

ANZAC TERRACE PRIMARY SCHOOL P & C

ANNUAL GENERAL MEETING MINUTES

Thursday 22nd February 2018, 7.30pm @ ATPS Staffroom

Opened 7.42pm

Note: Before opening the meeting, ensure all present who want to vote have filled in the member register and paid their membership fees.

1.0 PRESENT: Tamara Breen, Nicole Wells, Stuart Blackwood, Suellen Harrison, Sue Ashmore, Rosie Penn, Sacha Bridger, Shelley Lantzke, Jessica Ericson, Alet Doornbusch, Sue DeWitt, Jessica Patterson, Jackii Edmonds, Lynda Francis, Tania Hassett, Claire Tinson, Kelly Smith, Lize Paige, Julie Pack, Steph Tarbin, Nan Zhang, Lindsay Royan, Sally Pitchers, Adelaide Stead, Mandy Gratzner, Rachael BernSousa, Prakash Shakya, Rebecca Cain, Gareth Whittle, Natalie Whittle, Rebecca Benson, Slavica Zivkovic, Keren Ketterer, Donna Baker.

APOLOGIES: Adele Matthews

2.0 CONFIRMATION OF MINUTES 5th December 2017

Moved Natalie Whittle, seconded Tanya Hassett

3.0 BUSINESS ARISING FROM 5th December 2017 Minutes

Nicole brought up the request via petition in 2017 from Connor Hutton requesting portable soccer goals for the senior playground. Nicole has spoken to the sports coordinator and examined options available through the school supplier and found a decent set for \$250.80. Nicole has a document and passed it around for everyone to look at. There is a question regarding how to store the goals and who would look after them. Stuart answers that the goals would be kept in the storage area in the undercover assembly area and the faction captains would be responsible for them. Lindsay also did some research: Bunnings can make some and there are 7 other options (Rebel sport etc), however he did not have full information available at this time. Lindsay says the pop up ones are easily broken and relies on his experience as a soccer coach. Further, he says Rebel Sport have a metal version that folds down and is less likely to break. Lindsay suggests more permanent soccer goals that could be left out to avoid being damaged. It was put by several members that leaving portable soccer goals out could lead to theft or vandalism. Stuart says we have a small oval and cannot have permanent goals as they'd be too restrictive and need Building Management Works to install them. There was a question whether we need to make a decision today considering the full agenda, so item is tabled for next meeting.

4.0 CORRESPONDENCE

Incoming

25/01/2018	Commonwealth Bank	School Banking Coordinator
25/01/2018	Lochness Line Marking & Pavement Designs	Marketing - President
30/01/2018	Moon and Back School Gifts	Marketing – Mother's Day Stall
30/01/2018	CommonwealthBank	School Banking Coordinator
30/01/2018	Tulips with a difference	Marketing – Fundraising
02/02/2018	School Gifts	Marketing – Mothers Day stall
02/02/2018	Smart Gift ideas	Marketing – Mothers Day stall
05/02/2018	Commonwealth Bank	Statement – General account
05/02/2018	Commonwealth Bank	Statement – Uniform account
07/02/2018	Cadbury	Marketing – Fundraising
07/02/2018	Australian Fundraising Specialists	Marketing – Fundraising
10/02/2018	JP Promotions	Marketing – Uniform
10/02/2018	Picture products	Marketing – Fundraising
12/02/2018	LWReid	Marketing – Uniform

Outgoing

5.0 REPORTS

5.1 Treasurer's Report

Tamara tells the group that the P&C bank balances are looking healthy. The uniform deal for the faction polo (buy two school polos, get a faction polo free) resulted in 183 deals and ran at a loss of \$1217. So far, the P&C has received \$3600 voluntary contributions from around 90 families.

