

# Craigie Heights Primary School P&C Association

## Minutes of Annual General Meeting

Monday 11 March 2024 6.30pm – 8.30pm

**Held:** Craigie Heights PS staff room and online via Zoom

**Meeting Opened:** 6:35pm

### ATTENDANCE

Rebecca Vause (RV), Jacki Catania (JC), Karen Mitchell (KM), Stephen Catania (SC), Gemma Ridgers (GR), Shelley Giles (SG), Gary Bryant (GB), Natalie Eastman (NE), Josh Bauer (JB), Emily Heath (EH), Carissa Carroll (CC) – Zoom, Tim Wilson (TW) – Zoom, Gabrielle Fry – Zoom (joined 6:51pm), Rozalind Lyon (RL) – Zoom (joined 7:50pm)

### APOLOGIES

None received

### Acknowledgement of Country

### ITEMS

#### 1. Confirmation of Minutes of Previous Meeting

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| <b>1.1. Resolution:</b> That the minutes of the previous Annual General Meeting on Monday 13 March 2023 of Craigie Heights Primary School P&C Association be taken as read and confirmed as a true and accurate record. | <b>Carried</b> |
| <b>1.2. Resolution:</b> That the minutes of the previous General Meeting on Monday 12 February 2024 of Craigie Heights Primary School P&C Association be taken as read and confirmed as a true and accurate record.     | <b>Carried</b> |

#### 2. Business Arising from Previous Minutes

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| <b>2.1. Tree of Thanks</b> - RV proposed to add the following people: Jacki Catania (P&C President), Natalie Eastman (Board Member and P&C member), Jen Richards (Community), Anna Bradbury (Community). Eligibility for a leaf is as follows: <ul style="list-style-type: none"><li>- Teachers – Five years' service</li><li>- P&amp;C members – Three years of membership plus presence at a minimum of six meetings</li><li>- School Board members – Three year term</li><li>- Community – Three years of service</li></ul> RV will speak to Jonathan Morland-Barrett to see if he has actioned the production of new leaves with Belridge SC as he took over from CC in 2023. | <b>RV</b><br><br><b>RV</b> |
| <b>2.2. The Athlete's Foot fundraising</b> – 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.  | <b>KM</b>                  |
| <b>2.3 Beltana crossing upgrade</b> – After liaising with school parents to petition the Council for a school crossing and collecting traffic (vehicle and pedestrian) data, JC has provided the required information to Karen Smith to submit to the Education Department for a funded crosswalk attendant. JC read to the committee the speech she wrote, which will be presented to Council at their meeting on 12 March. JC has requested speed humps, mirrors, road markings and flashing signs from Council, plus a crosswalk attendant to make it safe. The outcome will be discussed at the next Council meeting on 26 March.   | <b>JC</b>                  |
| <b>2.4 WACSSO State Council elections</b> – no nominations have been received to date.  | <b>SG</b>                  |

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| <b>2.5 P&amp;C Calendar of Events</b> – JC will speak to the new committee and the school to secure key dates for P&C events this year. | <b>JC</b> |
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## 3. Correspondence

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| <b>Resolution:</b> That Correspondence In/Out be received as per attached list. | <b>Carried</b> |
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## 4. President’s Report

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| <b>4.1. Presentation of the signed Solvency Declaration</b>   | <b>Carried</b>                               |
| <p><b>4.2 Presentation and adoption of financial statements and auditor’s report</b> – this item is on hold until the next meeting. The 2024 P&amp;C Committee will need to discuss and vote on the appointment of an auditor to audit the books this financial year. Appointing an auditor is good practice but not a requirement.</p> <p>Tim Wilson (TW) mentioned that his daughter’s mother is an accountant who may be able to audit the books this financial year. RV will make contact with her.</p> | <b>On hold</b><br><br><b>TW</b><br><b>RV</b> |
| <b>Additional Notes</b>   |  |
| <p>JC thanked everyone for all of their support and time.<br/>JC wants to reassure anyone who might be considering joining the committee that the current members will continue to support and assist as needed and will continue to encourage more of the school community to do ‘just one thing’.</p>   | <b>JC</b>                                    |
| <b>Resolution:</b> That the President’s Report be adopted.  | <b>Carried</b>                               |

## 5. Treasurer’s Report (see Appendix 1 – Treasurer Summary 11.03.24; Appendix 2 – Balance Sheet 11.03.24; and Appendix 3 - Profit and Loss 11.03.24)

