

**ANZAC TERRACE PRIMARY SCHOOL P & C**  
**ANNUAL GENERAL MEETING MINUTES**  
**16<sup>th</sup> February 2022 at Dome Café Bassendean**

Opened: 7:10pm

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** Stuart Blackwood, Jessica Ericson, Amanda Gratzner, Veronika Cerna, Sally Pitchers, Sheree Clarkson, Ben Higgins, Rosie Penn, Lynda Francis, Dan Orkney, Amy Schober, Maree Apostoles, Rebecca Cain, Amanda McAlpine, Olivia Sutton, Louise Grabsch, Jenn Bartlett, Caryse Collins, Ria Hazeldean, Alex Clarke, Kerry Stewart, Adelaide S, Laura Simes

**APOLOGIES** Gareth Whittle, Heather Powell, Raymond & Quynh Huong, Mrs DeWitt

**2.0 CONFIRMATION OF MINUTES 2<sup>nd</sup> December 2021**

1<sup>st</sup> Sheree, 2<sup>nd</sup> Rosie

**2.1 Confirmation of Executive Meeting on 7<sup>th</sup> Feb 2022**

**3.0 BUSINESS ARISING FROM 2<sup>nd</sup> December 2021 Minutes**

**3.1 Canteen Fridge:** The Fridge arrived the first week of school, very happy, now just need extra shelves. A huge thanks to Prak for donating \$1000. Dan says \$48 each for extra shelves, Alex offers to donate \$50 to pay for a shelf. But Veronika was sure the quote is much more than that so will hold onto the \$50 donation and follow up on the shelf quote. **An Agenda Item will have to be written up for this purchase.**

**4.0 CORRESPONDENCE**

**Incoming**

CGU workers comp certificate	Treasurer
Bankwest Statements x 2	Treasurer
Commonwealth Bank statements x 2	Treasurer
Midford Catalogue	Uniform Shop
LW Reid Letter	Uniform Shop
Host Catalogue	Canteen
WACSO Newsletter	President
WA Gov Letter re Superannuation	President

**Outgoing** NIL

**5.0 REPORTS**

**5.1 Presidents Report:** Nothing to report other than to thank everyone for their support over the past year.

**5.2 Treasurers Report:** Veronika provides the annual statements of accounts for each of our 3 accounts  
Uniform shop balance: \$13,931 all invoices paid and payments for online shop now coming daily. Some cash sales expected that will need to be deposited. The uniform shop books are changing as we're processing mostly online so we need to store digitally the transaction receipts and reconcile against account balance. Veronika to confirm with Kerry what kind of report she requires for sales. It is suggested that a monthly report would be practical.  
General account; \$22,281, however, Campion mixed up the deposits and sent the Vol Cons to our account instead of \$4400, Mandy to approve transfer back to school. We also received an extra a random deposit from Lorraine that is yet to be confirmed. Plus \$1000 from Prak that needs to be transferred to Canteen account.

Canteen Account: \$1884, with \$1000 to come over from Prak's Fridge donation. Veronika now plans to make payments for the canteen expenses weekly in order to manage time spent doing treasurers role alongside full time work. In January, all outstanding funds that the canteen owed the P&C General account were transferred back: \$2956.

Tom from GreenStone accounting is happy to do our audit which is due now.

**5.3 VP Report:** Jess Reads Gareth's report on Payroller which is the software we use for our pay roll for managing Dan's Pay and superannuation. He managed to get a limited entry level annual subscription of \$68 for the bookkeeping software. He can pay Super, ATO & Dan all from this program. Gareth to run through Payroller app with Dan to streamline wages.

**5.3 Uniform Shop:** Kerry reports the Stocktake and explains out of stocks, roughly \$31K in stock. Waiting on next order back of Gold Polos, dresses & shorts from October to come late February. At the end of next week, she would like to place order for new jumper jackets. Received new pricelist from Aussie Grown so will adjust prices on online store if required. She generated summer holiday sale report, record or when and what is selling.

Square transactions report: July – Dec \$13K through the square terminal (251 transactions), only 40 were cash transactions. Really popular pre order Christmas sales. 104 transactions. Booklist day was 28 card, 3 cash. The Square charge fee is 1% and not terribly high. For term 1, as there's no parent assemblies, she has just nominated a few Fridays for opening up for parents to pop in.

