

Craigie Heights Primary School P&C Association

Minutes of Annual General Meeting Monday 13 March 2023 6.30pm – 8.30pm

Held: Craigie Heights PS staff room and online via Zoom

Meeting Opened: 6:34pm

ATTENDANCE

Glen Bewick (GB), Jacki Catania (JC), Karen Mitchell (KM), Stephen Catania (SC), Rebecca Vause (RV), Kerrie Davis (KD), Jonathan Morland-Barrett (JMB), Stephanie Bateman (SB), Gemma Ridgers (GR), Karen Smith (KS), Danielle Francis (DF), Jodie Ross (JR), Simone Bentley (SB), Shelley Giles (SG), Natalie Eastman (NE) – Zoom, Sarah Warren (SW) - Zoom

APOLOGIES

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 14 March 2022 of Craigie Heights Primary School P&C Association be taken as read and confirmed as a true and accurate record.	Carried
1.2. Resolution: That the minutes of the previous General Meeting on Monday 13 February 2023 of Craigie Heights Primary School P&C Association be taken as read and confirmed as a true and accurate record.	Carried

2. Business Arising from Previous Minutes

2.1. All abilities equipment funding - This item remains on hold whilst student requirements and funding grant options are further investigated.	NE
2.2 School wish list for funding 2023 – The school would like to have the Early Learning Centre play area upgraded to include new concrete line markings for a bike track and other painted games, plus a mud kitchen. Quotes obtained in early 2022 were \$8000-\$9000. A federal government grant has been applied for in order to upgrade the multi-purpose area around Room 16. The school would also be grateful if the P&C could provide funding towards the annual Athletics subscription, bus hire with seatbelts and literacy readers for the early primary years, as has been funded in previous years.	GB
2.3 Tree of Thanks – There are no new names to be added at this point. JR mentioned that as the Tree of Thanks is a P&C initiative, a P&C representative should be responsible for its management rather than the deputy principal. A volunteer is sought to take over this role.	CC JR
2.4 WACSSO State Council elections – no nominations have been received to date.	SG

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<p>2.5 The Athlete's Foot fundraising – KM offered to liaise with the manager of the Whitfords store in order to establish an account for the school; JC will supply the bank details as required. Once this is in place, the store will donate \$5 for every pair of shoes purchased to Craigie Heights PS when it is nominated as the beneficiary.</p>	<p>KM JC</p>
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3. Correspondence

3.1	SG will send letters of thanks to the Craigie Tavern and ZigZags for their generous contributions towards the Welcome Picnic held in February. A letter of thanks will also be sent to Caitlin Collins' office regarding their funding of a new barbecue for the P&C.	SG
	Resolution: That Correspondence In/Out be received as per attached list.	Carried

4. President's Report

4.1. Presentation of the signed Solvency Declaration	Carried
4.2. Presentation and adoption of financial statements and auditor's report	Carried
Additional Notes	
None	
Resolution: That the President's Report be adopted.	Carried

5. Treasurer's Report (see Appendix 1 – Treasurer Summary 13.03.23; Appendix 2 – Balance Sheet 13.03.23; and Appendix 3 - Profit and Loss PC 13.03.23)

Additional Notes 5.1 Available funds – General account \$9890.47 - Canteen account – \$3057.40 Canteen profit - \$151 so far this term	RV
Resolution: That the Treasurer's Report be adopted.	Carried

6. Principal's Report (see Appendix 4 – Principal Report 13.03.23)

Additional Notes	
None	
Resolution: That the attached Principal's Report be adopted.	Carried

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7. Canteen Committee's Report

7.1. Review of canteen operations - Icecream sales on lunch order days are going well; approximately \$80' worth is being sold each week.	KM
Additional Notes	
None	
Resolution: That the Canteen Committee's Report be adopted.	Carried

