CRAIGIE HEIGHTS PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION INC.
SPINAWAY STREET, CRAIGIE 6025
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MINUTES OF the GENERAL MEETING
6.30pm – 14th March 2016

Attendance: Melissa Aspinall, Kerstin Brannigan, Vicki Ellis, Andrew Kilgallon, Angelina Riegner
Guests:
Apologies: Narelle Pugh, Jillian Collard, Melissa Gordon, Jen Graffin, Michelle Finlayson

1. Chair opened the Meeting at 6.33pm

2. Welcome and Apologies – The Chair welcomed and thanked everyone for attending.

   2.1 It was determined that an executive meeting was to be held due to insufficient numbers to make a quorum.

3. Confirmation of Previous Minutes:

   Resolution: That the Minutes of the Annual General Meeting held 15th February 2016 be taken as a true and accurate record

   Moved: Kerstin Seconded: Andrew Carried

4. Business Arising from previous meeting

   4.1 P&C Officeholders and positions.

      4.1.1 Treasurer

         4.1.1.1 Adam Woodhead nominated but has since rescinded his nominations on the ground he does not believe he can commit to the role. The role is therefore to be readvertised.

         4.1.1.2 Kerstin suggest splitting the role into General accounts and canteen treasurer. If a treasurer cannot be to take on both roles she has recommend that the P&C consider the option of closing the canteen. The Canteen is running at a loss, lacking volunteers and has dwindling sales. Vicki will talk to Narelle about sending out information to the school community about the current position of the canteen.

   4.1.2 Our Secretary, WACSSO Rep and Facebook Editor positions are still currently vacant

   4.2 Deductable Gift Recipient Status - Still being looked into. Andrew questioned amount of effort required compared with the potential likelihood of increased donations on the ground that donation could be tax deductable. It was recommended that this item be dropped at the next meeting.

   4.3 Equipment Upgrade for Undercover Area – Andrew has obtained one quote from the government approved supplier. The quote came in at $9000 to $10000 for sound system only not including the laptop etc. The visual side is more slightly more expensive. Andrew will seek a quote from another supplier to confirm the costing.

   4.4 Canteen sales comparison – to be held over until the next meeting.

5 Correspondence: As presented.

   Resolution: That the correspondence as presented to this meeting be received and accepted

   Moved: Kerstin Seconded: Vicki Carried
Treasurer’s Report: As presented.

6.1 Kerstin noted that there is an error in the General accounts presented. The Mathletics has been paid already and needs to be accounted for.

Resolution: That the Treasurer’s report as presented to this meeting with the above amendment be received and accepted

Moved: Vicki Seconded: Melissa A Carried

6.2 The auditor recommended switching to online accounting system for access by more than one user. The cost would be approximately $50/month. This may be something for the P&C to review in the future.

6.3 The auditor recommended that receipts provided by personal people are invoiced to the P&C for improved account keeping. Kerstin noted that this is not required but maybe receipts should be signed and dated by those that are submitting them. Proposed changes to procedure to be discuss in next meeting.

6.4 Kerstin noted that more discussion is required regarding the loss of profit in the canteen. There are currently $3000 in funds remaining but the canteen is already at a YTD loss of $1600. Discussions to be held till next meeting.

6.5 Kerstin raised the issue regarding whereabouts of the Fundraising Petty Cash. $100 was held by the previous fundraising co-ordinator and needs to be traced.

Other Reports

7.1 Principals Report – As presented

7.2 Fundraising Report – As Presented

7.2.1 School disco – funds will need to be discussed next meeting.

7.2.2 5 cents challenge – a date is yet to be determined as the end of term 1 will be interrupted by Easter holidays

General Business

8.1 Tree of Thanks – Vicki raised the idea of having mural of a tree painted on which the leaves can be added to recognise the efforts of key people.

8.1.1 Jen looking into artist who can provide this.

8.2 Class Parent Reps – Amanda Robinson

8.2.1 Class room list to be shared with the P&C. Amanda to be emailed to Melissa

8.2.2 The office is looking at how to make more use of the parent representatives and at how to increase the number of emails approved for parent rep use. It was suggested that the request for use of email by the class representative be a one off approval for the duration of the child’s schooling with the option to be removed from the list if requested.

8.3 Just One Thing

8.3.1 Only 25 people have returned the forms to date. Five of those people have indicated that they would come to the P&C meeting.

8.3.2 Amanda will create a shared document with the summary of results for use by the P&C.

8.4 School Wish List – Jen Graffin – To be moved to the next meeting.

Date and time of next meetings –

9.1.1 6:30pm Monday, 9th May 2016

Meeting closed – 7:47 pm