

## **Bassendean Primary School P & C**

### **Annual General Meeting Minutes for Tuesday, 23<sup>rd</sup> February 2021**

**1. Attendance:** Hannah Thomas, Rob Little, Paul Williams, Angela McElvaney, Jo Freeman, Vince Austin, Nikki Rodgers (chair), John Cramer, Sheree Harris, Louise Bell, Stacey Blackman, Jacqueline Varris, Kim Veale, Karen Ross

**2. Apologies:** Kristy Chester, Tracey Akber, Dionne Billock, Mia McKay, Tammy McEwan

**3. Visitors:** Shona Leahy

**4. Elections:** All positions are declared vacant and nominations taken for each position.

#### **4.1 Office Bearers**

President nominations: Nikki Rodgers **Carried**

Vice President nominations: Rob Little **Carried**

Secretary nominations: Hannah Thomas **Carried**

Treasurer nominations: Kim Veale **Carried**

#### **4.2 Co-ordinators**

Canteen Co-ordinator nominations: **Position Vacant**

Uniform Shop Co-ordinator nominations: Sheree Harris **Carried**

Scholastic Book Club Co-ordinator nominations: Vincent Austin **Carried**

Fundraising Co-ordinator nominations: Angela McElvaney **Carried**

#### **4.3 Executive Committee Members** (minimum of 2 in addition to Office Bearers)

Paul Williams, Lisa Maher and Sheree Harris

#### **4.4 Additional signatory (one member of the executive committee)**

Hannah Thomas and Rob Little

**5. Close of AGM** Meeting closed at 6:45pm

**The meeting now continues as a general meeting.**

**6. Call for amendments to Draft and Confidential Minutes of meeting held on 1<sup>st</sup> December 2020.**

**6.1 Acceptance of Draft and Confidential Minutes of P&C meeting 1<sup>st</sup> December 2020.**

Kim Veale and Paul Williams

## 7. Correspondence

### 7.1 In: WACSSO ENEWS

ATCO Gas acknowledgment of cinema equipment being returned in exceptional standard. Thanks Rob!

### 7.2 Out: Nil

## 8. Business arising:

### 8.1 Future P&C Meetings

- Confirm the preferred meeting time and day for the remainder of the year.

**It was decided that the meetings would continue to be held on the 3<sup>rd</sup> Tuesday of each term at 6:30pm in the school library.**

### **Future dates are:**

- **Tuesday 4<sup>th</sup> May**
- **Tuesday 3<sup>rd</sup> August**
- **Tuesday 26<sup>th</sup> October**
- **Tuesday 7<sup>th</sup> December**

### 8.2 Bassendean P & C sign

- Hannah to provide update on this initiative.

**Hannah to approach Bassendean Men's shed to see if they may be interested in assisting the P & C with this initiative.**

## 9. General business:

### 9.1 Funds Raised for 2021

- School Community Movie Night \$347
- Containers for Change \$34.90

### 9.2 Upcoming Fundraising Activities

## Term 1

Election Day – Saturday 13th March

- Assuming our school is a polling booth location
- Do we want to hold a sausage sizzle/croissant stall/cake stall again?

**Joey Freeman to source coffee van. It was decided we would work with the Fathering Project to run both a sausage sizzle and cake stall. Cake boxes to be made available to families to encourage cake donations.**

Easter Raffle – Tuesday 30th March

- Staple ticket books and flyer together
- Tickets to be sent home by Friday 19/3
- Update posters and share on Facebook and Connect
- Call out for volunteers closer to the date
- Request donations of gift bags and eggs to be received by Monday 29/3
- 2 volunteers required to sort tickets and count money on 29/3
- Volunteers required on 30/3 to make the gift bags and draw the winners

## Term 2

Mother's Day Flower Sales – Friday 7th May

- Contact local supplier regarding order costs
- Update order form to be sent home with each family
- Record sales and collect money
- Distribute flowers on Friday

Mother's Day Stall – Friday 7th May

- Update posters and share on Facebook and Connect
- Call out for volunteers closer to the date
- Volunteers required a few days before to sort the gifts
- Volunteers required on the day to run the stall

**These initiatives will be discussed more in depth at the next Fundraising meeting: Wednesday 3<sup>rd</sup> March, 7pm at Bassendean Hotel.**

### 9.3 Fundraising Ideas

- Children's Art Work on tea towels, aprons, calendars etc (Graeme Hile said he could supply the tea towels)
- Loose Change Challenge - winning class gets a special lunch day or pizzas
- Wine Fundraising
- Cookie Dough Fundraising
- Honey Drive
- Old Perth Road Markets - stall available for free
- Raffles

- Zambrero burrito lunch (see attached flyer)

#### 9.4 80's Night for Parents

- Email sent to VHS Pirates to confirm their availability on a Saturday night.
- P&C will run the bar and source door prizes.
- Costumes definitely encouraged.
- Is there a preferred month to hold this event?

