

## Bassendean Primary School P & C

### Annual General Meeting Agenda for Tuesday, 21<sup>st</sup> February 2023

Open 6.34pm

**1. Open and welcome** (allow everyone to introduce themselves- name and child/s year group)

#### **2. Acknowledgement of Country**

I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Wadjuk Noongar people. It is a privilege to be standing on Wadjuk country.

I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia.

**3. Attendance:** Karen Ross, Mia Mackay, Sherryn Gallagher, Rosemary Mullan, Tim Sadleir, Renee Lintern, Jennifer Bennett, Paul Williams, Kayla Dean, Beth Rice, Olivia Bauer, Vince Austin, Jacqueline Varris, Rob Little, Nikki Rodgers, Louise Bell, Rowena Rehak Mystrie Monck and Sheree Harris

**4. Apologies:** Lisa Maher, Kylie Barr

**5. Visitors:** None

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

#### **6.1 Office Bearers**

President nominations: Nikki Rodgers- confirmed not contested

Vice President nominations: Rob Little- confirmed not contested

Secretary nominations: Mia Mackay- confirmed not contested

Treasurer nominations: Karen Ross- confirmed not contested

#### **6.2 Co-ordinators**

Canteen Co-ordinator nominations: Kayla Dean- confirmed not contested

Uniform Shop Co-ordinator nominations: Sheree Harris- confirmed not contested – will seek another support volunteer to assist Sheree. Please contact Sheree or Nikki if interested.

Scholastic Book Club Co-ordinator nominations: Vince Austin- confirmed not contested

Communications Co-ordinator nominations: Mystrie Monck and Olivia Bauer- confirmed not contested

Health and Wellbeing Coordinator: Carolyn Harding and Mystrie Monck with subcommittee of Rosemary Mullan and Rowena Rehak -confirmed not contested

**6.3 Executive Committee Members** (minimum of 2 in addition to Office Bearers) Sheree Harris, Paul Williams, Rosemary Mullan, Olivia Bauer and Jennifer Bennett

**6.4 Additional signatory (one member of the executive committee)** Sheree Harris

## **7. General business:**

Motion for a change in chair, going forward all General Meetings are to be chaired by the Vice President. Moved by Olivia Bauer and second by Mysterie Monck

## **8. Close of AGM- 6.50 pm**

*The meeting now continues as a general meeting.*

Commencement of General Meeting- 6.51pm

## **9. Call for amendments to Draft and Confidential Minutes of meeting held on 6th December 2022.**

9.1 Acceptance of Draft and Confidential Minutes of P&C meeting 6th December 2022. Carried by Nikki Rodgers and Mysterie Monck

## **10. Business arising:**

### Bogan Bingo Update

- Venue and Date Locked in. 1st April 2023 (confirmed), Form filled out and sent to SDFC 6/2)
- Need to pay Venue Bond (\$250 bond (returned after the event), Full payment will need to be 7 days prior to the event, full payment is \$850)
- Bogan Bingo deposit paid (balance will need payment soon \$1420, this includes a DJ set afterward)
- Ticket sales Via Square to be set up (\$25 per ticket) raffle tickets for Ipad and anything else – can we set up via square?
- Next steps- Advertise and promote event now date is locked in

Discussion during meeting:

- Currently all paid and ready to go
- 60 people required to purchase tickets to break even
- Square site will be set up Thursday night and will go live straight away- ACTION Nikki and Karen to set up- Paul will provide advertising logos etc
- Paul and Mysterie to support with advertising
- People organise their own platters for the night- did look into options but decided to keep simple and people arrange their own
- Numbers require finalising a week before the event
- Bogan Bingo committee- will meet next Tuesday 28<sup>th</sup> February night at 6.00pm at Bassendean Hotel- all welcome

Leanne Glossop - Bellcourt Property

Communications in regard to setting up a referral program. 2023 Referral Program between Bassendean Primary School P&C and Leanne Glossop Bellcourt of Bellcourt Property

It is agreed that a referral fee of \$500 inc GST (if GST applicable) will be paid to Bassendean Primary School P&C each time a lead or referral provided by Bassendean Primary school, family, or friends results in a property listing that sells and settles during 2023.