5.2 Other reports

- **Uniform Report**
Took over \$11,000 on book day. Winter jackets have been ordered, no arrival date as yet.
- **Fundraising Report**
 - Easter Raffle to be drawn on the Easter assembly in week 9, 27th of April. Tickets going out to every student next week. Egg donations are already coming in. Last year we asked Dave Kelly for a donation and Jess indicates we will ask for another one. Steph suggests asking Tim Hammond also.
 - A Subway lunch order day is suggested for end of term 1. Relatively easy, just have to put the order in and distribute the boxes to the classes. Set for end of term 1. Simple choices only, vegetarian option. Stuart can put it through QKR! to make it easier for families. Sue Harrison suggests Wednesday 21 March, Harmony Day. Moved by Jess, seconded by Tracey. The group puts it to the vote and the proposal is approved.
 - Sausage sizzle: the P&C raised over \$2500 through sausage sizzles at Bunnings last year. We will need volunteers again. Nicole suggests waiting until the new Bunnings opens. Jess will still put application in and hopefully will result in the new location. The group voted unanimously to do the sausage sizzle. Moved by Sally, seconded by Nan.
 - Entertainment book made over \$600 last year. New ones coming out in June. There will be a new payment system this year where we get the money immediately upon each individual sale, rather than having to wait for the cumulative total at the end of the accounting period.
- **Safety House Report**
Rachael has nothing to report.
- **Presentation and adoption of audited financial statement for 2017**
 - We have had our books audited and they are in good condition. The P&C has more money than at the start of 2017. The documents need to be forwarded to WACCSO and another copy to the school.
 - Lindsay asked a question about how voluntary contributions work. Most people pay through the book day via Ziggies. Others pay through the office. Stuart clarifies the difference between school voluntary contributions and the P&C voluntary contributions. The P&C voluntary contributions is not available to pay via QKR!

5.3 Principals Report

Stuart acknowledges the staff coming to the P&C meeting to show their appreciation for the contributions the P&C made to the school in 2017. Stuart speaks on behalf on the school staff and indicates that the money given to the school was greatly appreciated. Stuart explained the issues that occurred last year that lead to the budgetary issues as have been described in previous minutes.

The 2018 budget is looking much better. 363 kids started the year and were all still here on Census day. One teacher officially retired this year, Olga Jones. Returning on the 8th June for a small ceremony. Celia Haywood went to Melbourne to be with her daughters on a years leave without pay however it is anticipated she is likely to stay in Melbourne with her family. A great loss to our school. We also lost Christine Thompson who has gone to teach in the Margaret River region. We wish all three of them well. This year we have picked up 4 new teachers: Sue Crawford, teaching alongside Clinton Bell. Very experienced teacher. Next one is Callan Bosley in room 14, brilliant young teacher and great to have another male in the school. He did some relief teaching last year and is very welcome in the school. Emily Brennan in room 3, formerly an EA and now a teacher 2 days a week in year 1. Lastly, Adam Lea. He did a prac with us 2 years ago and has done some relief here and is now the Phys Ed teacher this year. There have been some other minor staff movements within the school.

Playground update: halfway through 2017 Dave Kelly gave the school \$30,000 for the playground. As it was given to the school and not the P&C, the money has to be spent through the CUA and Building Management Works which cuts down the value of the money dramatically. Stuart had a quote last week and it indicates that using the approved suppliers will result in a playground valued at around \$17,000. To make the money go further, the playground will have some components paid for by the P&C. Stuart has applied for another playground grant and we will find out whether we receive it in the coming 4-6 weeks.

The school council first meeting is next Tuesday, the 27th February. They are currently one parent short so the hope is the P&C can vote in a new parent rep tonight.

Staff member of the month: this has changed since the first proposals in negotiation with the school staff. Stuart has supplied nomination cards. Students, staff and parents can all nominate staff. It won't be presented at assembly, instead there will be cards to get out of duty free or receive a free drink at choir practice. The staff

are happy with this process and it's a great way for staff to acknowledge each other and still fulfils the parent desire to recognise the good work staff do at the school and gather positive information about the staff to use for public nomination processes. The nomination cards will be available at the front office. If parents can't get to the school to do that in person, they can email the office and a card will be filled out on behalf of the parent.

Stuart thanks the previous P&C Committee. Particular thanks to Nicole Wells who has contributed not just to the P&C but also to the school life during her years at the school. The group applaud Nicole.

6.0 ELECTIONS

Annotation of which members have paid 50 cents to become financial members of the P&C in 2018

6.1 Office Bearers

The procedure is explained and nominations are requested.

- **President:** Tamara Breen nominates herself. Nan nominates Sally, who declines the nomination. No other noms. **TAMARA BREEN is the P&C President for 2018.**
- **Vice-President:** Nan Zhang nominates Sally Pitchers. Sally accepts. Lindsay Royan nominates Rebecca Bensen, who declines. No other nominations. **SALLY PITCHERS is P&C Vice President for 2018.**
- **Treasurer:** Liz Page nominates Suellen Harrison. She accepts. Nan Zhang nominates herself for treasurer. Suellen and Nan leave the room as the position is put to a vote. Stuart Blackwood and Nicole Wells count the votes. It is announced that **SUELLEN HARRISON is the P&C Treasurer for 2018.**
- **Secretary:** Rachael BernSousa nominates herself. No other nominations. **RACHAEL BERNSOUSA is the P&C Secretary for 2018.**

