

# Ravensthorpe DHS P&C



## P&C Executive Committee Meeting - March 2021

When 08-03-2021 at 03:00

Location: DHS Ravensthorpe District High School, 102 Morgans St, Ravensthorpe WA 6346, Australia

Chairperson Helen Burton

Minute taker Gabrielle Major

Present Jules Belli , Helen Burton , Gabrielle Major (Coordinator, Secretary) , Stacey Webster  
Denise Wolfenden (Treasurer)

Apologies Lani Diederiks , Mat Kennedy , Dee Taaffe , Lara Vermaak

## Minutes

### 1. Open and 7.06pm

### 2. Confirmation of previous minutes

Motion: That the minutes of the meeting of Ravensthorpe District High School P&C Association held on February 10, 2021 at

RDHS Staffroom, be taken as read and confirmed as a true and accurate record.

Moved: Jules Belli

Seconded: Helen Burton

[Exec\\_Meeting\\_Minutes\\_-\\_Feb\\_10\\_2021.pdf](#)

### 3. Declarations of Interest

Gabrielle on Item 5.8 - FBN Membership - Gabrielle is an employee of Ravensthorpe CRC/FBN

### 4. Business arising

#### **4.1. General meeting dates - fall on public holidays twice**

I haven't advertised these as yet because of the public holiday thing...which will likely remain a problem in future years as well.

Do we want to change to a different day of the week?

Discussion around General Meetings staying on Mondays of Week 2 & each term except when they fall on a public holiday in which case it changes to a Tuesday.

Also, when chatting to members I have had positive feedback around the option of Zoom general meetings - can we discuss.

##### **Decision**

General Meetings to be held at 7.15pm on Monday Week 2 & 8 alternating between Zoom and in person. Week 8 Term 1 in person in library.

T2W2: Zoom Tuesday 27th April

T2W8: In person Monday 8th June

T3W2: Zoom

T3W8: In person

T4W2: Zoom

T4W8: In person

## **5. General business**

### **5.1. Solvency Statement**

To be completed at the executive meeting and then presented at the General Meeting on March 22. In future, to be completed ahead of the AGM.

 [solvency-declaration-template-2021.pdf](#)

##### **Decision**

President may proceed with signing the solvency statement to be presented at General Meeting.

Move: Denise Wolfenden

Seconded: Jules Belli

Carried

## 5.2. Strategic plan progress

From Tracey:

Anything that highlighted in blue needs completing or adding to.

Sheet 1 is a write up of the work we did at the meeting. I didn't allow time for a purpose as I thought this could be done easily enough by yourselves at a later time & then get endorsed by the committee.

Sheet 2 is a mock up of the next stage in the plan that we only touched on. I think given the re-direction the P&C would like to take this is important to complete and include.

I've written in some goals and actions so you have a framework to either complete or edit. I have no investment in this so please edit to your hearts content. This shouldn't be too onerous and should remain very simple and clear.

Whether you do it over the phone/in person together OR just individually and then email it back to me for me to collate your ideas, is up to you.

For you to do:

- Sheet 1: Write what you feel the purpose of the P & C is. Some examples below you might like to pick ideas from

To work in productive partnership with the school principal, staff and the community to promote the interests of the school and to achieve the best possible outcomes for students

To promote the interest of the school by bringing parents, citizens, students and teaching staff into close co-operation

To enhance the educational experience of our students through support of the school and help create strong parent and community involvement

- Sheet 2: Edit or add any of the Goals and/or actions.

o Don't labour over this. Just write or edit what you feel is important at this stage. If you don't feel to add another action at b. where I've highlighted it then don't worry. This document should be reviewed annually anyway so it can be added to or edited then.

 [P\\_C\\_Strategic\\_Plan\\_-\\_DRAFT.xlsx](#)

### Tasks

- ☒ Gab & Helen to meet to develop Strat Plan  
Assignee: Helen Burton  
Due date: 19-04-2021

### 5.3. P&C training

WACSSO P&C Training held 3/3/2021 with following members in attendance:

- Helen Burton (exec), Jules Belli (exec), Gabrielle Major (exec), Bec Webster (member), Stacey Webster (exec)

Training modules available the WACSSO website and on

YouTube [https://www.youtube.com/playlist?](https://www.youtube.com/playlist?list=PLyk0ZrVaP5CwVW8msK7mnk1ejyNUoW9u6)

[list=PLyk0ZrVaP5CwVW8msK7mnk1ejyNUoW9u6](https://www.youtube.com/playlist?list=PLyk0ZrVaP5CwVW8msK7mnk1ejyNUoW9u6)

#### Tasks

- ✓ Treasurer Training  
Assignee: Denise Wolfenden  
Due date: 22-03-2021
- ✓ Secretary Training  
Assignee: Gabrielle Major  
Due date: 22-03-2021
- ✓ President Training  
Assignee: Helen Burton  
Due date: 22-03-2021
- ✓ Thank Richard Brand for presenting session  
Assignee: Helen Burton  
Due date: 22-03-2021

### 5.4. Online Membership Form & Webpage

#### Tasks

- ✓ Set up TidyHQ website and form  
Assignee: Gabrielle Major  
Due date: 31-03-2021

### 5.5. Community Development Fund grant application

Now open until April 30 - leave until Wishlist and budget further developed - after March 22 meeting.

