

AGM MINUTES

Applecross Primary School
Parents and Citizens Association (Inc.)
Tuesday, 6th February 2018

		Action
1.	Meeting Commenced at 7:05pm	
2.	Present and Apologies	
2.1	<u>Present</u> Anne Gardner, Kim Guelfi, Kate Petersen, Sanchia Dashlooty, Sarah Graf, Naina Pereira, Katrina Alilovic, Matt Batson, Naina Pereira, Liz Bunge, Catherine Bonneville, Daniela Dlugococz, Louisa Leurs-Adams, Mussaret Nagree, Manpreet Malhi, Naveena Gill, Bhinda, Peter Lynch, Mohinder Jaimangal	
2.2	<u>Apologies</u> Maria Hegbro-Tedeschi,	
3.	Minutes from Previous Exec Meeting - Confirmed by Kate Petersen	
4.	Correspondence Various fundraising letters Letter from Rotary re funds from parking for Jacaranda Festival	
5.	Standing Committee Reports	
5.1	President Report Anne welcomed everyone, including new members. Anne gave an overview of the P&C and while its focus is primarily fund-raising, it also presents opportunities to build a sense of community between parents, staff, students and the broader community. It offers a fantastic opportunity for parents to meet others and generally contribute to their children's schooling experience – and have some fun at the same time. The P&C had a large 'changing of the guard' in 2017, with many new Executive Committee members. The committee had an extremely busy and successful 2017. Approximately \$61,000 was raised in total during 2017 (inclusive of voluntary contributions) which was primarily used to fit out the Science Lab, purchase of a kiln, 'kids choice' library books and 4 new smart boards – as per the schools "wish list". The P&C oversees the uniform shop, which is a busy and much-loved service we provide. We continue to improve how it operates and we are currently in the process of establishing credit	

card facilities to assist payments. Wi fi signal is holding this up at the current time. A huge thank you to Michelle who single-handedly manages this shop so successfully.

The canteen closed mid-year following the resignation of Lorene. An alternative model continues to be considered, however very few volunteers have been forthcoming to assist in the getting the canteen up and running again – and the school, nor P&C has received no feedback (positive or negative) since its closure.

A huge thank you to the 2017 Executive Committee – Kate, Sarah, Katrina, Sanchia, Matt, Naina and Mia. Our Executive committee members inevitably take organizational ownership of our various events, which can prove a stressful task. You have all been magnificent and we thank you.

Thank you also to our school banking coordinator Liz - who is now taking over scholastic bookclub; Lisa - our outgoing bookclub rep; Richard – our Safety House program rep; and Sarah – who oversees the entertainment book fundraiser each year.

Thank you also to our General Members and to all parents who have volunteered during the year at various events. While finding volunteers to take ownership of an event is often very difficult, we are often inundated with volunteers to assist during events, which is a fantastic problem to have!

Finally, thank you to our Kim, our Principal, who is always approachable and very accommodating of all of our ideas – big and small, despite some of these affording a level of disruption to the school day. Thank you also to Louis, Jude, Sally, Lisa, Lesley, Andrea and Paul– and to all staff who are always willing to assist us in getting our events up and running.

Principal

See attached report.

568 students, growth of the school has slowed down but we are stretched in K-3

Stable staff cohort. Peter Hearne is on LSL for this term.

Works completed on the school grounds during the holiday break. New access ramps have been built.

Some trees removed outside rooms 20/21 based on the arborist report. He recommended a tree replacement programme as about 30% of the trees on the school grounds have reached maturity and need to be replaced

Plan not to write a fortnightly newsletter this year - it was an excessive workload for Sally. Information will be sent out via the

	<p>website and the school app as it arises.</p> <p>Classroom Smartboards all need replacing as they cannot be serviced. Six have been replaced so far. This is the school's priority for the year. Some need replacing urgently as they are not working. There is a replacement schedule to work from.</p> <p>Treasurer</p> <p>See attached report.</p> <p>Incredible effort in 2017 for fundraising</p> <p>Leaves about \$21,000 in the account, and there is about \$6,000 of this being held over for superannuation, \$6000 held in reserve and leaves about \$9,000 to spend immediately.</p> <p>Vice-President/Communications</p> <p>219 followers for P&C facebook page. It is proving a very effective and popular way of communicating P&C events.</p> <p>Class reps – another way of disseminating information to parents that is invaluable. Anne has written a guide to being a class rep, to assist parents undertaking the role. Anne and Kate will check the information is current and send out to this years reps and teachers.</p> <p>Kate has been class rep co-ordinator but is stepping down from this role in 2018. We require a volunteer to take this on. This sits with the VP/communications role ideally.</p>	
<p>6.</p> <p>6.1</p>	<p>Business Arising</p> <p>Cindy – mum at the school (Accountant) nearly completed Audit 2015/2016 and is confirmed for 2016/2017 and 2017/2018.</p>	
<p>7.</p>	<p>AGM Election of P & C Executive</p> <p>All positions declared vacant.</p>	

