

BASSEDEAN PRIMARY SCHOOL P&C ASSOCIATION INC.

Draft and Confidential Minutes of

Annual General Meeting Tuesday, 26th February 2019

Start Time: 6:40pm

1. Attendance: Jaye Crawford-Moore, Angela McElvaney, Kristy Chester, Laura Simes, Emily Rhodes, Sarah McAullay, Kylie Barr, Margie Jorgensen, Kayla Dean, Jeanette Maddison, Kim Veale, Karen Ross, Reija Hurry, Margo Ferguson-Hunt, Nikki Rodgers, Hannah Thomas, Jaqueline Varris, Angela Gorey, Lisa Maher, Dione Bilick, Boyd Lakay, Ngaire Kasdorf

2. Apologies: Sue Bartley, Misha Elliot, Doug White,

3. Visitors: None

4. Elections

4.1 Office Bearers

- | | |
|----------------------------------|---------|
| i. President: Nikki Rodgers | Carried |
| ii. Vice President: Emily Rhodes | Carried |
| iii. Treasurer: Kim Veale | Carried |
| iv. Secretary: Ngaire Kasdorf | Carried |

4.2 Co-ordinators

- | | |
|---|---------|
| i. Canteen Co-ordinators: Hannah Thomas & Kayla Dean | Carried |
| ii. Uniform Shop Coordinator: Angela Gorey | Carried |
| iii. School Banking Coordinator: Kristy Chester | Carried |
| iv. Scholastic Book Club Coordinator: Margo Ferguson-Hunt | Carried |
| v. Fundraising Subcommittee Coordinator: Lisa Maher | Carried |
| vi. Grants Application Officer: Vacant | |
| vii. Community Engagement Officer: Angela McElvaney | Carried |

4.3 Executive Committee Members:

Jaye Crawford-Moore, Sarah McAullay & Laura Simes Carried

4.4 School Council representative : Jacqueline Varris informed meeting that for a school council representative to be voted in, a vacancy needs to exist on the board. A school council P&C representative is not compulsory.

5. Appointments

5.1 Appointment of Honorary Auditor

Amanda Riccardi Carried

5.2 District Council representatives

Jacqueline Varris informed P&C that role may no longer exist. New WACSSO constitution will be released soon for verification.

5.3 Additional Signatory (one member of the Executive Committee)

Jaye Crawford-Moore

Carried

Meeting proceeds from this point on as a General Meeting

6. Confirmation of minutes of previous meeting

The minutes of the Bassendean Primary School P&C AGM held on 27th March 2018 be taken as read and confirmed as an accurate record. Carried

7. The minutes of the Bassendean Primary School General Meeting held on 23rd October 2018 be taken as read and confirmed as an accurate record. Carried

8. Business Arising

8.1 Lions club payment of \$500 for playground not yet paid. **Action item: Kim Veale to follow up**

9. General Business

9.1 Approval to spend on freezer for canteen: Due to a power outage over the holidays, the canteen freezer needed replacing. Executive committee gave approval for cost purchase price of new freezer. Jacqueline Varris suggested the P&C gift the fridge to school to fall under school's insurance. Carried.

9.2 Three trestle tables belonging to P&C are missing. Jeanette Madison suggested P&C purchase three more at approximate cost of \$300. For further discussion at next meeting

9.3 Staff wish list. (see attachment). Kylie Barr and Margie Jorgensen discussed in detail their requests for P&C funding for various projects. In addition to items on staff wish list, Kylie Barr is wanting to apply for an arts grant of approximately \$15000 for an art installation involving artist Steve Berrick. To apply for grant, Kylie would need a financial commitment from P&C of approximately \$3000. Regarding the community event Twilight Dreaming, Kylie also needs to apply for a grant before winter.

Items on P&C wish list for consideration of P&C and discussion at next meeting.

10. Correspondence

In.
Glowstix Australia
Smart Gift Ideas
Australian Fundraising Specialists
WACSSO newsletter
Provisual Publishing
School Canteen Association
Entertainment book account manager

Fundraising correspondence forwarded to Lisa Maher, WACSSO newsletter held by secretary and canteen correspondence forwarded to Hannah Thomas.

Out None

11. Reports

- 11.1 President (see attached)
- 11.2 Principal. (see attached)
- 11.3 Treasurer (see attached)
- 11.4 Fundraising Sub Committee (none received)
- 11.5 Canteen Co-ordinator (none received)
- 11.6 Uniform Shop Co-ordinator (none received)
- 11.7 School Banking Co-ordinator (none received)
- 11.8 School Council Representative (none received)
- 11.9 Book Club Co-ordinator (none received)

12. Other Business: Ngaire Kasdorf requested discussion of potential fundraising events for 2019. For discussion at next meeting.

