

Bassendean Primary School P&C Association (P&C)
Special General Meeting Minutes

Date	Tuesday, 12 March 2024	
Location	Bassendean Primary School (BPS) Library	
Attendees (30)	Office Bearers	Rob Little (Chair), Karen Ross (Treasurer)
	Executive Committee	Nikki Rodgers, Mystrie Monck (Interim Secretary), Rosemary Mullan, Olivia Bauer, Sherryn Gallagher, Sheree Harris
	Members	Mia Mackay, Emily Rhodes, Sophie Goldsmith, Hannah Spencer-Matthews, Cassandra Gaunt, Bronwyn Wake, Candice Bezu, Chris Mahony, Kate Grobicki, Emma O'Shaughnessy, Kate Leeves, Hannah Thomas, Renee Lintern, Nigel Earnshaw, Meagan Lim, Brendan Ryan, Jacqueline Varris, Rowena Rehak
	Non-Members	Anne Kramer, Shannon Tate, John Cramer, Katie Austin
	Visitors	Nil
Apologies	Louise Bell, Tim Sadleir, Kate Aitkin, Vince Austin, Paul Williams, Natalie Barton-Leeson	
Meeting Opened	6:35 pm	

Item	Description	Action
1	Welcome - Quorum formed. - Introductions & welcome to lots of new members.	
2	Acknowledgement of Country	
3	Attendance	
4	Minutes of Previous Meeting Moved by Olivia Bauer that minutes of the meeting of Bassendean Primary School P&C Association held 20/02/2024 in Bassendean Primary School library be taken as read and confirmed as a true and accurate record. Seconded by Nigel Earnshaw. Carried	Secretary to add Minutes to Minutes Register.
5	Vacant Positions – President & Secretary President Nominations Received: Kate Leeves, Olivia Bauer, Natalie Barton-Leeson - Kate and Olivia introduced themselves. Karen read Natalie's nomination form. Secretary Nominations Received: Hannah Spencer-Matthews, Anne Kramer, Chris Mahony - Nominees introduced themselves. - Hannah noted she would nominate for Fundraising Coordinator if not elected Secretary. Outcome: Nominees discussed amongst themselves. Returned with decision that Olivia Bauer be elected President, Chris Mahony elected Secretary and Hannah Spencer-Matthews elected Fundraising Coordinator. - Hannah Spencer-Matthews noted that she works full time and is able to undertake coordination duties but is limited in capacity to attend events	Nikki Rodgers - President handover to Olivia Bauer Mia Mackay - Secretary handover to Chris Mahony Mystrie Monck / Nikki Rodgers - handover to Hannah-Spencer Matthews

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	during school hours in person. Rosemary Mullan and Bronwyn Wake noted they would assist for events in person.	
6	Business Arising From Previous Minutes Nil	
7	Correspondence Nil in or out	
8	Reports Nil reports received since previous meeting on 20/02/2024	
9	General Business An explanation was shared that some Agenda items were discussed at the General Meeting on 20/02/2024. Some motions were approved in principle and some requests date back to the final P&C General Meeting of 2023 when teachers attended to present requests.	
9.1	Requests from Bassendean Primary School	
	Resolution	Action
9.1.1	iPAD Charging Stations That the sum of up to \$1,400 be paid to Bassendean Primary School (BPS) to purchase 2 Chenbro Tablet DT310PS-C USB Charging Stations. Moved: Karen Ross Seconded: Renee Lintern Carried	Treasurer - pay up to \$1,400
9.1.2	Choir Shirts That the sum of up to \$200 be paid to BPS for the purchase of additional choir shirts. Discussion Notes: - Question raised as to whether this would be enough. - Noted that the amount is accurate and is for extra shirts for Massed Choir event as the choir numbers have increased. Moved: Karen Ross Seconded: Katie Austin Carried	Treasurer - pay up to \$200
9.1.3	Cyber Safety Workshop That the P&C organise a Cyber Safety Workshop for parents / caregivers in Term 2 and the school organise Cyber Safety incursions (if deemed necessary by BPS) and that the maximum sum of \$2,000 be approved to be spent from the Health & Wellbeing Fund for this purpose. Discussion Notes: Speaker against: - Could the onus be put on parents to understand curriculum and take responsibility for this through other avenues, so that these funds could be applied towards other activities? Speaker for: - Not all parents/families have the computer literacy or ability to do this. Chair Noted:	Health & Wellbeing Coordinator to lead organisation Treasurer – pay up to \$2,000

