

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 28 March 2023, 7:00pm, Staff Room**

**ATTENDANCE**

- Attendance record on file.

**1. WELCOME – Secretary (Diane Calligaro)**

**2. APOLOGIES**

- Thuy Acacio
- Gemma Taylor

**3. CONFIRMATION OF THE MINUTES FROM PREVIOUS ANNUAL GENERAL MEETING**

*Resolution: That the minutes of the Annual General Meeting of Churchlands Primary School P&C Association held on 20 February 2023 at 7:00pm be taken as a true and accurate record. Carried*

**4. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING**

- None

**5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

- Elections (Vacant Positions)
  - Office Bearers: President – there has been no interest for the President position. Filling this position will be our main focus for the next few weeks. Shannon will send out urgent message through to Class Reps and attach a position description of what is involved. Luke will also send a message through Skoolbag.
  - Executive Members: Communications Officer, Fathering Project Coordinator  
*Update since meeting: Lex Brickland has nominated for this position.*
  - Other Positions: Canteen Coordinator
- Investigate other cheaper options for Zoom.
  - For the purposes of the P&C usages and audiences, Zoom is the most viable option. Questions were raised whether we need Zoom at all. It already has been paid for throughout the year. It will be discussed in November to see if we want to continue for 2024.

**6. CORRESPONDENCE IN/OUT (Diane Calligaro)**

**Incoming/Outgoing**

- None

**7. PRESIDENT'S REPORT (Thuy Acacio – Vice President)**

- See attached report.

**8. TREASURER'S REPORT (Aaliyah Ivanescu)**

- See attached report.
  - Campion voluntary contributions were smaller this year of only \$18,000. As compared to last year at \$26,000. It has been decided at last meeting to hold off on sending reminder messages, as some families might be struggling with the interest rate rises. For further review in coming months.

- AGM – debt card setup for main account. The debit card set up for the main account was approved at the AGM and motion has been raised at this meeting see 13.2.
- Unexpected money comes into the main account from Entertainment books. The Entertainment books was a fundraiser years ago. It was removed we the Executive committee decided to look at the P&C values. Once a new president is nominated, a review of funding for the year will be mapped out.
- Similar to Sharepoint, it would be good to have all P&C documents in one place. This will make it easier for transition of positions from year to year. Aaliyah will look at Google Drive possibilities.
- Xero going very well and is a lot quicker to go through for payments, etc.
- \$39,000 in P&C Main account

#### **9. PRINCIPAL'S REPORT (Kim Fraser)**

- See attached report.
  - Regarding the crosswalk, Luke spoke to staff on Monday and will go ahead on design.
  - Letter drop will be done over school holidays and Luke will reach out to parents to help do the letter drop.
  - Kim is working on a letter to police and Christine Tokin will be copied in. Flashing lights to go out on Pearson and Cromarty as a suggestion to flash with entering the 40km zone.

#### **10. CANTEEN REPORT (Angela Huang)**

- See attached report.

#### **11. FATHERING PROJECT REPORT (Update from Lex Brickland)**

- See attached report.
  - Successful bike ride event on Sunday around 100 people.
  - Ice cream van was there for free ice cream after event.

#### **12. UNIFORM SHOP REPORT (Noriko Suizu)**

- See attached report.

#### **13. GENERAL BUSINESS**

- 13.1. ANZAC wreaths oasis – Proposal to spend up to \$200 on the oasis for the ANZAC wreaths
- Shannon will organise the purchasing the wreaths and will put out a flyer for families to donate flowers.
  - The wreaths will be made on campus again the morning of the ANZAC assembly on Wednesday 26<sup>th</sup> April.

*Resolution: That the Churchlands Primary School P&C Association Inc. will spend up to \$200 for the wreath oasis. Carried.*

- 13.2. Bankwest are discontinuing their business banking. Proposal to move bank accounts to CBA.
- It was agreed by everyone to move the P&C banking to CBA and include a debit card for the main account to manage yearly/monthly expenses easier.
- 13.3. Proposal to increase the limit on the canteen debit card from \$1,000 to \$1,500
- The limit has always been \$1,000 because only a single approval is required. As the price of food has increased, the spend limit is reached more frequently.
  - Proposal to increase the limit to \$1,500.

- Everyone in attendance agreed to increase the limit to \$1,500

13.4. 2023 School Resources List – Proposal to spend up to \$30,000 on resources for the school.

- The P&C has the following from the accounts to donate to the school: main account \$15,000 and uniform shop account \$15,000.
- It was discussed to donate \$12,000 for the supplies for each of the focus areas, which total \$12,000.
- The remaining \$18,000 will go towards the new flooring in the undercover area.

*Resolution: That the Churchlands Primary School P&C Association Inc. will donate a total of \$30,000 to go towards the CPS Schools Resource List. Carried.*

13.5. Uniform shop – second-hand uniform shop has not had a price increase for years. In addition, some items are good quality. It was decided to put up price from \$5 to \$7.

**14. NEXT MEETING DATE:** 16 May 2023

**MEETING CLOSED: 8:30pm**