

Craigie Heights Primary School P&C Association

Minutes of General Meeting

Wednesday 01st May 2024 6.30pm – 8.30pm

Held: Craigie Heights PS staff room and online via Zoom

Meeting Opened: 6.30pm

ATTENDANCE

Rebecca Vause (RV), Tim Wilson (TW), Jacki Catania (JC), Gabrielle Fry (GF),

Gemma Ridgers (GR), Ashleigh Jeffery (AF), Kerrie Davis (KD), Karen Mitchell, Shelley Giles (SG) – 7.30pm, Sarah Warren (SW)(ZOOM @6.33pm – left 6.45pm back 6.55pm),

Steven Cantania -6.47pm, (we had 3 on zoom but due to system issues we dropped the zoom call)

APOLOGIES

Gary Bryant (GB),

Acknowledgement of Country

ITEMS

1. Confirmation of Minutes of Previous Meeting

1.1. Resolution: That the minutes of the previous Annual General Meeting on Monday 11 March 2024 of Craigie Heights Primary School P&C Association be taken as read and confirmed as a true and accurate record.	Carried
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2. Business Arising from Previous Minutes

Tree of Thanks - RV proposed to add the following people: Jan Fudge - Education Assistant Melanie Scaife – Teacher,- Chloe Hodge – Teacher, Ella Benzie – Teacher, Amanda Montagnon - Education Assistant, Cheryl Griffiths – Teacher, Karen Smith Principal, Glen Bewick – Principal, Gary Bryant - Principal <ul style="list-style-type: none">- Teachers – Five years' service- P&C members – Three years of membership plus presence at a minimum of six meetings- School Board members – Three year term- Community – Three years of service	
2.2. The Athlete's Foot fundraising – KM has completed the form and is currently waiting to hear back from the store regarding the establishment of a fundraising account for the school. No response and committee choose to abandon this. (Maybe look at Rebel Sports)	
2.3 Beltana crossing upgrade – Attended the meeting and there is an upgrade coming, went through data and everything they need. Crossing put forward and they are upgrading the surface. The crossing will come in the Bethania upgrade. Next couple weeks will have flashing lights (end of May). Proposing moving the 40km sign to where the crossing will be.	
2.4 Sports Carnival fundraising items -Flyer sent Friday 21 st or 28 th June– school color items sold, selling -sold on square, 17 th July sales stop (2 weeks to collate) then we can sort pick up date	

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CLOSED 26 th July. (stall to be set up on the day)	
2.5 Appointment of auditor <ul style="list-style-type: none">- Books to be reviewed by Louise (will get this sent over)- No auditor needed as saves \$500+	Carried

3 Correspondence

Resolution: That Correspondence In/Out be received as per attached list.	Carried
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4 President's Report

4.1 Presentation and adoption of financial statements and auditor's report – <ul style="list-style-type: none">- will follow the agenda and then ongoing we can add	Carried
Additional Notes	
Wants a general more update to parents.	
Resolution: That the President's Report be adopted.	Carried

5 Treasurer's Report (see Appendix 1 – Treasurer Summary 01.05.24; Appendix 2 – Appendix 2 - Profit and Loss 01.05.24 & Appendix 3 - Balance Sheet 01.05.24)

Additional Notes 5.1 Available funds – General account \$7140.94 <ul style="list-style-type: none">- Canteen account – \$442	
Resolution: That the Treasurer's Report be adopted.	Carried

6 Principal's Report

Additional Notes	
Gary absent so no report this meeting	
Resolution:	TW

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7 Canteen Committee's Report

7.1 Special Lunch Order Day – 28th June 2024 <ul style="list-style-type: none"> - BBQ (Sausage sizzle) - Pizza – Steve to reach out to Beldon (Dominoes) 1st Option - Then we decide on FB chat 	KM
7.2 No report given as not needed anymore (change of system)	KM
Additional Notes	
None	
Resolution: That the Canteen Committee's Report be adopted.	Carried