T&C's

The referral fee will be paid within 30 days of the settlement of the property.

Lead must mention this program at the time of booking the appraisal.

Leads/referrals must not have already met with Leanne Glossop or had their property appraised by Leanne Glossop.

Program in place for 2023 but can be amended/terminated at any time by writing to the other party

Discuss proposal and thoughts. Another option is Leanne donates \$2000 and we display her signs in a couple of places for the year. She is also happy to donate prizes during the year for raffles etc.

Discussion during meeting:

- Agreed to simplify proposal
- Suggestion- Have a poster on both P and C notice boards- 'mention this ad and the P and C will receive a donation'. Leanne will donate \$500 for each referral.
- ACTION: Nikki will speak with Leanne regarding proposal with the aim to put in place and report back at next meeting

Maker Space Painting

Discuss next steps and how we wish to proceed.

Discussion during meeting:

- Jacqueline Varris and Paul Williams will meet to gain alignment on what we are hoping to achieve with mural, keeping in mind budget. All agreed, paramount for the school is a mural on the Mr Maker space however children participation is key i.e. similar concept to paint by numbers to obtain student participation.
- Following this alignment next step will be to brief Sally Ridgeway to ensure meet budget expectations and gather her drafts and feedback.

Dave Kelly P and C catch up:

Discussion: Dave Kelly P and C catch up- scheduled next Tuesday 28<sup>th</sup> Feb 7pm- all current P and C committee welcome. Chance to meet with the other local P and C committees, discuss initiatives and ideas.

## **11. Correspondence:**

11.1 In: WACSSO State Council Elections- Nominations open for Swan East anyone from P and C can nominate via WACSSO website. Dave Kelly donation of ipad or bike and next P and C catch up.

11.2 Out: Nil

## 12. Reports

### 12.1 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

### 12.2 Principal's Report

I would like to thank the 2022 P and C Office Bearers, Executive and members, Canteen parents and those family members who volunteered for various events for the support of the Bassendean Primary School community.

Welcome to the 2023 school year. I would like to welcome existing and new P and C members along with the 2023 Office Bearers and 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 continuing the positive relationships and focussing together on initiatives that the P and C can collaborative with the school, and support, in the interests of the community of students, parents and staff.

#### Student Enrolments

Census of student enrolment is based on student numbers on February 17. Currently we have 323 students enrolled in our school. Enrolment numbers form the basis of funding for the school year.

This year we welcome 40 Kindergarten children and 25 new children from PP to Year 6.

#### NAPLAN

NAPLAN Testing for Year 3 and 5 students will be held in Term 1 during weeks 7 – 9. Due to this Swimming Lessons will now take place late in Term 2.

#### Funding Requests to date

Each year the P and C supports Literacy and Numeracy with a donation for resources up to the value of \$1500 per Learning area. \$3 000

This year we are hoping to start Drumbeat, a program to support students with social and emotional needs. Mrs Jorgensen has been trained to deliver Drumbeat. Mrs Blaq will support the program, having been involved in Drumbeat in several other schools.

We are currently sourcing quotes for the Djembe drums \$1 200

#### 2023 Term Dates for students

Term 1 Wednesday 1 February – Thursday 6 April

Term 2 Wednesday 19 April – Friday 30 June

Term 3 Tuesday 18 July – Friday 22 September

Term 4 Tuesday 10 October – Thursday December 14.

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. Any changes in these dates are usually done to in accordance with initiatives through our Network of Schools.

Already the calendar is proving it will be a busy year. I look forward to a productive year ahead working with you all.

Jacqueline Varris  
Principal  
10 February 2023

### **12.3 Treasurer Report:**

See appendix 2

### **12.4 Uniform Shop:**

The shop is well stocked. We shouldn't need too much stock to be purchased for this year.

