Attendees
Maria Szep, Amanda Ferguson, Bronwyn Hutchings, Sally Brindal, Bill Boylan, Cath Taylor, Marianne Thoroughgood, Claire McCulloch, Sue Hickey Tasha Doulas, Anna Armour, Lisa Turkovic, Russell Turkovic, Sarah Harris
Kim Harrison – Kapture Photography – initial presentation then left

Apologies
Marianne Hanson, Carla Fisher, Jane Greenough, Anne Monger

Kapture Photography – presentation
Kim Harrison from Kapture Photography presented his company and school photography services to the P&C. Examples and brochures were handed out.

Once Kim left a discussion was held regarding the current suppliers and the possibilities a new company may offer. There was a lot of positive interest in response to changing the company. A vote was taken and a unanimous decision was made to take the offer to the Board for further investigation and consideration. Marianne needs to acquire pricing information prior to the Board Meeting

Previous Minutes
Minutes to meeting held Tuesday 04 August 2015 confirmed

BUSINESS ARISING

- Notes are being distributed to the youngest child in the school and seems to be working
- P&C Newsletter

Brownyn has been hard at work and distributed a draft layout of the proposed P&C Newsletter (see Appendix A). The newsletter will be issued once a month and may include the following:
  - P&C News and information
  - Fund raising events
  - Fundraising target/actual chart
  - Canteen menu/news
  - Uniform shop news/information
  - Contact details for P&C Members/office bearers
  - Photo’s of recent events
  - Advertising (paid)

The logistics of the advertising and costs to charge were discussed. It was decided that companies could book advertising space on a semester basis (two terms). Payment would be required in advance. It was agreed that advertising would be invoiced at an introductory offer of $50 per advertisement. It is projected that the first newsletter will be issued in October 2015

To raise the P&C profile a suggestion was made that a representative of the P&C attend and participate in award presentations and give updates and information (a small talk) at assemblies. Bill was in support of this and it was agreed that the first talk would take place at the Junior assembly at the end of term 3.

- P&C welcome pack.

Brownyn has put together a Welcome and Information Pack that was distributed for review at the meeting. It was asked if this could be included in the Handbook for new students (yes) There is still tweaking to be done but both the Newsletter and Information Pack are well under way. Thank you Brownyn and team.
P&C Reps
A memo calling for Class Representatives has been drawn up and it is planned to get this out to parents via the youngest child in each family before the end of this week. We are asking for one representative per year group.

Signs on Cars
Bill submitted some options for wording for the proposed signs to be placed on illegally parked cars during school drop off and pick up. The following was agreed:
"Please do not park here, it creates a hazard and makes it unsafe for our children".

Earn & Learn Stickers
There is an overwhelming response to the collecting of the Earn and Learn stickers. The campaign ends on 15 September but stickers will be accepted by Woolworths up until the 5th of October. Discussion was held as to the best use of the funds from the stickers. Bill suggested that the Junior Primary area needed little balls and sports equipment. It was agreed that Mr Voloczi, Bill Boylan and Mrs Hall (head of Junior) will meet and decide what’s most required.

P&C Meeting Times feedback – the main reasons for not attending meetings were due to FIFO environments and work commitments. No changes to meeting times will be applied at this time.

CORRESPONDENCE:
None tabled

REPORTS
Principal – Bill Boylan
Both sports carnivals went well. P&C and canteen created a great team effort working well to provide a service for parents, staff and children in the way of getting something to eat from sausage sizzle, canteen and cake stalls. The weather was great and the days were a brilliant success for all the children. Thank you
The dance lessons are going well. It is great to see the kids gain confidence dancing together. They are learning old fashioned and modern dancing. The support from the parents has been great 98% children are participating.
School review is coming up in two weeks. Bill has been contacted and told how it is going to work. Schedule is changing a bit from previous reviews. They will walk around the school for two hours and look in all the classrooms, see the teaching and how the culture of the school works. Bill wants to know their feedback, how they feel when they go into the rooms. These people go into hundreds of schools so Bill wants to know how they feel about ours – good and bad. The School has completed and submitted all the paperwork required for the review.
Bill would like members of the P&C to talk to the review committee if they are willing and available. Interviews will happen in Week 9 – no actual dates have been committed yet. Bill asked for honesty during these interviews as this is an opportunity for improvements.

