

AGM MINUTES

Applecross Primary School
Parents and Citizens Association (Inc.)
Tuesday, 7th February 2017

		Action
1.	Meeting Commenced at 7:13pm	
2.	Present and Apologies	
2.1	<u>Present</u> Ashley Cranenburgh, Anne Gardner, Kim Guelfi, Kate Petersen, Frank Sanchez, Sanchia Dashlooty, Sharon Horak, Katrina Alilovic, Matt Batson, Elaine O'Sullivan, Naina Pereira, Maria Hegbro-Tedeschi, Michelle Hodgskin, Gina Blakemore, Liz Bunge, Andy Hiles, Maria Beilin, Louisa Leurs-Adams, Rodrigo Nobrega, Michelle Kirk and Marie Isbell.	
2.2	<u>Apologies</u> Lynda Ainge	
3.	Minutes from Previous Exec Meeting - Confirmed by Kate Petersen, seconded by Sanchia Dashlooty	
4.	AGM Election of P & C Executive <u>President:</u> N/A <u>Vice President (Communications):</u> Kate Petersen <u>Secretary:</u> Sanchia Dashlooty <u>Treasurer:</u> Anne Gardner <u>School Board/P & C Liaison:</u> Sanchia Dashlooty <u>General Committee Members:</u> Katrina Alilovic Matt Batson Naina Pereira (Maria Hagbro-Tedeschi) Referral to the Constitution indicated that the position of President could be held vacant until the next meeting, when the position would need to be filled. An additional position was created at the meeting, that of Assistant Treasurer. This role will provide all necessary logistical and administrative support to the Treasurer. This role is not an Executive role however. Sharon Horak volunteered for the position for 2017.	
5.	Office Bearers – Complete Form to Send to WACSSO The form was only partially completed, due to no President being nominated.	

6.	<p>Business Arising</p> <p>6.1 Ashley has not completed ATO forms re: Superannuation, as new office bearers need to be the signatories.</p> <p>Discussion with Michelle revealed that she will be remaining in the Uniform Shop for the near future, allowing for a continuing uniform shop on site.</p> <p>Good Grocer Fundraiser: Ashley has collected all monies owing for both 2015 and 2016.</p>	
7	<p>Correspondence</p> <p>The majority of recent correspondence has been for the Treasurer, with the exception of an information sheet regarding a Canteen Open Day, which was forwarded to Loreen.</p>	
8	<p>Standing Committee Reports</p> <p>8.1 President</p> <p>Ashley extended a heartfelt thank you to the staff, parents, P & C and community at Applecross PS for the great honor of being the P & C President over a number of years.</p> <p>Ashley stated that he will continue to assist with sourcing sponsors for the Canteen in 2017.</p> <p>8.2 Principal</p> <p>See attached report.</p> <p>Kim reported that while there is dissatisfaction with the current website, the school is looking into changing it, however this process is taking a period of time to complete.</p> <p>Kim stated that the school is currently requesting financial assistance from the P & C to help with the areas of both ICT and Science, including the building of a new science lab in the recently completed Rosalie Pavilion.</p> <p>Kim also raised a request from staff for funding to assist in subsidising families who are accessing the Tuning in To Kids program. General discussion resulted in no formal decision being made, however it was raised by a number of attendees that the possibility of funding a parenting information session/program which could be attended by a larger group than the 12 – 15 parent group of TIK may be a better use of resources. Kim stated he would discuss this further with staff.</p> <p>8.3 Vice President</p> <p>No business arising.</p> <p>A formal thank you was extended to Elaine O'Sullivan for her significant and sustained support of the P & C over a number of years, in which she fulfilled a variety of roles and dedicated</p>	