### **12.5 Book Club Report:**

Note library credit for scholastic is at \$272.85.

Also Scholastic have changed it this year, so the library receives 15% of sales now not 20%.

### **12.6 Canteen Report:**

The Canteen has had a busy and successful reopening for 2023. The online roster that has been set up this term including a prep time and prep/service timeframe has been utilised by many mums and dads. We are getting great responses, as we need 1 for prep and 3 for service to guarantee fast and efficient service to the students. Id like to thank all for the continuing support for a successful year. Id also like to look into a fundraising idea for a Bassendean PS cookbook for possibly end of year, next year. I remember receiving one in 1996 when I attended the school. I know we have many foodies amongst the parent body. Iv looked into a few websites where parents can send recipes through, and it sorts it out from there. If any interest im happy to look into it further and collect relevant details.

Term 2 means a few item changes to the menu, 1 of which are Pizza slices, Ham Hero for our meat eaters, and Margarita for our cheese/ vegetarian lovers. They will be supplied from Just Pizza Co who are suppling this years Juicie Tube icypoles, which the kids are absolutely loving. The Lemonade

Kayla

Discussion:

- 4 canteen days so far \$1168.20 over 4 days takings
- Kids seem to be loving canteen
- Lines moving well
- Response from online roster is working well- getting more Dads there too which is fab
- Kayla would love to do a cookbook- Kayla happy to look into this proposal and happy to champion it. Concept is for parents and students of the school community to send in recipes to include in the book and publish at end.
- Have different sections- kids, lunchbox friendly freezer recipes
- ACTION- Kayla will look into this further and report back next meeting

### 12.7 Fathering Project:

- Few Bassendean fathering figures catch up on a fortnightly basis on a Thursday night at 6pm at the Bassendean Mens shed- all welcome
- \$60 per year to join the Bassendean Mens shed- majority of this cost is for insurance then \$5 each week to cover cost of amenities and use of tools.
- Have done some joint projects- Christmas trees, made some car tracks plus have some Dads doing their own projects.
- John Cramer is a good contact to chat to if interested
- Mystrie will post on facebook for when it starts
- If keen- come down meet- hang out on the first night then if keen join for \$60 and arrange induction training to utilise machines.
- Would love to see some new faces- great way to meet other fathering figures in the community

### 12.8 Fundraising Report

#### Upcoming Fundraising Activities & School Events

- Seeking good passive easy fundraising options and volunteers to coordinate and run

#### Term 1

##### School Community Movie Night & Twilight Market – Friday 17<sup>th</sup> February

- Income 389.02
- great feedback –good atmosphere- possibly too early in the year for some of the new families- perhaps first Friday following mid term- least liked mosquitoes- would love food trucks next year. Having early was great for the younger kids.
- Mystrie to collate feedback and report back as we would love this to continue as a calendar event each year to make bigger and better

##### Easter Raffle – Tuesday 4<sup>th</sup> April

###### ACTION

- Sherryn Gallagher and Tim Sadlier coordinate tickets
- Rosemary Mullan and Olivia Bauer will run event on day
- Nikki will send instructions on how to manage

Feet up Friday - (Date TBC) Reija Hurry coordinating & Nicole Little handing out the food

Cadbury Chocolate Sales - (Date TBC) Rowena Rehak coordinating

#### Term 2

- Mother's Day Flower Sales - Friday 12<sup>th</sup> May- Rob and Nicole Little to support and run
- Mother's Day Stall - Friday 12<sup>th</sup> May- Coordinate event- Jennifer Bennett. Rosemary Mullan will support Kindy
- Feet up Friday - (Date TBC) Reija Hurry coordinating & Nicole Little handing out the food
- Everlastings Fundraiser - (Date TBC) Louise Bell
- Cadbury Chocolate Sales - (Date TBC) Rowena Rehak coordinating