8. Fundraising Committee's Report

<p>8.1. 2023 annual fundraising events for consideration</p> <p>8.1.1 TERM 1</p> <p>Hot Cross Buns – Natalie Eastman (NE) to co-ordinate with RV and will approach the Craigie Bakery and Baker's Delight to enquire about supplying goods for the fundraiser.</p> <p>Easter raffle - Sam White and MJ Kent to co-ordinate. Raffle tickets have been sent home and a note will go in the newsletter asking for easter egg donations to be dropped to the school office.</p> <p>8.1.2 TERM 2</p> <p>Mothers Day stall – SG has ordered stock online and will purchase additional items as they arise. DF and SG will co-coordinate the stall and organise a roster closer to the time. The stall will be set up in the undercover area over the school day so classes can be brought through. KD will generously donate some bookmarks to sell as well.</p> <p>P&C Day (Friday 19 May) – cupcakes or donuts will be sold to students and staff for a gold coin donation. KD can organise Krispy Kremes to sell at a cake stall to be run at lunch time or after school, if required. A time will need to be confirmed with the school.</p> <p>Bunnings sausage sizzle – A roster (potentially split between morning and afternoon shifts) will need to be organised if a date is confirmed with Bunnings. RV will liaise with Bunnings regarding possible dates.</p> <p>8.1.3 TERM 3</p> <p>Fathers Day stall – This will be run in a similar fashion to the Mothers Day stall and organised closer to the day.</p> <p>Sports Day lunch/cake stall – To be organised closer to the time, once a date has been confirmed by the school.</p> <p>Bunnings/Mitre 10 sausage sizzle – SG has received correspondence from Mitre 10 Hillarys to say they have dates available from August 2023. SG to follow up, pending outcome of possible Bunnings sausage sizzle in Term 2.</p> <p>8.1.4 TERM 4</p> <p>Lapathon – Run by P&C again to maximise profit. Potentially Halloween themed again, however other theme suggestions are welcomed.</p> <p>Christmas raffle – To be organised closer to the time.</p> <p>Wanneroo Show (November) - Discussion around viability of running a Tombola jar stall to be held during Term 2. A roster and donations will need to be organised.</p> <p>Bunnings/Mitre 10 sausage sizzle – To be held only if other sausage sizzles not secured in Term 2 or 3.</p> <p>8.1.5 OTHER OPTIONS</p> <p>Honey fundraiser – JC is still investigating this option.</p>	<p>RV NE</p> <p>DF SG KD</p> <p>KD</p> <p>RV</p> <p>SG</p> <p>JC</p>
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<p>WA Cellars wine fundraising – The decision was made to not pursue this option due to uncertainty around Education Department guidelines/appropriateness of selling alcohol as a fundraiser.</p> <p>Child/infant first aid course fundraiser – Two first aid trainers have confirmed in principle to running a non-certified course as a fundraiser at the school, either on a weekday evening or weekend afternoon. Date to be confirmed by the P&C committee. In order to keep track of attendees, the event could be ticketed through Square with participants charged \$10 per family, light refreshments provided.</p> <p>Entertainment Book – this is an ongoing fundraiser, to be promoted through the newsletter and social media channels.</p> <p>The Cookie Barrel – SG will contact local company The Cookie Barrel to enquire about a cookie dough fundraiser being held towards the end of Term 2.</p>	<p>SG</p> <p>RV SG</p> <p>SG</p> <p>SG</p>
Additional Notes	
None	
Resolution: That the Fundraising Committee's Report be adopted.	Carried

9. Fathering Project Committee's Report

<p>9.1. New group name – SC has asked Jessine Bonzas for her input in order to incorporate an indigenous aspect to the group's name, which will be announced shortly. The group's Terms of Reference will need to be changed once the name change occurs.</p>	SC
<p>9.2. Movie Night (24 March) – Tickets for approximately 50 adults and 50 kids have been sold so far. Everyone is welcome – the movie night is a family event.</p>	JC SC
<p>9.3. Potential events – The group have teamed with Currumbine Dads Group to enter three teams in the upcoming billycart derby, to be held at St. Mark's on Sunday 26 March.</p>	SC
Additional Notes	
None	
Resolution: That the Fathering Project Committee's Report be adopted.	Carried

