

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC.
MINUTES OF A GENERAL MEETING
Monday 22 May 2023, 7:00pm, Staff Room**

ATTENDANCE

- Attendance record on file.

1. WELCOME – President (Thuy Acacio / Jess Vanson)

2. APOLOGIES

- Jemma Weidinger
- Karen Ariyaratnam
- Gemma Taylor
- Kim Fraser

3. 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 March 2023 at 7:00pm be taken as a true and accurate record. Carried

4. CONFIRMATION OF THE MINUTES FROM PREVIOUS EXECUTIVE MEETING

Resolution: That the minutes of the Executive Meeting of Churchlands Primary School P&C Association held on 15 May 2023 at 7:45pm be taken as a true and accurate record. Carried

5. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING

- None

6. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

- Elections (Vacant Positions)
 - Executive Members: Communications Officer
 - Other Positions: Canteen Coordinator – Pip, the previous Canteen Coordinator, can do a thorough handover.
 - Both position vacancies will be included in the next Chatter
- Shared drive for P&C documentation
 - Google Drive can hold up to 15GB free. Setup will be seamless as we already use gmail. The shared drive will be setup under President's email.

7. CORRESPONDENCE IN/OUT (Diane Calligaro)

Incoming/Outgoing

- Letter to Kim Fraser with the new P&C Executive team for 2023
- Audit reports to WACSSO and letter with new P&C Office Bearers

8. PRESIDENT'S REPORT (Jess Vanson – President)

- See attached report.

8. TREASURER'S REPORT (Aaliyah Ivanescu)

- See attached report.

- The process has been started to move the bank accounts to CBA. CBA will setup the P&C accounts as non-profit. There will be two signatories for all accounts, except for the debit card accounts will be one signatory.
- Once new CBA accounts setup, we need to ensure all places where funds are credited to Bankwest need to be changed to CBA (ie QKR!).
- Voluntary contributions for 2023 are around 70% of last year's contributions, which is about 43% of school population at a total of \$19,700 voluntary contributions.

9. PRINCIPAL'S REPORT (Kim Fraser)

- See attached report.

10. CANTEEN REPORT (Angela Huang)

- See attached report.

11. FATHERING PROJECT REPORT (Lex Brickland)

- See attached report.
 - There is a new CEO of Fathering Project. He is based in Perth.
 - Catchup this Thursday for DUCKs, mainly for events planning and focus on incorporating the community with events. The annual Bunnings Sausage Sizzle is planned and campout with a tentative date of 11th November.

12. UNIFORM SHOP REPORT (Noriko Suizu)

- See attached report.

13. GENERAL BUSINESS

- 13.1 Proposal to open a P&C debit card for the Netball Account with a limit of \$1,000. That a debit card account be opened and be called Churchland Primary School P&C Association Inc.
- At the beginning of netball season, there are quite a few expenses. In the past the expenses have been carried on personal accounts until reimbursement from P&C.
 - Everyone in attendance agreed to open a debit card for the Netball Coordinator, currently Jess Vanson.
 - The Main Petty Cash account will have a \$1000 limit to be used by the Main debit card (approved November 2022 in the name of the P&C treasurer, currently Aaliyah Ivanescu), it was agreed that the Netball debit card would be opened as an additional card connected to the Main Petty Cash account rather than a separate account.
- 13.2 Canteen debit card updated access for Julie
- Julie needs a canteen debit card. She will need to go and present herself to verify her identity. Julie to be added as signatory on only the canteen petty cash account.
 - Everyone in attendance agreed Julie to be put on as a signatory for only the canteen petty cash account
- 13.3. Motion that the Debit Card and Account Usage Policy be adopted for 2023 and signatories to the account are the P&C Executive authorised signatories.
- WACSSO requires that we adopt the Debit Card and Account Usage Policy
 - Everyone in attendance agreed to adopt the policy
- 13.4. Review of Fundrasiers from previous year – Cake Stalls, Lapathon, Book Fair, Quiz Night, Ducks Bunnings Sausage Sizzle, Ducks Campout

- Cake stalls – have been quite popular before covid. This year we had only one cake stall in Term 1. It was the biggest cake stall fundraiser with over \$1,000. Next cake stall is tentatively booked for 23rd June (week 9) Friday with year 2 organising.
- Historically events have allocated to year groups:
 - Easter raffle - year 1
 - Lapathon - year 2
 - Athletics carnival - year 6
- Everyone agreed this seemed to work and parents know what to expect at start of year.
- Shannon will put together an events calendar for 2023 and send out to executive for review.

13.5. P&C Event Ideas for 2023 – School disco, Halloween Monster Bash, Christmas Concert or end of year celebrations

- School disco last year used the repurposed funds from the Welcome Picnic which was cancelled due to covid. It was agreed to have an event for community that is not a fundraiser and paid for by P&C. This year the Welcome Picnic has fantastic feedback.
- Year 4s to run a main fundraising event – it was suggested to bring back a parent night. This is a great way for parents to meet other parents in a social setting. The last parent event was 2 years ago, and the planning notes can be pass on.
- Suggested a possible disco/Halloween Monster Bash with year 3s planning
- A suggestion was “targeting fundraising” for parents to know what the money is being used for at the school. Which might help alleviate fundraising fatigue.

13.6. WACSSO Annual Conference 2nd delegate – Proposal to spend \$264 for the 2nd delegate, the Vice President, to attend conference

- Thuy attended these events in the past and gave positive feedback from the event. The conference is a good way to network with other P&C for ideas and brainstorm through same challenges such as fundraising and volunteer fatigue.

Resolution: That the Churchlands Primary School P&C Association Inc. will spend \$264 for the second ticket for WACSSO Annual Conference . Carried.

14. NEXT MEETING DATE: Tuesday, 20th June 2023

MEETING CLOSED: 8:05pm