	enormous time and energy.	
8.4	Treasurer	
	See attached report.	
	Anne indicated that updated signatory forms will be required for members of the new Executive, in addition to updating the ATO forms.	
8.5	Clothing Boutique	
	See attached report.	
	The selling of secondhand uniforms through the Uniform Shop was discussed. Anne reported that this is happening less and less. Kate agreed to place information regarding this on the P & C FB page.	KP
8.6	Canteen	
	See attached report.	
	Anne and Ashley agreed that the dates of the financial reporting for the canteen need to be shifted to the calendar year.	AC
	Ashley stated that he will be researching alternative outsourcing options for the canteen on Fridays, instead of Subway. The preference is for a local provider, with new foods to increase interest from school families, and to provide greater remuneration to the canteen.	AC
	Ashley further stated that he will be assisting Lorene to negotiate cheaper prices on staple food items to increase the profitability of the canteen.	AC
	Anne raised the need for the Canteen accounts to be audited for both the 2015 and 2016 financial years. This is particularly pressing as the school is undergoing a School Review in early April, and these figures will need to be available for this time. Anne to follow up with Cindy Richardson (who conducted the 2014 audit) and Ashley agreed to source another possible Bookkeeper/ Accountant if Cindy is unable to conduct this audit.	AG & AC
	Ashley confirmed that Lorene will be continuing on in the role of Canteen Manager. It was agreed that Lorene will provide termly reports to be feedback to the P & C Executive meeting in a timely manner.	LC
	Anne requested that Lorene pay herself regularly rather than waiting until the end of term, as it makes it tricky to track the cash flow position of the canteen.	LC
8.7	Safety House	
	No report available and Richard not in attendance.	

	Sanchia informed the group of the preferred date of Safety House Day in Term Three, Thursday the 21 st of September, however it was agreed that the booking of the day must happen as a matter of urgency to have some chance at getting a preferred day. Sanchia agreed to ask Richard to follow this up.	SD
8.8	Fundraising	
	There was discussion regarding the possibility of the general members of the Executive taking on an overseeing role of the Fundraising. No agreement was reached.	
9	General Business	
	Class Parent(s) 2017 Kate, in her role as VP/Communications stated that she is keen to assist in building the relationship between staff and the P & C, and as such she would be presenting at a staff meeting in February, outlining the new Executive of the P & C, as well as encouraging staff to consider where they would like additional monies to be spent, in line with their teaching priorities. Kate is also keen to send teachers the same emails that the Class Reps will receive regarding the P & C's activities, so that staff are kept in the loop.	KP
	Kate will also be taking on the role of Class Rep Coordinator, and will be working with teachers to ensure an appropriate Class Rep is selected – a role description has previously been provided to Teachers which they can share with parents at their initial class meeting.	KP
	State Election – 11th March 2017, Cake Stall	
	Sanchia stated that she would be keen to run an election day cake stall and sausage sizzle, as a fundraising event for the P & C. Last year for the federal election, the day raised nearly \$3000, and it assisted in raising the P & C'S profile in the community and added a much needed buzz to the voting process. Katrina and Naina agreed to assist with the sausage sizzle, while Sanchia agreed to oversee the day, including the cake stall and the booking of a coffee van etc.	SD, KA, NP
	Electronic Canteen Roster	
	Ashley stated that he and Andrew Ellerton are still working on the electronic canteen roster, but that possibly it had become too complex, and it may be easier to continue with the process that is currently in place.	
	Calendar of P & C Events	
	See attached Calendar.	
	Sanchia stated that a calendar of P & C events had been drawn up for the year, through discussion with Sally Spiers to ensure no clashes with school dates. There is one major fundraising event plus	

	an additional one or two smaller events scheduled per term i.e. dress up day, Good Grocer shopper docket etc.	
	The main event for Term One has been listed on the School Calendar as a P & C Welcome, and this event has traditionally been the school campout. Much discussion was had regarding how valued the campout is as a school event, however in the absence of any person willingly to organize the event, it was agreed to possibly move the campout to Term Four and instead have a Welcome Wine and Cheese night for parents, with an accompanying movie night for kids in Term One.	
	Much discussion was had regarding the format of the Welcome Evening. Matt agreed to investigate whether a liquor license would be required to serve alcohol on school property. Kate agreed to organise the event.	MB KP
	<p><u>Next Meeting</u> Executive Meeting – Tuesday 29th 14th March at 7pm</p> <p>Close of Meeting 9pm</p>	