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	- If funds (for this or any motion) aren't approved, they would be available for something else, however time and process would need to be taken in order to reach approval. These funds are available now. Jacqueline raised: - There was a previous workshop in 2017. It was valuable, however only about 30 people attended. - BPS has recognised that students playing online games outside of school have been impacting and causing concerning behaviours. Mover right of reply: - The workshop will be made more accessible to families by offering live-streaming and recording for re-playing, as well as possibility for ongoing discussions for maximum impact and value for money. - Workshop provider is WA Child Safety Services which was researched by BPS and the P&C. Moved: Mystrie Monck Seconded: Rowena Rehak Proceeded to vote with 22 voting in support of the motion. Carried	
9.1.4	Physical Education That the sum of up to \$500.00 be paid to BPS for financial support to cover the cost of Athletic Ribbons \$300.00, Trophies & Medallions \$100.00 and Engraving \$100.00. Moved: Karen Ross Seconded: Olivia Bauer Carried	Treasurer – pay up to \$500.00
9.1.5	Junior Primary Outdoor Play & Learning That the sum of up to \$5,000.00 be paid to BPS for financial support to develop the area between the administration building and school building for a Junior Primary Outdoor Play and Learning space. Sally Ridge has been engaged by BPS and invoice was included in Agenda. Discussion Notes: - Treasurer noted that the total estimate for Sally's invoice is \$5,000.00, however design elements are still in discussion between Sally and BPS. - Design discussion is run by teachers. - Jacqueline met with Sally this week and will continue to facilitate design concept discussions with Elsia Vallelonga and Sally Ridge. - Member raised a question regarding the P&C's total budget and whether this is viable. Treasurer response was that the P&C has the money available to approve this, however future funding will depend on fundraising efforts each year. - Member raised a question as to whether there is a plan for maintenance and upkeep as the designs include elements painted on the ground. P&C and BPS have understanding is that Sally Ridge has provided details of longevity of paints, however this will be checked and communicated. Moved: Karen Ross	Treasurer – pay up to \$5,000.00 Clarification to be sought from Sally Ridge about upkeep. Update to be provided at next General Meeting

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	Seconded: Renee Lintern	
	Carried	
9.1.6	Life Education WA It was resolved that the request for the sum of \$1,200 be paid to BPS to subsidise cost of Life Education WA workshops organised by BPS be rejected. Discussion Notes: - Members excited that Harold from the Life Education WA would be visiting the school. - The request would reduce cost to families from \$12 per child to \$8. - As it's not a substantial subsidy for families, and the majority of families are willing to pay \$12, resolution reached to reject motion. - Jacqueline Varris noted that there is a hardship fund if families are experiencing financial hardship. Moved: Nikki Rodgers Seconded: Olivia Bauer Carried	
9.1.7	Glass Mural Workshop Request received from Kylie Barr for \$2,000 financial support to conduct a school workshop and collaborate with a local artist Kirsty Grieve to create a vibrant and inspiring glass mural. Discussion Notes: - It was understood that students would each make and take home a suncatcher, in addition to the mural to be displayed at BPS. - Location of mural is likely in front office but not confirmed by Kylie Barr. - Could budget be reviewed or request for payment from families? Would there be possibility to only do suncatcher? - Motion was moved by Kylie Barr, but not seconded. - An informal vote was conducted with 7 in support which did not achieve majority, so this motion was defeated. - Kylie Barr may like to attend a future meeting with updated brief.	
9.1.8	Literacy & Numeracy That the sum of \$3,000 be paid to BPS for financial support of \$1,500.00 for literacy materials and \$1,500 for numeracy materials. Discussion Notes: - This is an annual request from BPS which the P&C has supported in previous years. - *P&C request that BPS provide communications as to what is purchased. Moved: Karen Ross Seconded: Renee Lintern Carried	Treasurer – pay \$3,000 *Communications Coordinator – follow up & share
9.1.9	LEGO Education SPIKE Prime Set Request from BPS for \$5,250 for Lego Education SPIKE Prime Set for robotics and coding has been withdrawn as second-hand sets have been obtained from Hampton SHS.	