<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p><u>President:</u> No nomination received</p> <p><u>Vice President:</u> No nomination received</p> <p><u>Treasurer:</u> Sarah Graf Nominated by Anne Gardner & Seconded by Kate Petersen</p> <p><u>Secretary:</u> No nomination received</p> <p><u>Communications:</u> – decided this role would be decided upon at a later time but recommended to be included with VP role.</p> <p><u>General Members:</u> Matt Batson (Nominated Anne G, Seconded Kate P), Cat Bonneville (Nominated Anne, Seconded Sanchia), Naina (nominated Anne, Seconded Sanchia).</p> <p>Referral to the Constitution indicated that the position of President could be held vacant until the next meeting (3 month leeway), when the position would need to be filled.</p> <p>AGM closed at 8.05pm with positions vacant.</p> <p>Office Bearers – Complete Form to Send to WACSSO The form was only partially completed, due to no President being nominated.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>General Meeting opened</p> <p>Additional standing agenda items</p> <p>Clothing Boutique</p> <p>Looking into electronic payment options in order to improve ease of payments. Assistance in the shop is definitely required at the beginning of the year to manage the demand in a timely fashion. Anne helped Michelle for the first 2 weeks this year.</p> <p>Canteen</p> <p>The Canteen Committee met for one meeting but unfortunately the interest quickly waned and with very few responses to emails (two people) is no longer in place. Attempts have been made in 2017 to outsource the canteen requirements. The Brindle Group showed interest early on but have since disappeared.</p> <p>There is an option being discussed at the moment which may be in place for Term 2.</p> <p>No comments have been received by Kim about the Canteen, positive or negative.</p> <p>Safety House</p> <p>Safety House Co-ordinator – Richard</p> <p>Need to follow up if he is intending to stay on.</p>	<p>SD</p>

<p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p>	<p>Scholastic Book Club – Liz Bunge taking on the role of Co-ordinator.</p> <p>Thank you to Lisa Cleary who filled this role 2017 and did a fantastic job for the school.</p> <p>Liz requested that orders now be streamlined to online only. Decision taken for all orders now to be completed online.</p> <p>Decision taken to close the Scholastic Bookclub account and have funds transferred to the P&C account.</p> <p>School Banking</p> <p>New coordinator Anne Redelinghuys – every Friday morning, starting Week 3</p> <p>A big thank you to Liz Bunge for taking on the role for the past two years</p> <p>Dad’s club</p> <p>Decision to remove as a standing agenda item.</p> <p>Entertainment Books</p> <p>Decision to remove as a standing agenda item.</p>	
<p>9</p> <p>9.1</p>	<p>New Business</p> <p>Paperwork changeover (ATO, WACSSO, CBA) A unanimous yes vote was undertaken for Naina to be given authority, along with Pegasus, to become the registered Tax Agent to support Sarah with communications with ATO. The ATO have been extremely difficult to deal with regarding late superannuation contributions. The issue has been the school P&C contact person – no one on last years P&C was the nominated person and the ATO could not legally divulge that information to us...so we have been at a standstill as we have not been authorized to speak to the ATO on this matter.</p>	
<p>9.2</p>	<p>Kid’s Choice Books Marilyn keen to continue again this year. Sanchia interested in continuing to support Marilyn in this project. Daniela offered her support in this project. Decision taken to continue to support this initiative.</p>	<p>SD</p>
<p>9.3</p>	<p>2018 Class representatives Anne asked Kim to raise with teachers the contact list for parent details. It is much easier for parent reps if the classroom teacher helps the rep with this, otherwise this can drag on for the majority of term one. Guidelines for class reps to be distributed on the school app.</p>	<p>KG</p> <p>KG</p>

9.4	Welcome Evening Sanchia gave an overview of the evenings plans.	SD
9.5	Campout Matt volunteered to organise for 2018 Date – undecided, Matt to talk to Kim about dates Bookings – online Need to decide on entertainment Costings Lighting Access needs Facilitation can occur over email.	MB KG
9.6	Free dress day Clashes with the swimming carnival and so needs to be changed Anne to liaise with Kim re changing the date Theme suggestion – pyjamas. Anne will coordinate the flyer and the event.	AG KG
10	Meeting closed	
	Next Meeting Executive Meeting – Week 7 -Tuesday 13 th March at 7pm Close of Meeting 8.55pm	