

GENERAL MEETING MINUTES
 Applecross Primary School
 Parents and Citizens Association (Inc.)
 8th May 2018 @7pm

		Action
1.	Meeting commenced at 19:00	
2.	Present and Apologies	
2.1	<u>Present</u> Matt Batson (Chair) Kim Guelfi, Ann Gardner Amelia Barnard - minutes Naina Pereira Sarah Graf Cat Bonneville	
2.2	<u>Apologies</u> Asta Morton	
3.	Minutes from Previous Meeting Confirmed by Anne, seconded by Amelia.	
4.	Business Arising	
4.1	Previous years audit Cindy Browne (Auditor) requires a completed set of canteen financials for the 2016 and 2017. Sarah Graf (Treasurer will put together accounts based on bank statements and provide information to Cindy.	SG
4.2	Superannuation Payments Naina Pereira and Sarah Graf will work together to resolve outstanding superannuation payments. Sarah is unable to liaise with the ATO as she is not an authorised person on the ABR.	SG & NP
4.3	ABR and ATO Authorised Contact Person Sarah Graf to be an authorised contact person with the ATO and also to be listed on the ABR as an authorised contact person. Sarah to update and submit relevant documents	SG
5.	Correspondence Amelia Barnard reviewed advertising material that had arrived in the mail. Agreed no correspondence required additional action.	
6	Standing Committee Reports	
6.1	President No new items raised.	
6.2	Principal Ground/Building Works <ul style="list-style-type: none"> • Department of Education has agreed to fund a new gardener shed. The old shed is part of the heritage listed precinct and must be preserved. • New whiteboards installed – rooms 7, 9 13, 15 & 16. P&C paid for 3 and 2 was paid by the school. • Kim in communication with Education department to resolve Wireless connection for Uniform Shop 	KG

	<p>Staff</p> <ul style="list-style-type: none"> • Mrs Hellemar taking LSL commencing 14 May 2018 until end of term. Mr Herne will be replacing her. • Mrs McKenna will be taking 3 weeks leave this term – dates to be confirmed. <p>Lapathon – dates clash with faction cross country and swimming. To be rescheduled to week 6.</p> <p>Mother's Day Stall – thank you to Tennille and parents who contributed their time and donated wrapping paper.</p>	
6.3	<p>Vice President/Communications</p> <p>Read out by Matt on behalf of Asta</p> <p>New mail format</p> <ul style="list-style-type: none"> • Limiting emails to 2 per week- Sunday & Wednesdays. However depending on Asta workload and movements, this may vary. <p>P&C Events v's School Organised events</p> <ul style="list-style-type: none"> • Need to clearly distinguish who is responsible for communicating events. Received several comments/responses about lack of communication from P&C about school events. <p>Marking & Promotion</p> <ul style="list-style-type: none"> • 245 followers on P&C FB page • 230 likes on P&C FB page • Shared Maggie Dent event on Melville Community Chat group 	MB
6.4	<p>Treasurer</p> <p>Financial updates:</p> <ul style="list-style-type: none"> • \$4,017 raised from campout • \$10,975 YTD P&C Contributions • \$534 Term 1 Dress Up Day • \$1,192 5c Frenzy <p>Bank Signatories: To change the bank signatories, the relevant forms need to be signed, the changes must be stated in the meeting Minutes, and these Minutes must be signed by Matt and a copy given to the Bank.</p> <p>The following people are duly authorised to operate the account:</p> <p><u>Main P & C Accounts (ending 7244 and 2723)</u>: Sarah Graf, Anne Gardner and Matt Batson</p> <p><u>Canteen Account (ending 4259)</u>: Sarah Graf, Anne Gardner and Matt Batson</p> <p><u>Uniform Shop Account ((ending 5158)</u>: Michelle Davey, Anne Gardner, Sarah Graf, Sally Spiers and Matt Batson</p> <p>Sarah Graf and Matt Batson are duly authorised to make the changes to the bank accounts and to liaise with the Commonwealth Bank of Australia as necessary</p>	<p>SG</p> <p>SG/MB</p>
7.	<p>Additional Standing Agenda Items</p>	
7.1	<p>School Board</p> <p>No new business</p>	

7.2	Clothing Boutique	
	<ul style="list-style-type: none"> Anne will cover Michelle for 2 weeks while she is on leave New winter jumpers delayed in delivery. Leavers shirt also late in delivery Michelle needs a safety mat at entrance of store. 	AG AG
7.3	Safety House	
	No new business	
7.4	Scholastic Book Club	
	Bank account needs to be closed. Sarah to confirm with Liz if this has already happened.	SG
7.5	School Banking	
	No new business	
8.	General Business	
8.1	Paperwork Changeover (ATO, WACSSO, CBA) <ul style="list-style-type: none"> Matt to update new members on WACSSO website 	MB
8.2	Uniforms <ul style="list-style-type: none"> Shorts provided are quite big in size. Previously recognised as an issue due to wholesaler providing stock that was different sample. A new dress design is currently in process for girls. Will be receiving some samples. 	
8.3	Campout Review <ul style="list-style-type: none"> Was a successful night. Amelia raised cost of ticket and closing off event from parents who didn't purchase ticket before close off date. P&C made decision to close tickets at it was a sold out event. 	
8.4	P&C Roles & Responsibilities <ul style="list-style-type: none"> WACSSO conducts a 2 hour seminar to discuss the purpose of P&C and best practices. Due to members unavailability it was decided to postpone seminar to another appropriate time. 	
8.5	Canteen <ul style="list-style-type: none"> Matt sent out an email requesting members to do some homework about the option of opening up canteen. P&C could hire a canteen manager to run canteen. A detailed job description, costings and menu will need to be drawn up. The main issue is securing volunteers to commit to helping at canteen when it's operational. Concluded to discuss at next meeting when there could be more of the school community present to discuss the options. 	
8.6	Maggie Dent Update <ul style="list-style-type: none"> 78 tickets sold @\$35 (\$10 rugby club for providing tea, coffee and refreshments) \$2,530 Maggie Dent appearance fee Kim agreed to contact Attadale and Ardross primary school to enquire if we can advertise with them. We need to ensure we don't encroach other local schools, who are also holding a Maggie Dent event. 	KG

8.7	<p>Mother's Day Stall Update</p> <p>Tennille Daw's provided Amelia via e-mail with following update:</p> <ul style="list-style-type: none">• \$2,148 total cost of present• \$2,155 raised from Monday's takings (11 classes)• \$ 100 due from 14 students• Friday takings from remainder 12 classes will be all profit. <p>Tennille advised that profit is lower than forecasted due to budget assumptions based on selling price of \$10 gifts only. Tennille also founded it challenging when deciding how much of each present to stock.</p> <p>For simplicity purposes the Father's Day stall will sell gifts for only \$10. To be communicated with Tennille.</p>	
Meeting closed approx. 9:15pm		