**Event at this stage is likely to be run around the month of August. Kim Veale and Ngaire Kasdorf have volunteered to facilitate this event. Thanks Ladies!!**

#### 9.5 McGowan Labor Government Donation

- If re-elected the McGowan Government will deliver a \$30,000 donation to the P&C
- The P&C have committed to use the funds towards a Maker Space and large fan in the undercover area
- Quote for fan attached for your reference

#### 9.6 Poster Volunteer

Volunteer required to update the next meeting date on the posters around the school.

**Sheree Harris has volunteered to complete this task. Thanks Sheree!**

## 10 Reports

### 10.1 President's Report

Welcome back everyone and thanks again for all your support last year.

My position will become vacant at the start of this meeting, but I will be re-nominating as President for another year. I feel that we have a great P&C community with a "can do" attitude, and I am proud of the strong relationship that we have built with Mrs Varris and the school. I am personally invested in the P&C and the school and would love to continue the work that we have started.

I look forward to a fun and exciting year ahead!

Cheers,  
Nikki

### 10.2 Principals report

A special thank you to the 2020 P and C Executive and members for the support of the Bassendean Primary School students, community and staff. 2020 was an unusual year for us all but the P and C and parents still achieved so much, with so many events under such shifting and challenging circumstances.

Welcome to the 2021 school year. Thank you to everyone for their support during the recent lockdown, extension of the school holidays and commencement of the school year on Monday 8 February.

We welcome four new families to the school, along with all our new Kindy children and their families. We have commenced the year with 319 students. Census of student enrolment was based on student numbers on February 12. Our enrolment numbers form the basis of funding for the school year.

We also welcome new staff members:

Mrs Elsia Vallelonga to Room 6 (Monday) and Room 5 (Friday), Talia Botica to Pre Primary Room 10 (Thursday), Mr Dylan Roggio - School Psychologist (Tuesday) and Mr Gilbert Jansen – Cleaner. We are delighted to have 2 practicum preservice teachers from Murdoch University in our school, Miss Cassie Smith Room 12, and Miss Rebekah Moad Room 13. They will be in our school for a couple of weeks this term and in Term 2.

#### School Development Days

Schools have six School Development Days throughout the year. Schools are locked into the first 2 days at the beginning of the year and the last day at the end of the year. We have flexibility to use the other days through the year. Staff Development Days are usually scheduled at the beginning of each term.

2021 Term Start Dates for students are:

Term 1 – Monday 8 February (extension of the holidays)

Term 2 – Tuesday 20 April

Term 3 – Tuesday 20 July

Term 4 – Tuesday 12 October

At present and pending close of Cabinet sitting, Graduation has been 'pencilled in' for Friday 10 Dec.

#### Wish List

Staff and students are working a Wish List. Major items include the Maker Space and the 'Big Ass' Fan.

At present there is a request from Tammy McEwan for PE, and a pending request from Kylie Barr for The Arts.

#### Timetable changes

Like schools throughout the state, to accommodate the recent industrial agreement for teaching staff we have had to modify the break times. Recess and lunch have been changed to: Recess 10.45am – 11.10am and Lunch 1.10pm – 1.50pm. We will, if based on the needs of the children implement Crunch and Sip on a wider basis.

#### COVID-19

As part of the Department's direction, all teachers are to be prepared to go to online teaching if it is needed. As a staff we will continue our work to ensure we are ready should the need arise. The recent lockdown week was a timely reminder of how quickly things can potentially change.

