

**ANZAC TERRACE PRIMARY SCHOOL P & C**

**ANNUAL GENERAL MEETING Minutes**

**Thursday 20<sup>th</sup> February 2020, 7.30pm @ ATPS Staffroom**

**Opened at 7:36**

**1.0 PRESENT** Jessica E, Veronika C, Stuart B, Rosie P, Ben H, Tamara B, Gareth W, Lynda F, Dan O, Sally P, Adelaide S, Mandy G, Mark G, Sacha B, Kerry S, Sheree C, Monique T, Carol G, Shelley L

**APOLOGIES** Rebecca B

**2.0 CONFIRMATION OF MINUTES 5<sup>th</sup> December 2019**

**Moved** Rosie

**Seconded** Veronika

**2.1 Confirmation of Executive Meeting on 13<sup>th</sup> December 2019**

**Moved** Sally

**Seconded** Veronika

**2.2 Confirmation of Executive Meeting 6<sup>th</sup> February 2020**

**Moved** Gareth

**Seconded** Adelaide

**3.0 BUSINESS ARISING FROM 5<sup>th</sup> December 2019 Minutes**

**Footy Jumpers:** Stuart says they've been ordered but haven't arrived – Stuart to follow-up

**Gilberts:** Jess said it's all been approved, Lorraine to distribute info through connect

**Benches:** no progress at this stage, Stuart to pass onto new prefects, remove from table

**4.0 CORRESPONDENCE**

***Incoming***

Bankwest Statements x 4 (Dec & Jan)

Treasurer

Commonwealth School Banking Statements & Rewards

School Banking Coordinator

Safety House Booklets

WACSO Letter & 2 Newsletters

President

Radio Lollipop

Yr 6 Teacher/Prefects

Scouts Recycling Cash for Containers Scheme

School Gifts – Mother's Day

Fundraising

Moon and back – Mother's Day

Fundraising

Cadbury

Fundraising

Tulips with a difference

Fundraising

Fundraising directory

Fundraising

Australian Fundraising specialists

Fundraising

Smart Gift Ideas

Fundraising

Everything Glows

Fundraising

***Outgoing***

Nil

**5.0 REPORTS**

**5.1 Presidents Report**

Nothing to report on as yet and thank you to new faces

## **5.2 Treasurers Report**

Uniform Shop – good and healthy balance \$22,328.46

General acc - \$10,479.83 with outstanding footy jumpers, Dan's Plants, inventory for mother's day stall and Easter raffle & Affiliation WACSO Fees.

Deposit from Ziggies \$1700 coming through too, Deposit from Midland Photographics \$420 as a contribution

Audit passed around, the accounts are all in order and are a true and correct representation of our financial position.

## **5.3 Uniform Shop**

Sacha said the first day was amazing, took \$5000 on the day, sold out of a few things, but got them back in and on qkr today. Raised Agenda Item of Uniform shirt; she has sourced a local embroiderer with an 8 week turnaround and a smaller ordering limit, Sacha to follow up with supplier and insurance.

## **5.4 School Council**

Stuart says first school council meeting is Tues 3<sup>rd</sup> March, Dan elected as Council Chair, Independent Public School application in full swing only 35 schools apply as opposed to 200+ in previous years and we're in a good position.

## **5.5 Fundraising Report**

\$290 made for the truck night – waffle van gave us kick back, all other trucks were happy to come back again.

Book exchange left overs need a home – suggested to do another exchange to clear out and then give rest to little free library.

Requested the date for school carnival to lock in coffee truck.

Mother's Day Stall: need to confirm permission for expense and date

Easter Raffle confirm date as well

Sally also suggested getting the 5c Friday going per class

## **5.6 Principals Report**

Census day was Friday just gone and we had 370 students at school that day. Enrolled 374

New staff Ms McGavin in yr. 3, Miss D in science, Miss Carly in Yr. 4

Big thanks for Big Ass Fan, making a huge difference this summer.

On 17<sup>th</sup> March –4 yearly public school review will be taking place and then they give us a pass or a fail so there's a lot of work involved in collecting data to make sure the staff are across all the areas plus the review will be done through interviewing parents

Toilet refurb still on the cards – update – Dept Ed said we need to go through BMW who take 20% of the cost – all of the works are supposed to go through them but the initial quote was too inflated, but have found out we're allowed to go through local contractors who have come through with a different quote that will possibly give us change from \$52000 that we've got allocated.

Carpark driveway update: Stuart gave background regarding kids safety entering school. It's taken 4 years for Town of Bassendean to agree. They've drawn up plans to extend pathway at a cost of half \$17,000 -Dept of Ed has offered to pay for that cost. 2<sup>nd</sup> part is to reconfigure entry to car park so we can use our allocated funds to pay for that work. All to be done over Easter School Holiday Break.