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	Withdrawn	
9.1.10	Art Exhibition Request from BPS for \$2,000 for financial support for art exhibition has been withdrawn as not proceeding. Withdrawn	
9.1.11	Narragunnawali RAP Workshop Request from BPS for \$2,000 for financial support for workshop was deferred by Kylie Barr at previous General Meeting on 20/02/2024. Deferred	
9.1.12	Senior Playground Replacement Request from BPS for \$45,000.00 (\$6,000 - \$12,000 each year) to replace the Senior Playground was deferred. Discussion Notes: - At General Meeting on 20/02/2024 it was raised that this fundraising goal be supported with Colour Run Event in Term 3 and that the donation request be deferred to end of 2024 depending on fundraising. - Nigel Earnshaw has begun work on planning for this. - Fundraising Plan for this will be presented at Term 2 General Meeting. - As this is a substantial amount, fundraising will take place through targeted campaign, separate from other fundraising efforts. - Long term vision to think big, go big with fundraising. Deferred	Nigel Earnshaw and/or Rob Little to prepare Fundraising Plan for Term 2 General Meeting
9.2	P&C Events & Operations	
9.2.1	Bogan Bingo That the P&C host Bogan Bingo and that the sum of \$2,700 be approved for use. Discussion Notes: - Kate Leeves: Bowls club offered us hire for free. - To support Bowls club – could we consider this for future P&C events? - Date to be confirmed. - Bogan Bingo Event Coordinator – Paul Williams Moved: Paul Williams Carried: Chris Mahony Resolution	Bogan Bingo Event Coordinator to lead organisation. Treasurer – pay up to \$2,700
9.2.2	Community Movie Night – 16 February That the P&C host a Community Movie Night on 16 February and the sum of up to \$300 be approved for use (for purchase of first aid, icecreams, snacks, drinks to sell). Moved: Karen Ross Seconded: Olivia Bauer Carried	Treasurer pay up to \$300 for amounts paid
9.2.3	Neurodiversity Celebration Day – 17 April 2024 That the P&C host a Neurodiversity Celebration Day on 17 April 2024 and the sum of up to \$100 be approved for incidentals. Delegated to Health & Wellbeing Committee Moved: Mystrie Monck Seconded: Brendan Gordon	Treasurer pay up to \$100 Health & Wellbeing Coordinator to

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	Carried	lead organisation
9.2.4	Fundraising Event – Easter Raffle – 27/28 March 2024 That the P&C host an Easter Raffle and funds of up to \$100 be approved for use for incidentals. Discussion Notes: - Sherryn Gallagher handed out flyers and raffle tickets to members present to distribute to classes. - Facebook Messenger group created with people supporting the event. Moved: Karen Ross Seconded: Nikki Rodgers Carried	Treasurer pay up to \$100 Health & Wellbeing Coordinator to lead organisation
9.2.5	Canteen – Food Safety That the sum of \$400 be paid for costs associated with Food Safety Certification for Canteen coordinator Moved: Karen Ross Seconded: Renee Lintern Carried	Treasurer pay \$400 Canteen Coordinator to complete certification
9.2.6	Uniform Shop That the P&C operate the Uniform Shop and the sum of up to \$19,000 be paid for costs to purchase stock and operate the Uniform Shop. Moved: Karen Ross Seconded: Olivia Bauer Carried	Treasurer pay up to \$19,000 Uniform Shop Coordinator to lead organisation
9.2.7	Canteen That the P&C operate the Canteen and the sum of up to \$10,000 be paid for costs to purchase stock and operate canteen (entirely dependent on number of days open). Operating the Canteen includes: - Special lunch orders - Birthday buckets - Normal canteen service days - Incidentals such as purchase of hair nets/hats, aprons, probe thermometer to comply with Food Safety requirements Moved: Karen Ross Seconded: Olivia Bauer Carried	Treasurer pay \$10,000 Canteen Coordinator to lead organisation
9.2.8	Busy Bee - Junior Primary Outdoor Play & Learning That the P&C organise a Busy Bee for the Junior Primary Outdoor Play & Learning space and that the sum of up to \$200 be paid for incidentals to support the busy bee. Sally Ridge to provide opportunity to get involved via a 'paint by number' set up similar to Maker Space mural. Also refer to 9.1.5 of these Minutes. Moved: Karen Ross	Date to be confirmed Busy Bee Event Coordinator to be identified