I would also like to welcome new P and C members and the 2021 executive. 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  
15/02/2021

### 10.3 Treasurers report

#### Financial Position

To the best of my knowledge, as at 23<sup>rd</sup> November 2020, a summary of the current financial position of Bassendean Primary Parents and Citizens Association is as follows:

	\$	\$
Starting Bendigo bank balance at 23 <sup>rd</sup> Nov 2020		19,230
Closing Bendigo bank balance as at 15 <sup>th</sup> Feb 2021		<b><u>18,046</u></b>
Transfer from commonwealth on 11/12/20		278
<b><u>Distribution of funds from Oct 2019 – Feb 2020:</u></b>		
Uniform shop sales		9400
Uniform shop expenses		-10,953
Canteen sales		1473
Canteen purchases food and beverage		-70
<b>Fundraising income and expenses</b>		
Cash for containers fundraising		61
<u>Donations to school</u>		
Yr 6 Keyrings		-603
Powder coat boat		-770
<b><u>Profit / Loss</u></b>		
Total Incoming		10,934
Total Outgoing		-12,396
<b><u>Net profit</u></b>		<b>-1462</b>
<b><u>Funds available to pledge for 2020</u></b>		18,046

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#### **10.4 Canteen co-ordinator:**

Nil report received

#### **10.5 Uniform shop:**

Uniform Shop Report

An enormous thank you to Nikki Rogers, Kim Veale, Sheree Harris and Jaye Crawford-Moore who managed the uniform shop start of school rush in January 2021.

It has been a busy start to the year with shop and pre-order sales in January grossing \$5 495.

My year 2 boy Ed feels he was the biggest helper in the uniform shop last year and it was delightful that he wanted to be involved by collating orders with me.

However, it is the lovely Cardi Bates to whom I owe my eternal gratitude to for helping man the uniform shop from the front desk while Covid 19 restriction were in place (and long after!).

She never complained about the uniform deliveries piled on her desk and was such an amazing help to me and everyone else who needed a change in uniform size or a hat so that outdoor play could be enjoyed.

Thanks so much to Kim and Nikki who have been busy paying all the uniform shops bills for restocking dresses, backpacks, and MANY polo shirts – by far our biggest seller.

I will be resigning my position as uniform shop coordinator this year. I have enjoyed my time in this role and have learnt so much having never had any retail experience! It will be lovely to see a fresh face in the shop, but I promise to be in background ready to help whenever I am needed.

Thanks for all your support over the years.

Ange.

**Nikki thanked Ange for her two years of service in the uniform shop. It is much appreciated!**

#### **10.6 Book club:**

Scholastic Book Club 2021

Students purchased 283 books at approx \$2912.

Library gained, via reward points, 78 books at \$793.

Regards

Sheree Harris

#### **10.7 Fathering project:**

Hello and happy new year to the School P&C from the Basso Dads Fathering Project. Here is an update on our last meeting and for what we have planned in the new year.

Dylan and Dennis had decided to step down from being presidents of the group. We called a meeting with a good turn out and all hoped to keep the group going. We decided to share some decisions and planning between a committee of 5-6. I will be officially president but mostly sharing the role with the committee. The committee will be planning and organizing decisions made collectively.

Some of the dads would like to use the what's app group to put out some impromptu activities for

dads to do.

We will also plan official fathering project activities throughout the year linked with the School and the P&C.

One of the 'first' official activities of the year will be a catch up at Sandybeach on Sunday the 21st of February 11am. It'll be casual and bring your own picnic and games. We have specifically highlighted that its an event that dads need to manage supervision of their own children. Cardi has organised for flyers to go home with students and posts have gone up on relevant FB pages.

There's been talk of some local bike rides planned in the future and the possibility of a camp out with tents on the school oval, something that obviously will need some consultation and liaison with School for the green light.

Cheers to you all from the Basso Dad's Fathering Group.  
Kind regards, John Cramer.

**John advised the P & C that he is finding his feet in this new role and is testing the waters slowly. A suggestion was made to advertise Fathering Project initiatives through P & C facebook pages as well as through connect to allow maximum exposure as well as support.**

#### **11. Other business**

**11.1** Application from Tammy McEwan for funding to purchase sport supplies for the year.  
See attached request. **Carried**

**11.2** Application from Kylie Barr for \$2500 for funding to support the Arts program.  
**Carried**

#### **12. Next meeting: 4<sup>th</sup> May 2021**

#### **13. Meeting closed: 7:54pm**