6.2 Other positions

- **Safety House Coordinator:** No one nominates. There is a discussion as to whether there is any benefit to continuing the position and general agreement that it is not. Several members suggest that we continue the contact details cards via the P&C.
- **Fundraising Coordinator:** Jessica Ericson nominates herself. No other nominations. **JESSICA ERICSON is the fundraising coordinator.**
- **School Council Representative:** Sacha Bridger nominates herself. No other nominations. **SACHA BRIDGER is the representative.**

Keren explains how the commission has changed and the percentage is drastically reduced. It is suggested that we look into Bendigo Bank as a school banking option.
- **School Banking Coordinator:** Prakash Shakya nominates himself. There are no other nominations. **PRAKASH SHAKYA is the coordinator.**

Tamara explains the role of Parent Representative Coordinator.
- **Parent Representative Coordinator:** Mandy Gratzner nominates herself. No other nominations. **MANDY GRATZER is the Parent Rep Coordinator.**

Tracey Illich explains how the book club process works.
- **Book Club Coordinator:** Natalie Whittle nominates herself. No other nominations. **NATALIE WHITTLE is the coordinator.**

6.3 Executive Committee members (not less than 3 positions)

1. Nan Zhang nominates Lindsay Royan
2. Natalie Whittle nominates Garreth Whittle
3. Sally Pitchers nominates Adelaide Stead

All three accept the nomination and it is passed.

7.0 APPOINTMENTS

7.1 Appointment of Honorary Auditor

Jessica Ericson's mother is the auditor and it is believed she will be able to do it again at the end of 2018.

7.2 Additional Signatory

Proposed: one member of the Executive Committee to be appointed at the AGM as an additional signatory. Lindsay nominates himself. There are no other nominations. **Lindsay Royan** has the appointment.

8.0 GENERAL BUSINESS

Nan suggests the P&C offer some token of gratitude to Nicole for her years of contribution. Nicole indicates that this is unnecessary.

Tracey Illich: brings up the concern that the \$500 given to the Library wasn't spent last year and asks for clarification as to whether Library can still access that money. She is assured by Stuart and Sue that she can. Tracey would like to replace the videos in the library with dvds. Tracey indicates that she needs to put the cost estimate together and bring it up at the school finance meeting. Lindsay raises the point that as the world is going digital is it worth getting DVDs. Stuart responds that the school is not allowed to use a digital subscription service.

Jess brings up Quiz Night, as proposed and discussed during P&C meetings in 2017. Stuart has just run two other quiz nights and has material ready to go. He has looked into how we would make the most profit and that is likely to be the sale of alcohol. The school could get a temporary liquor licence and run it in the undercover area, but this would mean no children are permitted to attend. Stuart explains the process of the temporary liquor licence on school grounds. Lindsay asks whether there can be a children area. Stuart says he would not give permission for the event to be held at the school with liquor available if children are present. Jess indicates that she will need a subcommittee.

Stuart asks the P&C to consider paying for the removal of the letterbox, yellow sign and other sign out the front of the school and replace it with a brick design that also incorporates a letterbox, possibly as a gift to the school for its 50th anniversary in 2019. Stuart is sourcing quotes. Nan asks the estimate of the cost. Stuart indicates around the \$2500 mark. Jess asks if it has to go through the CUA as a provider. If it's through the P&C, it does not have to be sourced through the CUA. This discussion is tabled for the next meeting.

As next year is the school's 50th anniversary, Stuart would like the school council and P&C to organise a large event. Tracey has a lot of photos in the library to contribute. Liz also has items to contribute. Stuart suggests a formal dinner with past students. Alternatively a fete. Perhaps inviting a dignitary to come to the school. As the fete has been discussed before, this idea gains some traction. Tamara has a lot of notes regarding a fete and information from other school's P&C's. Stuart indicates the need to begin forming subcommittees now and will present this formally at the next P&C meeting.

Buddy Benches: Natalie has acquired three benches, paint and materials donated by Bunnings. Stuart has organised students to paint them. Stuart indicates that through Kids Matter, some students will be trained to help work with kids utilising the bench.

9.0 NEXT MEETING SET It is agreed that Thursdays are generally better for the meetings for the majority of the group. The next meeting is set for Thursday 22nd March, week 8.

10.0 CLOSURE Meeting is closed at 9.02pm