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| <b>Additional Notes</b>   |                |
| <p><b>5.1</b> Available funds – General account \$9,548.85<br/>- Canteen account – \$498.53</p> | <b>RV</b>      |
| <b>Resolution:</b> That the Treasurer’s Report be adopted.                                      | <b>Carried</b> |

## 6. Principal’s Report (see Appendix 4 – Principal Report 11.03.24)

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| <b>Additional Notes</b>   |                |
| None  |                |
| <b>Resolution:</b> That the attached Principal’s Report be adopted. | <b>Carried</b> |

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### 7. Canteen Committee's Report

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| <p><b>7.1. Review of canteen operations</b> - There are currently 70-80 lunch orders being placed each week, which equates to approximately one quarter of the school.</p> <p><b>7.2. Icy pole sales</b> – These have averaged \$150 - \$200 per week in Term 1.</p> <p>KM suggested the P&amp;C stop selling icy poles in Term 2 and 3 and run a special lunch order day (sushi or Subway) once each term instead, with icy pole sales resuming again in Term 4. KM will advertise final icy pole sales for Week 9 of Term 1 on Facebook; a notice will also be put in the school newsletter.</p> <p>SG offered to organise a special lunch order day in Term 2 and will confirm a suitable date with the school.</p> | <p><b>KM</b></p> <p><b>KM</b></p> <p><b>SG</b></p> |
| <b>Additional Notes</b>  |  |
| None   |  |
| <b>Resolution:</b> That the Canteen Committee's Report be adopted.   | <b>Carried</b>                                     |

### 8. Fundraising Committee's Report

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| <p><b>8.1. 2024 annual fundraising events for consideration</b></p> <p><b>8.1.1 TERM 1</b></p> <p><b>Hot Cross Buns</b> – NE has spoken to the Craigie Bakery, they are unable to supply buns. NE will approach Baker's Delight in Mullaloo instead. A flyer has been created which will go home this week.</p> <p><b>Easter raffle</b> – GR requires some more raffle ticket books to complete the take-home flyers. A request for Easter egg donations will go out on Facebook.</p> <p><b>Craigie Kongks' movie night</b> – Ticket sales have been slower than last year so SC asked the committee to continue advertising the event. The movie and screen have both been booked in and Domino's Beldon have confirmed they are happy to assist again this year.</p> <p><b>8.1.2 TERM 2</b></p> <p><b>Mothers Day stall</b> – This event will run on Thursday 9<sup>th</sup> and Friday 10<sup>th</sup> 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> <p><b>P&amp;C Day (Friday 24 May)</b> – JC will look into ordering Krispy Kreme donuts to sell on the day.</p> <p><b>8.1.3 TERM 3</b></p> <p><b>Fathers Day stall</b> – This will run the same as the Mothers Day stall, but on Thursday 29<sup>th</sup> and Friday 30<sup>th</sup> August.</p> <p><b>Sports Day lunch/cake stall</b> – Sports Day is on Friday 23 August. Interschool Sports Day is Friday 13 September</p> <p><b>Bunnings/Mitre 10 sausage sizzle</b> – The 2024 Committee will determine the date for this fundraiser.</p> <p><b>8.1.4 TERM 4</b></p> <p><b>Lapathon</b> – The date and theme for this event will be determined by the 2024 Committee.</p> <p><b>Christmas raffle</b> – Details for this fundraiser will be determined in Term 3.</p> <p><b>Welcome to Birak sundowner</b> – As the 1<sup>st</sup> December this year is a Sunday, the committee would look to hold the Welcome to Birak event on Friday 29<sup>th</sup> November. CC mentioned that NAIDOC can't be celebrated prior to NAIDOC week due to cultural sensitivities, so JC</p> | <p><b>NE</b></p> <p><b>GR</b></p> <p><b>SC</b></p> <p><b>SG</b></p> <p><b>EH</b></p> <p><b>JC</b></p> |
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| <p>offered to determine if this might also be the case if a Welcome to Birak event was held prior to summer starting.</p> <p><b>8.1.5 OTHER OPTIONS</b> (to be considered by 2024 committee)<br/> <b>Entertainment Book (ongoing)</b><br/> <b>The Cookie Barrel – cookie dough</b><br/> <b>Pictureproducts plates</b></p> | <b>JC</b>      |
| <b>Additional Notes</b>   |                |
| None  |                |
| <b>Resolution:</b> That the Fundraising Committee’s Report be adopted.  | <b>Carried</b> |