Uniform Shop – Maria Szep
Very few Year 5’s have ordered shirts for next year. There is an $8 price increase next year so please let everyone know that the days are limited for Year 6 shirts to be purchased at this price. A note will be sent out stating the price increases if shirts are not purchased now.

Canteen – Lisa Turkovic
Cathy clarified that there were no negative comments at last month’s meeting – just support and interest in helping to get the canteen back on track.
Lisa met with Cath Taylor since the last P&C Meeting to discuss possible changes to help with the current slow trend at the canteen. Lisa clarified that Bronwyn has changed the system so that Lisa gets paid throughout the year rather than weekly so that each month looks the same in regards to wages costs. Last month looked slightly worse due to Holiday pay. The canteen is sitting at a loss but can definitely foresee that by the end of the year it will be breaking even or making money.
Sales are down by about $1,000 from this time last year. This is a massive difference and is mainly due
to Year 7’s no longer attending primary school. Next year there will be less Year 6 classes. The top end kids are the ones that are leaving and they are the spenders.
Lisa presented an action plan to help increase sales – please see Appendix B

The end of term special will be released later this week.

A volunteer took some photos of the food for advertising. Lisa will upload these with appropriate advertising jargon onto the Facebook page and onto the P&C Newsletter

Lisa has been inspected by WA School Canteen Council. It was commented on how clean the canteen was and that the traffic light system was all good and within regulation. Well done Lisa !!

The canteen is well supported by the teachers, this is greatly appreciated.

It was suggested that the EFTPOS machine from the uniform shop be transferred to the Canteen. The cost for this is approximately $350 per year and a $10 minimum purchase would be required. It was considered that this would not be achieved and Lisa has systems in place for prepayment of Canteen meals if required. At this time the idea was rejected.

Sausage sizzle went smoothly over $230 orders through the school. Sold over 150 at point of sale.

<table>
<thead>
<tr>
<th>Treasurers Report – Bronwyn Hutchings</th>
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<tbody>
<tr>
<td>See Appendix C</td>
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<tr>
<td>The Uniform shop and Canteen are showing as a loss on the report. This report was based on July results – this figures have improved over August.</td>
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<table>
<thead>
<tr>
<th>Fund Raising – Sarah Harris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big thank you to the helpers for Carnival. Baking, selling, chalked hair - it all went smoothly and was a wonderful community spirit. The more we do these events and provide the services the more the parents will expect it and come prepared.</td>
</tr>
<tr>
<td>Fathers’ day stall tomorrow. All organised and ready to go.</td>
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<table>
<thead>
<tr>
<th>GENERAL BUSINESS:</th>
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<tbody>
<tr>
<td>There is a Petition in regard to the reduction of State funding for our schools and how much it has been reduced. Maria will put all the information on the Tapping, CATRA and Banksia Grove sites to enable everyone to sign it. Online submission is possible. People need to sign the petitions so please share and sign.</td>
</tr>
<tr>
<td>Display cabinets – cost between $1,200 &amp; $1,500 for lockable cabinets. Jane will order through the school and then we will make a donation to the School. It was agreed to purchase a double door cabinet.</td>
</tr>
<tr>
<td>Faction Carnival – a parent asked why there was a separation of the Year 1/PP and the rest of the school. It was explained that last year when the Year 1’s were included with the higher level classes they did not cope well. It is great for them to have their own carnival with age appropriate activities that only last half the day. They are not put into factions as it is all about fun and it is more comfortable for them to race with their class mates who they have been practising the activities with.</td>
</tr>
<tr>
<td>There was no Yellow Tent at the carnival – it was broken. A new one needs to be sourced. Bill will find out if Karl has the funding for this in his budget. If not the P&amp;C will fund and source.</td>
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</table>

Moved: Marianne
Seconded : Cath

Bill / Bronwyn
There are currently no future BESM workshops planned. Bill is happy to run one at any time (during the day or the evening) if there are enough numbers. Marianne will follow up with a shout out on Facebook.