Volunteers continue to be encouraged, customers are really quick to email missing details. When Stock runs out the website greys out that product. There are no reserved items, when the stock comes in it will be first come, first basis. Massive effort from Sheree and Olivia for managing the uniform shop for the Open Day. She would also like to purchase a new clothes rack and storage tubs. Veronika reminds that the canteen has \$400 annual for Uniform shop expenses and that Kerry can purchase the rack under that expense. Olivia now helping on a weekly basis to fulfil online orders.

**5.4 School Board:** No meeting yet but just to say that they'll be advertising for new members as some board members positions have fulfilled their term. no date set yet.

**5.5 Fundraising Report:** not a lot to report other than plans for the year. Discuss in Agenda Items. Veronika adds that we actually did really well with making roughly \$5000 across the course of the year considering we were limited in fundraising capacity with such a big focus on the canteen.

**5.6 Canteen Report:** Dan explained that supplies have been really struggling but we're getting by. Explained about supplies, missed orders, kids missing items but we're doing ok. We've changed the canteen days to Wed & Fri as Monday wasn't profitable. We will always need more volunteers.

**5.7 Principals Report:** Stuart acknowledges our outgoing P&C Members. He then discusses the Covid Scare at OSH club last week with a relief staff member and the support from staff and admin following our protocols and procedures was incredible. We already had a business continuity plan and the brief version will be sent home to parents explaining 'what happens if'. But whatever happens, we are ready regardless. No parent assemblies at this stage but we are looking at doing Webex version in the classrooms to get the badges out for the Prefects. This year new staff: Jodie Bowers working in Yr 1 as well as Deb Haslett returning in Yr 1 also. Census 366 bums on seats – huge numbers in 5 & 6, 65% staff triple vaxxed, 100% by the end of the term. Ben Higgins has also been assigned the school chaplin.

## 6.0 ELECTIONS

Annotation of which members have paid 50 cents to become financial members of the P&C in 2021  
President asks if all present have become financial members and signed the ledger.

## 6.1 Office Bearers

- **President** Jessica nominates Amanda Gratzner, all in favour, Amanda is the new President
- **Vice-President** Gareth W nominates himself and is the Vice President
- **Treasurer** Veronika C nominates herself and is the Treasurer, Caryse Collins will assist with banking deposits
- **Secretary** Amy Moore nominates herself and is the Secretary

## 6.2 Other positions

- **Fundraising Coordinator:** Sally is happy to maintain position, Bec Cain wants to join Fundraising sub committee along with Olivia, Maree & Ria.
- **School Board Representative:** Stuart will be the Board Rep for now until future Board is established.
- **Uniform Shop Coordinator** Kerry nominates herself and is the Coordinator
- **Parent Representative Coordinator:** Sheree nominates herself and is the Parent Rep Coordinator
- **Book Club Coordinator:** No volunteers so Sally & Amy offer to share the role until a coordinator is sourced.
- **Canteen Sub Committee:** Ria H, Celine L & Caryse C, President (Amanda) & Treasurer (Veronika)

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

Caryse, Sally & Sheree

## 7.0 APPOINTMENTS

**7.1 Appointment of Honorary Auditor:** Tom From Greenstone Accounting.

**7.2 Additional Signatory:** will have to add Caryse & Amy

## 8.0 GENERAL BUSINESS

**8.1 Agenda Item Easter Raffle;** Sally explains our history of the Easter Raffle and proposes that we spend up to \$100 to cover baskets, ribbon & cellophane.

1<sup>st</sup> Dan 2<sup>nd</sup> Ben All in favour. Stuart to get back to us on the date based on plan for last week of Term 1.

**8.2 Agenda Item Mothers Stall:** Sally would like to try to book in a date usually in the wed/thurs/fri before Mothers Day. Catalogues sell out early so want to get in and order early. Sally proposes that we spend up to \$2000 with \$200 allocated towards pots & soil for plants for Dan to pot up.

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

**8.3** Veronika said that at her work they worked on a grant for the Bushtucker Garden. Stuart says school can't apply for the grant but P&C can. Veronika to approach Miss Smith about the garden. Mrs Francis said that they're planning to have a native garden incorporating bush tucker around the science room so that could tie in well for the purchase of plants etc..

**9.0 NEXT MEETING SET:** Monday 21<sup>st</sup> March at 7:30

**10.0 CLOSURE** 8:24pm.