

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF THE ANNUAL GENERAL MEETING
Monday 20 February 2023, 7:00pm, Library**

ATTENDANCE

- Attendance record on file.

- **WELCOME**

- **APOLOGIES**

- Gemma Taylor
- Rebecca Brown
- Shannon Ryan

- **CONFIRMATION OF THE MINUTES FROM PREVIOUS GENERAL MEETING**

Resolution: That the minutes of the General Meeting of Churchlands Primary School P&C Association held on 28 November 2022 at 7:00pm be taken as a true and accurate record.
Carried

- **CONFIRMATION OF THE MINUTES FROM EXECUTIVE MEETINGS**

Resolution: That the minutes of the Executive Meeting of Churchlands Primary School P&C Association held on 13 February 2023 be taken as true and accurate records. Carried

- **CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING**

- Zoom (investigate possible cheaper options)

6. CORRESPONDENCE IN/OUT (Diane Calligaro)

- None

7. REPORTS

7.1 Presentation of the signed Solvency Declaration (Thuy Acacio)

- It is a requirement under our Constitution that the Executive Committee reviews the financial records for the Churchlands Primary School P&C Association Inc. and confirms that the P&C has money to pay any debts when they are due.
- An Executive Meeting was held on 13 February 2023 to confirm that the Churchlands Primary School P&C Association Inc. is solvent and can pay all debts when they are due.
- At the Executive Meeting, the President acknowledged our solvency and will lodge a signed solvency declaration on behalf of the Executive Committee. A copy of the solvency declaration will be distributed.

7.2 Presentation and adoption of the financial statements for 2022 and auditor's review

- Rachel Eagar conducted a review of the 2022 Statements of Receipts and Payments for the Canteen, Uniform Shop and Main Account.
- The cash balance to the 13 February was presented at Solvency Declaration. The cash balance for the Main Account was \$35,520.25 and the cash balance for the Uniform Shop was \$41,641.10 and the Canteen Account \$28,197.95.
- The netball funds and DUCKs funds in the Main Account have carried over from last year.
- Audit reports and recommendations will be circulated with meeting minutes.

7.3 Principal's Report (Kim Fraser)

- See attached report.

- Highlights include:
 - Kim thanked the P&C for their continued support throughout the year.
 - The school board focus and direction will be distributed during newsletter in the weeks to come.
 - CPS is due for a public school review this year.
 - The new OSH provider, Their Care, has had a successful launch in the new school year. The previous OSH provider presented a larger lease agreement, hence the new provider.

8 ELECTIONS

- Elections were held for the following P&C positions and the results are noted below.

8.1	EXECUTIVE OFFICE BEARERS	
i.	President	VACANT
ii.	Vice President	Thuy Acacio
iii.	Secretary	Diane Calligaro
iv.	Treasurer	Aaliyah Ivanescu
8.2	EXECUTIVE MEMBERS	
i.	Communications Officer	VACANT
ii.	Canteen Treasurer	Angela Huang
iii.	Fathering Project DUCKs Coordinator	VACANT
iv.	Uniform Shop Manager	Noriko Suizu
8.3	OTHER	
i.	DUCKs Committee	
	Fathering Project DUCKs Coordinator (Executive member)	VACANT
	Committee (up to 10 including executive member)	Lex Brickland Daniel Romano Brent Hedley Roman Harasymon Rubin Kuppusany Heug Chooi Matt Rainbow Hamish Buddle Luke Vanson Daniel Lacey
ii.	Canteen Committee	
	Canteen Coordinator	VACANT
	Canteen Treasurer	Angela Huang
ii.	Netball Committee	
	Netball Coordinator	Jessica Vanson
	Committee (not more than 10 including executive member)	TBC
iii.	Graduation Committee	
	Graduation Committee Coordinator	Shannon Ryan

	Committee (not more than 14 including executive member)	Jemma Weidinger Josephine Teh Angel Chan Carole Leung
iv.	Eco Shed Committee	Gemma Taylor
v.	Scholastic Coordinator	Gemma Taylor
vii.	Class Rep Coordinator	Shannon Ryan
viii.	CLASS	Class representative
	ECE4 Kindy Blue	Tse-Chee Loo
	ECE 4 Kindy Red	Simone Bolton
	ECE 1 Pre-Primary	VACANT
	ECE 3 Pre-Primary / year 1	Jacqueline Koh
	Rm 1 - Year 1	Tricia Stringer
	Rm 2 - Year 1	Emily Kenworthy
	Rm 4 - Years 1/2	Rebecca Brooks / Claire Mortini
	Rm 5 - Year 2	Sally Garrity
	Rm 6 - Year 2	Hayley Thompson
	Rm 7 - Years 4	Eu Li
	Rm 8 - Year 3	Thanh Nguyen
	Rm 9 - Year 4	
	Rm 10 - Year 5/6	Juliana Gu
	Rm 11 - Year 5	Lex Brickland
	Rm 12 - Years 6	Alexander Sandow /Won Park / Helen Trinh
	Rm 13 - Year 6	Josephine Teh
	Rm 14 - Year 5	Agnes Epee
	Rm 16 - Year 3	Ellie Shaw
	Rm 17 - Year 3	Juliana Gu

9 APPOINTMENTS

9.1 Appointment of Reviewer of Financial Statements for 2023

- In accordance with the P&C constitution, the financial records of the association must be reviewed every year. Rachel Eagar has agreed to review the financial statements for 2023.

9.2 Appointment of Signatories on the P&C Accounts

- 2022 Executive P&C Members Philippa de Morton, Emma Allanson are to be removed as official signatories on all P&C accounts.
- In accordance with the P&C constitution, all P&C Accounts have a requirement of two authorised signatories to sign.

10 GENERAL BUSINESS

10.1 Annual Calendar of P&C activities

- Ducks bike ride 26th March
 - Free event and ice cream will be provided after the ride around Herdsman Lake.

- Year 1: Easter Raffle
 - Last Thursday before term break – 6th April. Parents will provide the donations and the year 1 families will put the baskets together.
- ANZAC Assembly is the first day back of Term 2, Wednesday 26th April. The wreaths will be made the morning of the assembly at the school.
- Cake stall – The first cake stall for the year is Friday 24th March.

10.2 Proposal to open a P&C debit card with a \$1000 limit. Proposal to change the funding of \$32 monthly fee for Mailchimp to P&C debit card.

- In the past, position holders on the P&C have had to put down their personal credit card for the annual subscriptions. Opening a P&C debit card associated with our accounts, allows us to pay the annual expenses (MailChimp and Zoom).

Resolution: That a debit card account be opened and be called the Churchlands P&C Association Inc debit card account

Resolution: That the Debit Card and Account Usage Policy be adopted for the year 2023, and that the signatories to the account are the P&C Executive authorised signatories.

10.3 Proposal to spend \$57 a month for Xero - P&C to start using Xero for bookkeeping going forward and to be debited from the bank account or newly created P&C debit card.

- Using Xero will be a lot easier for auditing by attaching invoices electronically without having to print.
- WACSSO is fine with CPS using it as most P&C have moved to online.
- Due to paying the canteen staff, we need the highest version of Xero.

Resolution: The Churchlands Primary School P&C Association will spend \$57 a month for Xero.
Carried

NEXT MEETING DATE: Tuesday 28 March 2023, 7:00pm

MEETING CLOSED: 8:05pm