### 9. Craigie Kongks’ Committee’s Report

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| <p><b>9.1. Movie Night</b> – Posts about the event have been made every few days on Facebook. Sales have been slow (possibly due to uncertainty about the weather) - 330 tickets had been sold by this point last year, whereas this year only 36 have been sold. All ticket sales so far have come via Square and not the paper option. KM will check the dropbox whilst SC is away.</p> <p><b>9.2. Bunnings Sausage Sizzle</b> – The new Craigie Kongks committee will look at dates for a sausage sizzle at the Joondalup store some time this year.</p> | <b>SC<br/>KM</b> |
| <b>Additional Notes</b>   |                  |
| None  |                  |
| <b>Resolution:</b> That the Craigie Kongks’ Committee’s Report be adopted.  | <b>Carried</b>   |

### 10. Elections

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| <p><b>10.1 Office Bearers</b></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><b>10.2 Executive committee members (not less than 3 positions)</b></p> <p>Gemma Ridgers<br/>         Jacqueline Catania<br/>         Stephen Catania<br/>         Rebecca Vause</p> |  |
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| <p><b>10.3 Committees</b></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><b>10.4 P&amp;C Member to nominate for</b></p> <p>10.4.1 Treasurer’s Assistant – Cheyenne Doerner nominated by Rebecca Vause and duly accepted</p> <p>10.4.2 Fundraising Co-ordinators – no nominations received, however Gemma Ridgers is happy to be part of a group and present the committee report at meetings. Emily Heath is happy to assist.</p> <p>10.4.3 Canteen Co-ordinator – Karen Mitchell nominated by Shelley Giles and temporarily accepted until a permanent nominee is found</p> <p>10.4.4 Bookclub Co-ordinator – no nominations received to date</p> <p>10.4.5 Newsletter Editor – no nominations received to date</p> <p>10.4.6 Social Media Editor (Community, Uniforms, Volunteers groups) – no nominations received to date</p> <p>10.4.7 Admin Assistant – Gemma Ridgers and Shelley Giles self-nominated and duly accepted</p> |  |
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### 11. Appointments

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| <p><b>11.1. Appointment of review / auditor under the 2019 P&amp;C Constitution</b> - 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>  | <b>RV</b> |
| <p><b>11.2. Bank signatories</b> – The following members have been appointed as signatories to the two ANZ bank accounts – P&amp;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

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| <p><b>12.1 School Wish List</b></p> <p>12.1.1 Athletics subscription - \$5000</p> <p>12.1.2 Literacy resources - \$4000</p> <p>12.1.3 Bus subsidy - \$5000</p> | <p><b>ON HOLD</b></p> <p><b>APPROVED</b></p> <p><b>ON HOLD</b></p> |
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| <b>12.2 Fundraising Events</b>  |                            |
| 12.2.1 Mothers Day stall items - \$500  | <b>APPROVED</b>            |
| <b>12.3 Other Allocations</b>   |                            |
| 12.3.1 Audit - \$500 (if needed)  | <b>ON HOLD<br/>ON HOLD</b> |
| 12.3.2 WACSSO Conference (August) – 1 ticket included   |                            |
| <b>Additional Notes</b> - None  |                            |
| <b>Resolution:</b> That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$4500). | <b>CARRIED</b>             |

### 13. General Business

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| <p><b>13.1 Fundraising assistance from Jaimee Bentall, RE/MAX Extreme real estate</b> – The school has been approached by a local real estate agent requesting to advertise an Easter Egg Hunt to our school community via the newsletter and social media.</p> <p>GB explained that any individuals/organisations wishing to advertise must have a direct relationship with the school. As the real estate agent does not have a clear or direct link, the request will be denied.</p> |  |
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### 14. Other Business

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| <p><b>14.1 Crazy Sock Day</b> – KM raised the possibility of selling crazy socks to students for future Crazy Sock fundraising days. CC explained that as Crazy Sock Day is a fundraiser in itself (raising money for the school's sponsor child), it might be asking parents/carers too much to pay for socks and then give a gold coin donation to wear them as well. It might also create confusion if some families believe buying socks is the fundraiser, and then don't bring in the gold coin donation to wear them.</p> <p>The P&amp;C would like the opportunity to sell faction colour-themed items for the Sports Carnival, if possible. This will be discussed by the 2024 committee.</p> |  |
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### 15. Next Meeting

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| <p>The next meeting of the Craigie Heights P&amp;C will be a <b>General Meeting</b> and is currently scheduled for Monday 29<sup>th</sup> April 2024 at 6:30pm. The meeting will be held in the school staff room and also online via Zoom.</p> |  |
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**Chair closed meeting:** 8:15pm