13. Next Meeting Date: Prior to the end of term 1. Date TBA.

Meeting Closed at 755pm

P and C - Staff Wish List 2019

Literacy and Numeracy - \$3 000 per year
Decodable and Predictable Texts from SPELD
Paul Swan Maths Equipment to support school priorities

Performing Arts

Condenser Microphones for Choir and Speech and Drama - \$1 000
Arts Grant – A performance based event incorporating the beautiful and significant Marri Tree.

School Grounds Early Childhood

Additional funds to support purchase and installation of ECE Playground \$5 000
Beautification of the ECE back yard and behind the Library Parent Busy Bee

Community Event

Gina Williams and Guy Ghouse Performance – Twilight Dreaming. \$1 000 - \$1 500

Long Term Plan

School Grounds Plan

Different sections of the Plans would need to be costed. Some areas would be as expensive as \$20 000+ The plan would need to be broken into areas.

Stage 1 – Outdoor learning area platform, outside Rooms 2 – 4

Community Grant

Community Garden – at front of school

**Bassendean P and C
Principal's Report
26 February 2019**

Welcome to the 2019 school year. Census of student enrolment has been completed and we currently have 307 students enrolled in our school. This enrolment number will form the basis of our funding for the school year.

New staff and additional class.

We welcome a new staff member this year. Miss Kadie-Rose Wright joins us this year while Mrs Katie Newton is on leave. Kadie-Rose is an experienced teacher who has recently returned from a teaching position in the Kimberley Region.

We have opened an additional Kindergarten class this year. Mrs Elaine Innes who is known to the school community is teaching this class in Room 12.

Staff Wish list

Each year the staff collectively brainstorm ideas and jointly agree on a range of items or engagement they would like from the P and C. On behalf of all the staff Kylie Barr would like to share with you that list.

Later this term we will share with you the Wish list from our student body through discussions with the Year 6 Student Leaders and the School Student Council.

Donations

This year we have already received some very kind donations for the school.

3 large outdoor seats which are currently situated outside Rooms 3 and 4. Thank you to Gabriel, dad of Keb, and John, dad of Xavier from Room 7. The students love them.

And thank you to Greg from epicIT, Greg is Isla's dad from Room 7 for the donation of 10 large computer screens. These will be placed in classrooms.

As this is the AGM, I would like to thank the 2018 P and C and outgoing executive members for their time and commitment to the school and the school community.

I would also like to welcome new members and the new executive of 2019. On behalf of the staff at Bassendean Primary School we look forward to working with you in your role to support the school. We look forward to developing positive relationships and focussing together on initiatives that the P and C can support in the interests of the community of students, parents and staff of our school.

Jacqueline Varris
Principal
20 February 2019

President's report

As you all know, this will be my last meeting as the Bassendean P&C President and I again wish to thank all that have been involved on the committee over the last three years. Bassendean is so lucky to have such a great community and this is shown by the commitment of all the people who get involved.

We discussed the idea of a 'teachers wish list' late last year, and we managed to get notes out to the teachers right towards the end of the 2018 school year. I would like to see more direct communication with the teachers in the future. Sometimes, they have small requests that we can easily consider. I am unsure whether we have received any requests for class room supplies etc, but perhaps this is something the new committee can look into.

I do know that the early childhood teachers have been speaking of a mud kitchen for some time. There is a local man (Brian BOL advertises on 6054) who makes simple tables. Perhaps we can inquire as to cost?

Fremantle Primary School also recently had installed a scooter rack (I have a photo for you all to look at) which was made by one of their parents. These also double as a skateboard rack and I think, depending on cost, this might make a great gift for the school from the P&C. This company is called Sefton Constructions.

Thank you to the incoming committee, can I suggest we do a handover of roles ASAP so we can get on with the task of organising some events and fundraising. Boyd will be able to help with the transfer of email addresses etc.

Thank you all again I wish you all the best in the future of the P&C.

Jeanette

Financial Position

To the best of my knowledge, as at 26th Feb 2019, a summary of the current financial position is as follows:

	\$	\$
Starting balance at 1 st January 2019		20,047
Cash Book balance as at 25 th February 2019		<u>19,409</u>
<u>Distribution of funds:</u>		
Uniform shop sales		10434
Uniform shop expenses		11298

Postage and printing		0
Fundraising from Edudance lollies		290
Cost of Edudance food resale items		162
<u>Commissions</u>		
Book Club		0
Commonwealth bank		230
Total Incoming		10954
Total Outgoing		11461
<u>Profit</u>		-507
<u>Operating Surplus:</u>		
Uniform Shop	2000	
General	2000	
<u>Funds pledged for 2019</u>		
New Freezer	752	
Uniform shop stock	768	
Stage Hire for Edudance	1500	
<u>Funds available to pledge</u>		12389