### 5.6. Disco each term

Sub-committee formation at general meeting.

#### Tasks

- ✓ Terms of reference on WACSSO sit  
Assignee: Gabrielle Major  
Due date: 15-03-2021

### 5.7. FBN Membership - branding package

FBN Foundation Members are being offered free branding/style guides among other benefits - partnership/membership with CRCs.

Basic Brand Kit consisting of:

- Initial consultation
- Conceptual logo in JPG/PNG and AI formats (new or redesign)
- Simple style guide in PDF format (colour palette, fonts, brand message)
- Reasonable amount of revisions based on client feedback
- Low-cost purchases, such as fonts and graphics

Value: \$350/kit.

 [fbn\\_flyer.pdf](#)

#### Tasks

- ☒ Add motion to General Meeting Agenda  
Assignee: Gabrielle Major  
Due date: 14-03-2021

## 5.8. General meeting agenda preparation

All reports to be submitted to rdhspsc@gmail.com

### Tasks

- ✓ Denise to send treasurers report to Gab by 14 March  
Assignee: Denise Wolfenden  
Due date: 14-03-2021
- ✓ Find out which members would like agenda hardcopies  
Assignee: Gabrielle Major  
Due date: 12-03-2021
- ✓ Fundraising report  
Assignee: Stacey Webster  
Due date: 14-03-2021
- ✓ WACSSO report  
Assignee: Jules Belli  
Due date: 14-03-2021
- ✓ Principals report  
Assignee: Mat Kennedy  
Due date: 14-03-2021
- ✓ Sports report  
Assignee: Helen Burton  
Due date: 14-03-2021
- ✓ Healthy eating policy emailed to Jules  
Assignee: Denise Wolfenden  
Due date: 09-03-2021
- ✓ Terms of reference for Canteen sub-committee  
Assignee: Jules Belli  
Due date: 14-03-2021
- ✓ Chat to to Mat about uniform shirts for P&C  
Assignee: Helen Burton  
Due date: 14-03-2021

## 5.9. TidyHQ/Emails

In order to stay on the free version of TidyHQ we will have to do our messaging through email, not the TidyHQ messaging option - I will create outlook groups for exec and general members so please send info through to rdhspsc@gmail.com

## 6. Staff shirts

### Decision

Executive committee decided it did not fit within the objectives of the P&C.

### Tasks

- ✓ Advise Mat Kennedy  
Assignee: Gabrielle Major  
Due date: 12-03-2021

**7. Close**

Meeting closed at: 8.30pm

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of P&C Executive Committee Meeting - March 2021 on 08-03-2021

## Summary of Matters Arising

### Decisions

Item	Decision
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4.1	
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	General Meetings to be held at 7.15pm on Monday Week 2 & 8 alternating between Zoom and in person. Week 8 Term 1 in person in library.
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	T2W2: Zoom Tuesday 27th April
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	T2W8: In person Monday 8th June
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	T3W2: Zoom
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	T3W8: In person
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	T4W2: Zoom
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	T4W8: In person
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5.1	
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	President may proceed with signing the solvency statement to be presented at General Meeting.
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	Move: Denise Wolfenden
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	Seconded: Jules Belli
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	Carried
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6.	
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	Executive committee decided it did not fit within the objectives of the P&C.
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## Tasks

Item	Task	Assigned to	Due date
5.2	Gab & Helen to meet to develop Strat Plan	Helen Burton	19-04-2021
5.3	Treasurer Training	Denise Wolfenden	22-03-2021
5.3	Secretary Training	Gabrielle Major	22-03-2021
5.3	President Training	Helen Burton	22-03-2021
5.3	Thank Richard Brand for presenting session	Helen Burton	22-03-2021
5.4	Set up TidyHQ website and form	Gabrielle Major	31-03-2021
5.6	Terms of reference on WACSSO sit	Gabrielle Major	15-03-2021
5.7	Add motion to General Meeting Agenda	Gabrielle Major	14-03-2021
5.8	Denise to send treasurers report to Gab by 14 March	Denise Wolfenden	14-03-2021
5.8	Find out which members would like agenda hardcopies	Gabrielle Major	12-03-2021
5.8	Fundraising report	Stacey Webster	14-03-2021
5.8	WACSSO report	Jules Belli	14-03-2021
5.8	Principals report	Mat Kennedy	14-03-2021
5.8	Sports report	Helen Burton	14-03-2021
5.8	Healthy eating policy emailed to Jules	Denise Wolfenden	09-03-2021
5.8	Terms of reference for Canteen sub-committee	Jules Belli	14-03-2021
5.8	Chat to to Mat about uniform shirts for P&C	Helen Burton	14-03-2021
6.	Advise Mat Kennedy	Gabrielle Major	12-03-2021

## Summary of Attachments

### Attachments

Item	File Name
2.	<a href="#">Exec_Meeting_Minutes_-_Feb_10_2021.pdf</a>
5.1.	<a href="#">solvency-declaration-template-2021.pdf</a>
5.2.	<a href="#">P_C_Strategic_Plan_-_DRAFT.xlsx</a>
5.7.	<a href="#">fbn_flyer.pdf</a>

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [P&C Executive Committee Meeting - March 2021](#)