - Winter Formal for secondary students only - 1st July

Moved: Stacey Webster Seconded: Chelsea Adams

7.2. Community Development Fund application

Application to be submitted for Winter Formal and Jules to discuss with Mat

Tasks

- ☒ Submit CDF app
- Assignee: Jules Belli
- Due date: 30-04-2021

7.3. Canteen Sub-committee Terms of Reference

 [Canteen_terms_of_reference.doc](#)

Decision

Motion: Canteen sub-committee terms of reference is adopted.

Moved: Jules Belli

Seconded: Stacey Webster

Carried: 7/0

7.4. 1 Page Strategic Plan

 [Ravensthorpe_DHS_P_C_Strat_Plan.pdf](#)

Decision

Motion: That the draft strategic plan is adopted.

Moved: Jules Belli

Seconded: Chelsea Adams

Carried: 7/0

8. Financial motions

WA School Canteens: \$90 membership

School uniform purchase limit: \$8000 in 2021 (increase on average expenditure over last three years \$6000pa due to increase in students)

Canteen supplies and wages: covered in the Terms of Reference

Decision

Motion: Treasurer is approved to pay WASCA \$90 and spend up to \$8000 on school uniform supplies.

Moved: Stacey

Seconded: Chelsea

Carried: 7/0

9. Any other business?

Form Uniform sub - committee to write terms of reference sub committee - Denise & Lizzie
Canteen - Tupperware online party

Denise to purchase 2x 10lt air fryers and get Electrician to look at the oven.

Future Fund application - shade sails now to be outdoor learning space admin fully
supportive form a working group with Denise, Stacey, David, Helen, Jules & Lizzie. Meeting
next Thursday 29 April @2pm

Pin up board in the Foodworks and the sign board outside in the school yard - Chelsea will be
in control of.

Tasks

- ✓ Terms of Reference for uniform shop
Assignee: Elizabeth Thomas
Due date: 18-05-2021
- ✓ Tupperware online party for canteen supplies
Assignee: Jules Belli
Due date: 11-05-2021
- ✓ Chalk board updates
Assignee: Chelsea Adams
Due date: 03-05-2021
- ✓ Foodworks updates
Assignee: Chelsea Adams
Due date: 31-05-2021

10. Meeting closed

Closed at 9:12pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C General Meeting - Term 2 (1) on 27-04-2021

Summary of Matters Arising

Decisions

Item	Decision
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1.	
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2.	
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3.	
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Motion: Minutes are accepted as true and correct.

Moved: Denise Wolfenden

Seconded: Stacey Webster

Carried 7/0

6.	
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That the reports in Items 3.1-3.8 are tabled as true and correct records.

Moved: Stacey

Seconded: Denise

Carried: 7/0

6.7	
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Employment contract will be handled by the canteen sub committee for BN. casual term by term

7.1	
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Motions:

7.1.1 - That annual contributions #IDs 4-8 & 10 are approved for expenditure up to \$7500

Moved: Denise Wolfenden Seconded Lizzie Thomas

7.1.2 - That ID# 18 & 19 (formal & good standing awards) are approved - Winter Formal for secondary students only - 1st July

Moved: Stacey Webster Seconded: Chelsea Adams

Item	Decision
7.3	<p>Motion: Canteen sub-committee terms of reference is adopted.</p> <p>Moved: Jules Belli</p> <p>Seconded: Stacey Webster</p> <p>Carried: 7/0</p>
7.4	<p>Motion: That the draft strategic plan is adopted.</p> <p>Moved: Jules Belli</p> <p>Seconded: Chelsea Adams</p> <p>Carried: 7/0</p>
8.	<p>Motion: Treasurer is approved to pay WASCA \$90 and spend up to \$8000 on school uniform supplies.</p> <p>Moved: Stacey</p> <p>Seconded: Chelsea</p> <p>Carried: 7/0</p>

Tasks

Item	Task	Assigned to	Due date
4.	Place order for P&C branded shirts	Denise Wolfenden	07-05-2021
4.	Readvertise shirts - last orders midday 5 may	Gabrielle Major	04-05-2021
5.	Submit P&C information to New Residents' Guide	Gabrielle Major	14-05-2021
5.	Follow up ACNC overdue Information Statements	Denise Wolfenden	30-04-2021
5.	Look into canceling ACNC membership	Gabrielle Major	11-05-2021
6.6	Peg fundraiser - 1 per family to be sent home and a connect notice	Stacey Webster	04-05-2021
6.7	Employment payment to Browyen North	Denise Wolfenden	11-05-2021
6.7	Covid safe handling training - follow up with Bron	Denise Wolfenden	11-05-2021
6.8	Membership for David	Gabrielle Major	04-05-2021
7.2	Submit CDF app	Jules Belli	30-04-2021
9.	Terms of Reference for uniform shop	Elizabeth Thomas	18-05-2021
9.	Tupperware online party for canteen supplies	Jules Belli	11-05-2021
9.	Chalk board updates	Chelsea Adams	03-05-2021
9.	Foodworks updates	Chelsea Adams	31-05-2021

Summary of Attachments

Attachments

Item	File Name
3.	March_minutes.pdf
6.1.	March_2021_statement.pdf Term_1_(2)_Financials.pdf
6.2.	Principal_report_27.4.21_PC.pdf
7.3.	Canteen_terms_of_reference.doc
7.4.	Ravensthorpe_DHS_P_C_Strat_Plan.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [P&C General Meeting - Term 2 \(1\)](#)