10. Gardening Project Committee's Report

Additional Notes	
<p>10.1 Review of Gardening Club operations 2023 – The committee voted at the last meeting to close the Gardening Club if no nominations were received to fill the Co-ordinator position by the AGM. As no volunteers have come forward, the Gardening Club will officially close. The Terms of Reference will be kept on file should anyone express interest in re-instating the group at a later date. Denise Moore's class and the Student Reconciliation Team are taking care of the area.</p>	JC
Resolution: That the Gardening Project Committee's Report be adopted	Carried

11. Elections

11.1 Office Bearers

- 11.1.1 President – Jacqueline Catania nominated by Rebecca Vause and duly accepted
- 11.1.2 Vice President – Karen Mitchell nominated by Jacqueline Catania and duly accepted
- 11.1.3 Secretary – Shelley Giles nominated by Jacqueline Catania and duly accepted
- 11.1.4 Treasurer – Kerrie Davis nominated by Rebecca Vause and duly accepted

11.2 Executive committee members (not less than 3 positions)

Danielle Francis
Jonathan Morland-Barrett
Rebecca Vause
Stephen Catania

11.3 Committees

- 11.3.1 Fundraising – no nominations received
- 11.3.2 Fathering Project – Stephen Catania
- 11.3.3 Gardening – committee now dissolved

11.4 P&C Member to nominate for

- 11.4.1 Treasurer's Assistant – Cheyenne Doerner nominated by Rebecca Vause and duly accepted
- 11.4.2 Fundraising Co-ordinators – Danielle Francis, Gemma Ridgers, Simone Bentley, Stephanie Bateman and Sarah Warren have offered to work as a committee
- 11.4.3 Canteen Co-ordinator – Caitlyn Acharya nominated by Karen Mitchell and duly accepted
- 11.4.4 Safety House Co-ordinator – no nominations received
- 11.4.5 Gardening Co-ordinator – no longer required
- 11.4.6 Bookclub Co-ordinator – Rozalind Lyon
- 11.4.7 Newsletter Editor – Danielle Francis
- 11.4.8 Facebook Editor (Community, Uniforms, Volunteers groups) – Karen Mitchell, Danielle Francis and Stephanie Bateman nominated to share the role. RV and JR to be removed as Admin from social media pages.
- 11.4.9 Admin Assistant – Natalie Eastman nominated by Shelley Giles and duly accepted

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12. Appointments

12.1. Appointment of review / auditor under the 2019 P&C Constitution - RV motioned that the committee engage an auditor in keeping with best practice. Motion: To re-appoint Janet Coates for the 2023 calendar year audit.	RV Carried
12.2. Bank signatories – The following members have been appointed as signatories to the two ANZ bank accounts – P&C and Debit Card Account: President – Jacqueline Catania Vice-President – Karen Mitchell Treasurer – Kerrie Davis Secretary – Shelley Giles Executive Member – Rebecca Vause Any other signatory currently listed is to be removed.	

13. Money Allocation

13.1 School Wish List – no items presented	
13.2 Fundraising Events – no items presented	
13.3 Other Allocations 13.3.1 Audit - \$500 13.3.2 WACSSO Membership - \$1400 13.3.3 WACSSO Conference (August) – 1 ticket included 13.3.4 Consumables and emergency – \$2200 13.3.5 Fathering Project - \$200 (carried forward) 13.3.6 Portable camera/microphone for online meetings - \$200	APPROVED APPROVED APPROVED APPROVED CARRIED N/R
Additional Notes - None	
Resolution: That the P&C approve the abovementioned money allocation requests (total amount allocated this meeting is \$4100).	Carried

14. General Business

14.1 None presented	
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15. Other Business

15.1 Scholastic Bookclub – RV will speak to Bernie about changing from school to P&C account.	RV
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16. Next Meeting

14.1 The next meeting of the Craigie Heights P&C will be a General Meeting on Monday 8 th May 2023 at 6:30pm. The meeting will be held in the school staff room and also online via Zoom.	
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Chair closed meeting: 7:45pm