

ANZAC TERRACE PRIMARY SCHOOL P & C

ANNUAL GENERAL MEETING MINUTES

Thursday 21st February 2019, 7.30pm @ ATPS Staffroom

Opened 7.39pm

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: Sue H, Liz P, Bec B, Lynda F, Mandy G, Amanda M, Rosie P, Alet D, Veronika C, Gareth W, Kelly S, Jess E, Sue A, Dan O, Sally P, Adelaide S, Sophie G, Rachael B, Tamara B, Kerry S, Prakash S
APOLOGIES: Shelley L, Stuart B, Steph T, Sacha B, Nat W

2.0 CONFIRMATION OF MINUTES 29th November 2018

Moved Mandy G, seconded Veronica C

CONFIRMATION OF EXEC COM MEETING

Moved Rachael B, seconded Tamara B

3.0 BUSINESS ARISING FROM 29th November 2018 Minutes

3.1 School Anniversary Planning

Bec B tells the group that preparations are in full swing. Most things are in place. Kerry and Veronika have done a great job promoting the event with flyers. Finalising the logistics is next. The school is looking at having a display table at the Bassendean Hawaiian shopping centre to promote the event on the Saturday prior. Kelly is organising the display materials and handing out flyers, however volunteers are required for other times of the day. Bec B passes around a roster.

In terms of the fun day itself, we've had a lot of offers of help. There are a few gaps and Bec B passes around that roster too. There is another meeting next Wednesday 27th February to finalise the logistics. Amanda M says that there is an Eastern Reporter article out today which also has a promotion. There is a dance group from Hampton and a musical group from John Forrest, and those schools will also help promote the event within their communities.

Mandy G says there is a parent at school whose employer can offer free soft drinks – for this or any future P&C events.

3.2 Book eXchange Payment Update

The cheque has been written and sent and we're looking to host another one in **term 3 of 2019.**

3.3 P&C Banking and Payments

Tamara tells the group that we have swapped our bank accounts over to the zero fee bank accounts and after today when the new committee is elected, we can **organise the new tokens.**

3.4 School Directory Booklet

Jess asks to table it for the next meeting.

3.5 Kiss and Ride Update

Liz P says Stuart B is waiting for the Town of Bassendean to formalise any assistance. Gareth W says he's spoken to a friend at Swan Council who can write the proposal in the way the council wants to see it. Tamara B and Liz suggest **Gareth speak with Stuart before the next meeting.**

3.6 Kindy Morning Tea Feedback

Jess E says it went really well. There were not many upset parents and it seemed a lot of the parents already knew each other. Mandy G talks about other aspects that went well and says that it was a pleasure to participate in. Other participating parents concur. Jess suggests that Sue D put it into the

kindy pack next year so that more parents are aware that it's on. She also suggests putting together a P&C based booklet for new parents.

3.7 New School PA System Report

Liz P talks about the PAV PA system and tells the group that it's working out very well.

3.8 New School Letterbox Update

Liz P indicates a concern about the size of the actual letterbox. Sue H agrees with the concerns. It may need to be replaced. Lynda F asks about the old sign at the front of the school and whether it is going to be removed.

3.9 Update on painting of Bitumen at Front of School

Liz P says it didn't happen because the artist booked to do it became unavailable. The school is looking for someone else. Sophie indicates that she may know someone.

3.10 Slam Ball Update

Amanda has not had a chance to look at this yet.

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

Sue H says everything is good and we have \$30,000 in the bank over the two accounts. Ziggies have given us their cheque for over \$3000. Sue says she can't access the QKR! reports so this is as up to date as can be.

5.2 Other reports

○ *Uniform Report*

Kelly says there is a bit going on. There is a delay in the delivery of hats and we are really low on stock. Order was put through on the 7th November, and another order on the 15th of February. This means that we're only going to have one size for a couple of weeks. Hopefully they'll all come through within the month. We're out of stock in two sizes in the gold polos. Kelly had to wait to order the gold ones with the faction shirts. It's going to be a 16 week delivery, which is longer than the supplier originally promised. There's a 10 week deliver for jackets that were ordered today. Over the holidays, Kelly had 40 scrunchies made and is selling them for \$1 each. About half have sold so far. Kelly tells the group that the long sleeve rugby shirts need addressing – they don't sell well and the minimum order is now 50 pieces.

Faction shirt orders are on QKR! this year. Overall though orders on faction shirts have been slow and the cutoff date was extended. She points out that it seems we're still feeling the effect of the special deal last year when we changed the uniform. Kerry S asks why there is such a long turnaround.

- **Fundraising Report**

Jess E says the group needs to approve spending for the Mother's Day stall. It's not until next term but we need to order now. The stall is scheduled for the 8th and 9th of May (Wednesday and Thursday).

Kelly asks when do we need to order, and Jess indicates that really it needs to be now.

Jess proposes a spend of up to \$1500. Tamara moves that we hold a Mother's Day stall on the proposed dates and that we spend up to \$1500 in stock for the stall. Rosie P seconds it. The group passes it unanimously.