Letter from Water corp notifying us that we're eligible for a grant and they're going to come in and paint a mural on the Water Tank – Dave Kelly is going to bring in the media as he's the minister for Water so we'll be in media twice in next few weeks

We've acquired the services of local aboriginal artist called Lee, he's been working with dot painting with all the kids in art class time and he's making the 6 seasons as signs to be mounted and replace the Yellow Cluster signs with navy signs and white text, incorporating aboriginal words and also Japanese words and Kanji.

## 6.0 ELECTIONS

Annotation of which members have paid 50 cents to become financial members of the P&C in 2020  
President to ask if all present have become financial members and signed the ledger. – Confirmed.

### 6.1 Office Bearers

- **President: Jessica nominated by Shelley and is the President**
- **Vice-President: Gareth nominates and is the VP**
- **Treasurer: Veronika nominates herself and is the Treasurer**
- **Secretary: Mandy nominates herself and is the Secretary**

### 6.2 Other positions

- **Fundraising Coordinator: Sally nominates herself and is the coordinator**
- **School Council Representative: Sacha nominates herself and is the representative**
- **Uniform Shop Coordinator: Sacha B replaces Kelly for this year but we need to work on her replacement**
- **School Banking Coordinator: Kerry S nominates herself and is the coordinator**
- **Parent Representative Coordinator: Mandy nominates Sheree, Sheree accepts**
- **Book Club Coordinator: Shelley nominates herself and is the coordinator**

### 6.3 Executive Committee members (not less than 3 positions)

Rosie P  
Sally P  
Adelaide  
Ben H  
Sacha B

## 7.0 APPOINTMENTS

### 7.1 Appointment of Honorary Auditor

Veronika is going to approach locals/retiree perhaps or a local accounting firm, Lynda suggested her daughter's P&C accountant and will get back to Veronika with contact

### 7.2 Additional Signatory

Proposed: one member of the Executive Committee to be appointed at the AGM as an additional signatory  
Jess suggested Sally as extra signatory

## 8.0 GENERAL BUSINESS

### 8.1 Agenda Item 1: Easter Raffle

Sally asked if everyone's happy to do Easter Raffle, Tuesday 7<sup>th</sup> April is Easter Play so we'll do it then.

Sally to ask Stuart to send out request for donations including no nuts ; Shelley asked for donation letter for Margaret River Choc factory

Sally asks for \$100 to go towards the sundries (baskets, decos etc.)

Tamara 1<sup>st</sup>, 2<sup>nd</sup> Rosie, all in favour.

### 8.2 Agenda Item 2: Mother's Day stall

Thursday & Friday 7<sup>th</sup> and 8<sup>th</sup> of May

Sally asks for \$1800 to spend on gifts, it's \$500 more than last year because we sold out last year

Shelley 1<sup>st</sup>, Sheree 2<sup>nd</sup>, all in favour.

### 8.3 Agenda Item 3: Uniform shop

Sacha says that we need more storage for holding more stock – she's suggesting the 'Billy' bookcases from Ikea – Sacha to talk to Stuart in terms of logistics of the taps and sinks.

Jess suggested holding off on storage purchase until we've confirmed new uniform supplier..

Keep on the table of minutes

Rosie says there's a spare white board in the courtyard to mount over old Heater at Banking corner of P&C Room.

**8.4 Entertainment book** – Jess explains that it's now digital, can be bought all year round, no hard copy any more, can buy multiple cities if you want, also can buy a 2year book for whole of Australia.

**8.5 Kerry asked for next faction assembly for last year's final banking raffle**, she also has parent packs to distribute and said we've got lots of families regularly banking now, so the raffle drive has had a good flow on effect and won't be necessary this year.

**8.6 Water fountains** – can't get any colder as they're not getting a chance for the water to sit in the pipes long enough

**8.7 Mark G asked about fridges for the hot days** – Stuart says the school isn't allowed to provide fridges, however will recommend that on hot weather days, that children are allowed to bring lunch bags into the classroom along with their water bottles.

**8.8 Scouts Letter** – Mandy read out a letter from Scouts who are offering a FREE COLLECTION SERVICE for the cash for containers scheme that will be rolled out this June. Mandy to follow up on whether there are any hidden costs and confirm commitment.

**8.9 Monique** raised concerns about the Class Lists photos on social media, Stuart concurred her concerns and said that as of next year, he plans to stand next to the class list board for the duration of time that it is displayed.

**9.0 NEXT MEETING SET 2<sup>nd</sup> April 2020**

**10.0 CLOSURE: 8:55**