8 Fundraising Committee's Report

8.1 2024 annual fundraising events for consideration	
<p>8.1.2 TERM 2</p> <p>Mothers Day stall – This event will run on Thursday 9th and Friday 10th May. The stall on Thursday will run across the morning so teachers can bring their classes through, with the Friday stall operating before school. SG and Emily Heath offered to run the stalls this year. Emily kindly offered to assist as she works at Kmart and also makes candles.</p>	AF
<p>P&C Day (Friday 24 May) – JC will look into ordering Krispy Kreme donuts to sell on the day. Looking to sell donuts as fundraiser through Krispy Kreme donuts Gold Coin Donation (need to look at this as maybe \$2)</p>	AF
<p>8.1.3 TERM 3</p> <p>Fathers Day stall – This will run the same as the Mothers Day stall, but on Thursday 29th and Friday 30th August.</p> <p>Sports Day lunch/cake stall – Sports Day is on Friday 23 August. Interschool Sports Day is Friday 13 September – BBQ will take place</p>	EH JC
<p>Bunnings/Mitre 10 sausage sizzle – The 2024 Committee will determine the date for this fundraiser. Will not go ahead this year.</p>	SC
<p>8.1.4 TERM 4</p> <p>Lapathon – The date and theme for this event will be determined by the 2024 Committee.</p> <p>Christmas raffle – Details for this fundraiser will be determined in Term 3.</p> <p>Welcome to Birak sundowner – As the 1st December this year is a Sunday, the committee would look to hold the Welcome to Birak event on Friday 29th November. CC mentioned that NAIDOC can't be celebrated prior to NAIDOC week due to cultural sensitivities, so JC offered to determine if this might also be the case if a Welcome to Birak event was held prior to summer starting.</p>	

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<p>8.1.5 OTHER OPTIONS (to be considered by 2024 committee) Entertainment Book \$95 Paid to account (ongoing) Will look at speaking to the office about paying for the text message service</p>	TW
Additional Notes	
None	
Resolution: That the Fundraising Committee's Report be adopted.	Carried

9 Craigie Kongks' Committee's Report

<p>9.1 Movie Night – Great night, will into banking as showing loss but all banked with easter raffle</p>	SC
<p>9.2 Paper Planes – 20th June Competition with kids and dads paper planes & BBQ</p>	SC
<p>9.3 Sleep Out- Term 4 9.4 Masters Milk Regatta - Steven to give update at next weekend and voted as an event. (funds raised will be donated to wish list with Kroonks and P&C input)</p>	SC
Additional Notes	
None	
Resolution: That the Craigie Kongks' Committee's Report be adopted.	Carried

10 Elections

<p>10.1 Office Bearers</p> <p>10.1.1 President – Jacqueline Catania received a nomination via email from Ashleigh Jeffrey, which was duly accepted</p> <p>10.1.2 Vice President – Karen Mitchell nominated by Jacqueline Catania, who accepted temporarily until a permanent nominee is found</p> <p>10.1.3 Secretary – Tim Wilson nominated by Karen Mitchell and duly accepted</p> <p>10.1.4 Treasurer – Rebecca Vause nominated by Jacqueline Catania, who accepted temporarily until a permanent nominee is found</p> <p>10.2 Executive committee members (not less than 3 positions)</p> <p>Gemma Ridgers Jacqueline Catania Stephen Catania Rebecca Vause</p>	
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<p>10.3 Committees</p> <p>10.3.1 Fundraising – no nominations received to date</p> <p>10.3.2 Craigie Kongks – Stephen Catania nominated by Shelley Giles and duly accepted</p> <p>10.4 P&C Member to nominate for and accepted</p> <p>Vice President – Kerrie Davis</p> <p>Treasurer – Gabrielle Fry</p> <p>Canteen – Jade Sullivan</p> <p>Book Club – Stacey Caporn</p> <p>Executives – add Stephen Catania – remove Shelley Giles</p>	
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11 Appointments

<p>11.1 Appointment of review / auditor under the 2019 P&C Constitution - RV explained that it is good practice to engage an auditor to audit the books each financial year. The 2024 committee will vote whether to appoint an auditor for the 2024 financial year at the next meeting.</p>	RV
<p>11.2 Bank signatories – The following members have been appointed as signatories to the two ANZ bank accounts – P&C and Debit Card Account:</p> <p>President – Ashleigh Jeffrey</p> <p>Vice-President – Karen Mitchell</p> <p>Treasurer – Rebecca Vause</p> <p>Secretary – Tim Wilson</p> <p>Executive Member – Jacqueline Catania</p> <p>Any other signatory currently listed is to be removed.</p>	

12 Money Allocation

<p>12.1 School Wish List</p> <p>12.1.1 Athletics subscription - \$5000</p> <p>12.1.2 School Defib Funding - \$3700 (agreed for \$2000 to be done via exec)</p> <p>In Exec meeting – request to change for (discussed and voted at exec)</p> <p>12.1.3 Bus subsidy - \$5000</p>	ON HOLD AGREED ON HOLD
<p>12.2 Fundraising Events</p> <p>12.2.1 WACSSO Conference (August) – 1 ticket included</p>	ON HOLD