Jess also asks that we approve the Easter raffle now. There is lots of stuff leftover from last year and we usually get a lot of donations so we don't need to approve the spend, just the raffle. Sally indicates there needs to be a small spend for baskets. Sally proposes \$50. Tamara moves that we hold an Easter raffle to be drawn on Wednesday the 10th of April 2019 and to spend up to \$50 on the hampers. Kelly seconds. The group votes and passes it unanimously.

Jess lets us know that there is an election in May this year and that we'll have a sausage sizzle at the school.

Sally indicates that we sold 20 Christmas baubles at the end of last year.

- **School Council**

Rachael indicates that there is very little to report as there was very poor attendance for the final meeting of 2018.

- **Presentation and adoption of audited financial statement for 2018**

We are seeking an auditor. Tamara was given a quote yesterday for over \$800 plus GST so she will continue to look around. Tamara says it would be a good idea to put it out on Connect etc to find a community member who can do it for \$200-\$300. Liz P may know someone, she will ask. Tamara indicates that we have plenty of time.

5.3 Principals Report

Liz P speaks on behalf of Stuart, who is absent. The assembly commemorating the anniversary went well. There were a couple of students from the first day in 1969.

Student numbers are up 27 from last year to 380 students total. Only one new teacher in year 5.

Stuart expresses thanks to Bec B for all her help.

Tomorrow is the parent info evening. Stuart will be cooking sausages and available to chat with parents.

6.0 ELECTIONS

Annotation of which members have paid 50 cents to become financial members of the P&C in 2019.

Tamara asks if all present have become financial members and signed the ledger.

6.1 Office Bearers

The procedure is explained by Tamara and nominations are requested.

- **President:** Tamara indicates she will not be running for President this year and asks who would like to nominate. Tamara explains the role to the group. **Jessica E nominates herself and is the new President.**
- **Vice-President:** Tamara reads about the role directly from the WACCSO sheet and indicates that this year the VP will also be the WACCSO contact. **Sophie nominates herself and is the new Vice President.**
- **Treasurer:** Sue H would like to step aside and show a new Treasurer the ropes. Sue indicates that she will continue until a new Treasurer is found.

- **Secretary:**
Rachael B explains the role and steps down. **Mandy G nominates herself and is the new Secretary.**

6.2 Other positions

Safety House Coordinator

There are no volunteers for Safety House coordinator

- **Fundraising Coordinator: Sally P nominates herself and is the coordinator.**
- **School Council Representative: Rachael B nominates herself and is the new representative.**
- **School Banking Coordinator: Kerry S nominates herself and is the coordinator.**

Tamara explains the role of Parent Representative Coordinator.

- **Parent Representative Coordinator:** Mandy G re-nominates herself. No other nominations. **MANDY G is the Parent Rep Coordinator.**
- **Book Club Coordinator:** Shelley L has renominated by email. No other nominations. **Shelley L is the coordinator.**

6.3 Executive Committee members (not less than 3 positions)

1. Gareth W
2. Adelaide S
3. Sally P

7.0 APPOINTMENTS

7.1 Appointment of Honorary Auditor

Tabled for next meeting.

7.2 Additional Signatory

Sally P is the additional signatory.

8.0 GENERAL BUSINESS

8.1 School Banking Update

Kerry S says we fundraised over \$600 from the school banking last year. This sum is based on how many students at the school join the system. Kerry likes it as an easy fundraiser. Kerry S says that none of the kindies took on banking and that she's doing things to address it. A representative from the CBA will be here for the assembly and be here on the next banking day for information. Prakash mentions that some parents have asked about changing the bank from CBA. Kerry S will look into it. Rachael B brings up her ethical objections to the school aligning itself with a bank that is under federal investigation for fraud and misconduct, as well as direct marketing to children. Some of the P&C members agree, however it appears to not be of concern for most attendees and the topic does not continue.

Kerry S asks for more information about a proposed system where children who participate in school banking will go into a raffle a couple of times a term to reward them and encourage other children to sign up to school banking. Rachael B objects to this. Kerry S says there are around 20-30 students who regularly participate in school banking. Tamara B asks what the actual logistics of something like that would be. Kerry S asks the group to consider it. Kerry S asks if we can advertise it at the assemblies.

Sue H asks if there is a note up on the website about banking. There is not currently, Tamara suggests researching other banks. Kerry will look into it. **Jess indicates that we'll have to table the assembly raffle idea until she has had a chance to speak to Stuart about it.**

8.2 Sunsmart Fundraiser

Liz P says the box is here. Amanda M opens it up and looks at the samples.

Jess E asks if parents can buy items from the fundraiser and leave them around the school. **The P&C feel this particular fund raiser is not suited to our needs.**

8.3 Non-agenda items (at President's discretion)

Kelly S mentions that at one of the last sausage sizzles there were a lot of dirty utensils left in the sink in the P&C room. Kelly S asks if she can throw them away. Kerry S says she's happy to wash them. Jess E says she'll have a look at them in the morning.

Mandy asks if it's ok to distribute parent rep forms early next week. Tamara asks Mandy to send it to Stuart to approve before sending out.

9.0 NEXT MEETING SET for Thursday 28th March, week 8

10.0 CLOSURE Meeting is closed at 9.00pm