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	Seconded: Olivia Bauer	
	Carried	
9.2.9	Classroom Support Previous motion to pay \$100 to each classroom teacher was deferred in previous meeting on 20/02/2024. Discussion Notes: - Jacqueline confirmed teachers have budget to spend on classroom materials. However, this amount (or the amount proposed by the P&C) wouldn't ever cover all amounts that teachers spend on their classrooms. - *If anyone has excess rewards, stickers or classroom materials they could donate – recommended to discuss with the classroom teacher.	*Communications Coordinator – add to comms list where appropriate
	Deferred	
9.2.10	Mother's Day Flowers That the P&C coordinate Mother's Day Flowers for purchase. Note that there is no outlay for this and it is provided as a service for families to purchase flowers for Mother's Day. Moved: Rob Little Seconded: Renee Lintern	Mothers Day Flowers Coordinator to lead organisation
	Carried	
9.2.11	Mother's Day Stall That the P&C coordinate a Mother's Day Stall in Term 2. Date to be confirmed. Moved: Brendan Gordon Seconded: Hannah Spencer-Matthews	Fundraising Coordinator to lead organisation
	Carried	
9.2.12	Health & Wellbeing Fund That the P&C dedicate up to \$5,000 for Health & Wellbeing initiatives. Discussion Notes – Informative for attendees: - Ideally want to fund as much as possible in this. It would be great if we could raise this much for each year. - Encumbent on school or committees coming forward with ideas/plan/event. - Might not have the funds. - Need to have defined idea and cost before P&C meeting.	Health & Wellbeing Coordinator to form sub-committee to present proposals at P&C General Meetings
9.3	Other P&C Business	
9.3.1	P&C Hub That the P&C rebrand the Uniform Shop into a P&C Hub to make it more inviting and engaging. Request to school: - Can we get a notice board? - Can we replace letterbox? Moved: Karen Ross Carried: Sheree Harris	P&C Hub Coordinator to be identified to lead organisation
	Carried	
9.3.2	Bike Lock Loan Proposed by Louise Bell by email to Karen Ross:	To be delegated.

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	That the P&C pay up to \$100 for the purchase of padlocks and chains that kids can borrow on the days they forget their own. Discussion Notes - Motion was approved, but further clarification required: - Could we do a call out for spare bike locks before purchasing? - Types/numbers/cost of locks? - Storage of locks / system of borrowing to be considered. - Camp Australia will be open when kids arrive and need to lock up their bike/scooter. Possibility here or in P&C Hub / front office? Moved: Louise Bell / Karen Ross Seconded: Emily Rhodes Carried	Minutes to be sent to Louise Bell. Can Louise lead organisation of this and provide to Executive Committee or at next General Meeting?
9.3.3	East Timor Clothing Drive That the P&C conduct a clothing drive in the lead up to 20 September 2024, the anniversary of Australian deployments to the conflict in East Timor. Discussion Notes: - Clothes donated can be from babies, children, teenagers and adults. - There are pre-existing arrangements for donations to be sent from Fremantle. We would deliver it to them. Moved: Nigel Earnshaw Seconded: Olivia Bauer Carried	P&C Lead to be identified (Nigel Earnshaw as Mover?) to coordinate
9.3.4	Loose Parts/Junk Play for Junior Primary Outdoor Play & Learning Proposed by Louise Bell by email: <i>“Could the staff please also be encouraged to look at loose parts/junk play for this space and encourage Sally to consider this in the design of the artwork? I suspect that amongst the staff at school there would be someone who has the evidence base to be able to assist others to understand the importance of this form of play for children’s development, and also the key aspects that promote good play.”</i> Discussion Notes: - P&C involvement at this stage is funding only. - Some members recognised benefit and that the items can be free. Other members weren’t aware of what loose parts means. - Noted that there would be storage & logistical considerations. - Suggested that if Louise and/or any other members wish to raise additional factors, that they refer directly to the school.	Louise and/or any other interested members to refer directly to school if further discussion required
9.3.5	Locavora – Lunch Orders - School has engaged Locavora as provider. - *P&C involvement is to advertise only. - **Note to survey parents and reassess in term 2 to ensure service is meeting needs.	Communications Coordinator to *add to comms list and **add to calendar