Tapping does not run a Swimming Carnival and has no plans to do so in the near future.

Newsletter - there is no tracking facility on the app to see how many people read the newsletter. Marianne stated that the anecdotal evidence is telling us that the newsletter is not being read. We need to keep parents connected and we want them to feel included. We are getting lots of questions on BESM and one of the main things people enjoy reading is Bill’s informative blurb at the beginning of each Newsletter. As it’s not being read people are not keeping in touch with the BESM environment. This was skimmed over as the meeting was closing. Marianne asked if the Newsletter could be emailed. Bill will investigate.

A question was raised regarding the accessibility for emergency services to the school with the new fence. The fence has been built to regulation and required access is met.

MEETING CLOSE:
Next meeting to be held on **Tuesday 27 October 2015** at 7:30pm
Meeting Closed: 9:00pm

<table>
<thead>
<tr>
<th>Marianne</th>
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<tr>
<td>Bill / Marianne</td>
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</table>
Welcome to our first P & C newsletter.

Our new P & C newsletter will now be coming to you on the 5th of each month, in paper form, to the youngest child in your family. We hope this will keep us in contact, advising you all of any upcoming events for fundraising, canteen news and general business discussed at our meetings.

We will also now be able to keep updated on our goals per term/year on fundraising items that the school has asked for.

After a lot of enquiries, we are now offering advertising in our newsletter to local businesses in 2016. Our newsletter will be sent out in hard copy to over 700 students!!! A fantastic way to get your business name into the houses in the area. Please contact Bronwyn on 0408 234 759 for further information.

**Canteen News**

Please either use our online ordering system www.ouronlinecanteen.com.au or place your money in the bags provided in your child's classroom eski.

Our new Term 4 menu is now available. Please see below your copy.

Our canteen is always keen to welcome new volunteers. Please come and see Lisa our Canteen Manager to see how you can help!!!!

**Uniform Shop**

The uniform shop is currently in the process of moving to Tudor School Uniforms

Unit 3, 20 Prindiville Drive, Wangara

Phone: 9408 2666

We will have limited stock until the end of term 4, but please get in early to order your uniforms for next year.....

**Next General Meeting**

Tuesday 27th October 2015 @ 7.30pm

Please come along to one of our friendly meetings and bring your ideas and help us make our school amazing.

Thank you for all of your ongoing support of the P & C and Tapping Primary School.
Canteen Action Plan to Increase Sales

1. New Spring/Summer Menu
   * Introduce Daily Meal Deals
   * Increased everyday items such as Sushi, Pies, Burger’s etc.

2. Increase sales in Kindy Classes
   * Special “Kindy only’ menu with healthier choices
   * Get Teachers involved & on board

3. Advertising Products
   * Advertise products on the Canteen notice board
   * Upload photos to Facebook Tapping page

4. Theme Days to increase Sales
   * Italian Week in the past – Ideas?

5. Monthly Raffle .50c per tickets
   * Smiggle voucher

6. Promote Fruit over the Spring/Summer Months
   * Bring Apple Slinky back
   * Strawberries
   * Grapes
   * Watermelon
## Tapping Primary School

### P & C – Treasurers Report

#### Profit Year to Date

31st July 2015

<table>
<thead>
<tr>
<th>Bank Balance as at 1/9/15</th>
<th>$30,934.26</th>
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<tr>
<th><strong>UNIFORM SHOP</strong></th>
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<tbody>
<tr>
<td>Balance B/Forward</td>
<td>$2,493.61</td>
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<td>Uniform Sales Ending 31/7/15</td>
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<td>Costs Ending 31/7/15</td>
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<td>LOSS</td>
<td>($3,651.85)</td>
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<tr>
<th><strong>CANTER</strong></th>
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<tbody>
<tr>
<td>Balance B/Forward</td>
<td>$3,662.82</td>
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<tr>
<td>Canteen Sales Ending 31/7/15</td>
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<tr>
<td>Costs Ending 31/7/15</td>
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<td>Wages Ending 31/7/15</td>
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<td>LOSS</td>
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<tr>
<td></td>
<td>$9,858.01</td>
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Irene Library,  
Balance B/Forward $ 2,488.35