#### Term 3

- Faction Carnival Cake Stall - Date TBC
- Faction Carnival Sausage Sizzle - Date TBC

- Father's Day Stall - Friday 1st September
- Feet up Friday - (Date TBC) Reija Hurry & Nicole Little
- Cadbury Chocolate Sales - (Date TBC) Rowena Rehak coordinating

#### Term 4

- Spooky Disco - Friday 27th October
- Graduation Morning Tea - Date TBC
- Feet up Friday - (Date TBC) Reija Hurry & Nicole Little
- Cadbury Chocolate Sales - (Date TBC) Rowena Rehak coordinating

#### 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 - Liquor licence required if we run ourselves however we can go through a merchant- might try to coordinate with a feet up Friday.
- Cookie Dough Fundraising
- Honey Drive- Karen Ross has a contact working in the Tonkin Hwy Industrial area. Karen Ross will look into this further and report back.
- Old Perth Road Markets - stall available for free to sell kids tea towels, second hand book stall- welcome any ideas- great promotion to the school and great for kids confidence and skills. Can we tie in with fathering project, maker space and then take to the markets. Welcome ideas to be brought forward.

### **13. General Business**

#### DRUMBeat- request for funding

Margie Jorgensen is hoping to start up DRUMBeat in the school in Term 2. In order to do this we will need to purchase 6 Djembe drums which would cost approximately \$1200. P&C to consider funding this as part of our wellbeing program.

Discussion during meeting:

- Drumbeat is a program delivered to at risk children from 5 years old, and is supported through the Australian Government and the Australian Institute of Family Studies.
- Karen Blak and Margie Jorgensen are trained and committed to the program- yearly fee school pays to be trained yearly to run the program
- The program will cover a small group of children coming together once a week for two adults. Targeted program.
- Students participate in Drumbeat for 10 weeks, 1 hour per week, in a small group session.
- The sessions are scaffolded around themes such as peer pressure, responsibility for self, sense of achievement, emotions and how to express them, identity, and teamwork.
- The program finishes with a public performance of the participants playing the drums.
- Can we look into marketplace to purchase drums cheaper?
- One member found a grant- will look into this to see if eligible via DRUMbeat website.
- Timing- this request is priority

- There is \$6000 for the Health and Wellbeing fund- consider this as part of term one fund. We can consider reallocating funds later should we decide.
- ACTION: Way forward- Nikki and Rob will seek further information from Margie Jogensen then plan to take this to the Executive committee by the end of this week.

#### Literacy & Numeracy Donation

Approval requested to donate \$3,000 to the school for Literacy & Numeracy.

ACTION: Moved by Vince Austin and second by Olivia Bauer

#### Phys Ed Request

Approval requested for purchase of Phys Ed supplies (ribbons, trophy's etc) for amount of \$500 plus icy poles \$100= \$600. Refer to appendix 1.

ACTION: Moved by Vince Austin and second by Olivia Bauer

#### Contact Details for Committee & Coordinators

Permission requested to provide the contact details of the Committee members and Coordinators to the school. Your details will be provided to any parents that have a query in your area.

ACTION: No objections raised by committee- all in support of this action.

#### Future P&C Meetings

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

ACTION: Tuesday at 6.30pm- 3<sup>rd</sup> week of term

#### **14. Other business:**

A 'BIG' thanks- Olivia Bambola and Sherryn Gallagher for the stationary collection and donation. Great new initiative- thank you for your support.

Discussion during meeting:

Would love to continue the initiative and at the end of each year collect all untouched stationary and make available to purchase and free to those in need. Will work with school to facilitate way to reach those that require most. For next year work with Mystrie to promote.

#### Share P and C Shed

- Blue sky idea from Karen Ross
- School share shed across local P and C community- things like Eden Hill Primary school had colour run and now have all the assets for those events we could potentially leverage. Make a formal list of what assets as a P and C we have.

ACTION: Nikki and Karen will put a list of the Bassendean Primary School assets to start idea.