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9.3.6	AGM requirement: 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. - All present agreed.	Secretary to seek/hold details and share as required
10	Other Business	
10.1	Christmas Drive Rowena Rehak raised interest in P&C conducting Christmas Drive for lead up to Christmas. It has been done in previous years.	Secretary to add to Agenda for Term 2 Meeting
10.2	Proposal of Ideas Katie Austin asked how ideas can be sent to P&C. Some ways: - Email hello@bassendeanpandc.org.au - Talk to an Office Bearer or Executive Committee member. - Send request to add to meeting Agenda to secretary@bassendeanpandc.org.au; - On the school website the Office Bearer emails are listed – members are welcome to email them with ideas.	Communications Coordinator add to comms list?
10.3	Parent Representative – Each Class Kate Leeves raised the idea to have a P&C representative for each classroom. Discussion that P&C could make a list of members who could act as a Parent/Class Representative for each class. Some members volunteered for this.	List of Class Representatives in Annexure A Communications Coordinator to post request for additional reps
10.4	Items on Agenda Not Reached Deferred to Executive Committee Meeting or P&C General Meeting: 9.3.1 Colour Run 9.3.2 End of Year Fun Day 9.3.4 Organisational Review 9.3.5 Entertainment Book 9.3.6 Cookie Dough 9.3.8 Feet Up Friday 9.3.9 NAIDOC Week 9.3.10 Sensory Equipment Library 9.3.12 P&C Day 9.4.1 Health & Wellbeing Fund/Committee 9.4.2 RAP Fund/Committee 9.4 Subcommittee Process Executive Committee Meetings proposed before end of Term 1 and Week 1 of Term 2.	Secretary to add to Agenda President to propose date/time for EC Meeting Time for General Meeting TBC Communications Coordinator to add to comms list
11	Next Meeting Date: Tuesday, 7 May 2024	
12	Meeting Closed: 8:03pm	

Class Representatives

Room – Teacher/s	Year	Class Representative
Room 1 - Matthew Austin	4/5	
Room 2 - Rebecca McRae	4/5	
Room 4 - Sally McLeod and Elsie Vallelonga		
Room 5 - Fiona Crisp and Candice Cheong		Kate Grobicki
Room 6 - Elizabeth Slocum	4/5	
Room 7 - Andrea Webb		
Room 8 - Margie Jorgensen and Leanne McArthur		Sherryn Gallagher
Room 9 - Taylor Bell and Talia Botica		Emily Rhodes
Room 10 - Rebekah Moad and Talia Botica	Pre-Primary	Kate Leeves
Room 11 - Ewa Rochowczyk and Emily Harth	Pre-Primary	Rosemary Mullan
Room 12 - Candice Cheong		
Room 13 - Jenny Reid and Katie Newton	Kindy – Thurs/Fri	
Room 13 - Jenny Reid and Katie Newton	Kindy – Thurs/Fri	Emily Rhodes
Room 14 - Jackie Anderson		
Room 15 - Jemma McKnight	3	Chris Mahony
Room 16 - Jason Smith	3	