**15. Next meeting:** Tuesday 9 May 2023 at 6.30pm

**16. Meeting closed: 8.05 pm**



## Appendix 1:

### Request for funding assistance from the P&C for Physical Education 2023

Tammy McEwan

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Thank you once again to the P&C for their assistance with the Phys Ed program in 2022. The students and I are so grateful for your continued support.

Thanks for the icy poles at Cross Country and for the amazing cake stall at the Faction athletics carnival.

In past years the P&C has assisted with funding towards carnival and event awards, both individual & perpetual. I am once again seeking the P&C's assistance to provide whole or part funding towards the cost of these awards please.

#### Items:

Athletics Ribbons	\$300.00
Athletics trophies and medallions for Champs and runner ups	\$100.00
Engraving cross country and athletics perpetual trophies; Faction Footy; and Eagles Cup awards	\$100.00
	TOTAL: <u>\$500.00</u>

If you are happy to continue to provide icy poles for the cross country, the kids would love it!  
Icy poles (Faction cross country) \$100.00

Thank you very much for your continued support and I look forward to working with you throughout 2023.

Kind regards,

Tammy McEwan  
HPE Specialist  
Bassendean PS

February 12, 2023

## Appendix 2: Treasurers Report

## Appendix : Treasurer's Report February 2023

The following annual financial reports have been prepared to the best of my knowledge:  
Statement of Financial Position as at 31/12/2022  
Profit and loss report for the period 01/01/2022 to 31/12/2022

<b>Statement of Financial Position as at 31st December 2022</b>		
	<b>\$</b>	<b>Notes</b>
<b>ASSETS</b>		
<b>CASH AT BANK</b>		
Bank account - Commonwealth	-	96796144 - Closed & funds transferred to Bendigo
Bank account - Bendigo	19,773	159940337 6333-000
<b>PETTY CASH</b>		
Uniform shop	60	
Canteen	30	
P&C general	120	
<b>OTHER</b>		
Uniform shop stock	20,924	
<b>LIABILITIES</b>		
Nil	-	
<b>TOTAL NET ASSETS</b>	<b>40,907</b>	

<b>Treasurers Income &amp; Expenditure report 01/01/2022 to 31/12/2022</b>		
	<b>\$</b>	<b>\$</b>
Starting Bendigo bank balance at 01 January 2022		18,686
Closing Bendigo bank balance as at 31 December 2022		19,773
<b>Movement in Bank</b>		<b>1,087</b>
<b>Distribution of funds from January to December 2022</b>		
Uniform shop sales	23,412	
Uniform shop purchases	- 34,728	
Canteen sales	9,114	
Canteen purchases food & beverages	- 3,486	
<b>Fundraising activities</b>		
Donation - Dave Kelly MLA	1,000	
Mothers day stall	1,623	
Everlasting seeds	539	
Containers for change	370	
Other	- 62	
Election day - sausages & cake stall	3,399	
Spooky Disco	1,998	
Mothers Day flowers	211	
Feed Up Friday - meals	324	
Cadbury Chocoaltes Box	290	
Easter raffle	1,026	
Movie Ticket sales - Bassendean Community Cinemas	112	
USB - Karak & Marri recording	543	
STEM Coupons - West Australian Newspapers prize	5,345	
Fathers Day Stall	2,975	
Zero Co Fundraiser	49	
Bogan Bingo (deposits)	- 726	
<b>P&amp;C donations made to school</b>		
Makerspace - benches, equipment, activation	- 3,999	
Trikes x 3 - Early Childhood	- 1,800	
Donations to school - Literacy, sports supplies	- 4,300	
Year 6 Graduation	- 876	
<b>Other</b>		
WACSSO Fees	- 1,029	
WACSSO ticket	- 250	
Membership fees	11	
<b>Profit loss</b>		
Total incoming	51,556	
Total outgoing	- 50,468	
<b>Net profit</b>		<b>1,087</b>