

## Booragoon Primary School P&C Association

### Minutes of Annual General Meeting (AGM) Monday 25<sup>th</sup> May 2020

Held: Booragoon Primary School Staffroom  
Meeting Opened: 7pm

#### ATTENDANCE

Shelly Thompson	Yun Wang	Natalia Lim	Biljana Roksandic
Barbara Horan	Kendall Brown	Kate Zappa	Nesrin
Nika Engel	Daniel Vincent	Kate Pascoe	
Brooke Donabie	Sophie Cowell	Jessica Mitchell	

#### APOLOGIES

Lea-Anne Kirkham	Susan Hall	Carl Young
------------------	------------	------------

ITEMS	ACTION
<p><b>1. Confirmation of Minutes of Previous Meeting</b></p> <p><b>Motion:</b> That the minutes of the General Meeting of Booragoon Primary School P&amp;C Association held on 24<sup>th</sup> Feb 2020 be confirmed as an accurate record.</p> <p><b>Moved: Nika Engel</b> <b>Seconded: Natalia Lim</b></p>	<p><b>Motion carried</b></p>
<p><b>2. General Business Arising from Previous Minutes - Updates</b></p> <ul style="list-style-type: none"> <li>Shelly investigating use of building fund and possible alternative 'tax funds' C/F</li> <li>Western Power discussion – in progress/Ongoing</li> <li>Mums Night (dates/organiser TBC) - C/F</li> <li>Proposal of \$1000 of usual school disco/graduation contribution to be kept by P&amp;C to pay for end of year</li> </ul> <p>Proposed: Barb Seconded: Kate Pascoe</p> <p><b>Motion:</b> The P&amp;C is to pay Booragoon Primary School \$1500 for School graduation and disco and allocate \$1000 to be help by P&amp;C to pay for invoices for disco in due course</p> <p><b>Motion Passed</b></p> <ul style="list-style-type: none"> <li>New accounting system – Resolution: Use free 1-year trial of MYOB upgrade</li> </ul>	<p><b>Shelly</b></p> <p><b>Carl</b></p> <p><b>All</b></p>

<p><b>3. Correspondence / communications</b></p> <ul style="list-style-type: none"> <li>● WACSSO newsletter</li> <li>● Notice re WACSSO virtual conference – further details to follow</li> <li>● WACSSO Invoice – reduced fees due to COVID and conference format</li> <li>● Fundraising Pack Natures Way – passed to Shelly</li> <li>● 2020 WACSSO Handbook – passed to Shelly</li> <li>● OnDec Loan circular</li> </ul>	
<p><b>4. Reports / updates</b></p> <p><b><i>Principal's Report – Barbara Horan</i></b></p> <p><b><u>ADMINISTRATION</u></b></p> <p><input type="checkbox"/> Current enrolment – 425.</p> <p><input type="checkbox"/> <b>Staff Update:</b> Mrs Whiting is on sick leave, and her tandem teacher, Ms Wan is teaching the class full time. Mrs Leather is backfilling for Ms Wan, 0.2FTE in Mrs Fernandez's class.</p> <p>Mrs Dos Santos, returns from leave next week. Thanks to Mrs Mulvey, who has been teaching Music this year in her absence.</p> <p>Mrs Strachan is continuing to backfill for Mrs Sampson, whose leave is on-going. She might have returned this term, but her treatment for cancer has placed her in the vulnerable category.</p> <p><input type="checkbox"/> The Admin Upgrade has been delayed due to COVID-19.</p> <p><input type="checkbox"/> The refurbishment of the multi-purpose courts is underway, though this has also slowed down due to the virus. We are hoping that the balance of the funding can be used to two possible projects – the extension of the under-cover area, and new fencing along The Ramble. Both of these projects would need to be approved by the Department.</p> <p><input type="checkbox"/> Use of school facilities (except for OSH Club) has been on hold, but can now resume, with conditions attached.</p> <p><input type="checkbox"/> We've had a request from Football West to use our oval after school for training purposes. A "Use of School Property" licence is necessary, and I'm waiting for the coordinator to get back to me as to whether they want to progress the request.</p> <p><input type="checkbox"/> There is a vacancy for a parent representative on the School Board. I'll be asking for nominations shortly. I mention this because if we are to have a P&amp;C Representative on the Board, they need to nominate/be nominated through the usual process, and would need to be successful in the election.</p> <p><input type="checkbox"/> School Development Days – Monday of Week 1 and Wednesday of Week 3.</p> <p><input type="checkbox"/> Student Reports. The Department has decreed that due to the unstable classroom situation since mid-Term 1 schools are not required to award A-E grades or achievement against the 5-point scale.</p> <ul style="list-style-type: none"> <li>● Department Template to be used (this is the only one previously agreed to by Union and as per EBA)</li> <li>● Comment on progress for English and Maths, not achievement and include "Learning Area Effort"</li> <li>● All other learning areas taught to have "Learning Area Effort" indicated (this meets the basic requirements), no need for achievement or any other comment here</li> <li>● Overall Attitude, Behaviour and Effort at the bottom of the report</li> </ul>	

<ul style="list-style-type: none"> <li>● General comment for each child.</li> <li>□ Staff feedback on the suggested art project.</li> </ul> <p style="text-align: center;"><b><u>STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>□ We've resumed assemblies, but with a difference. They are conducted over the PA so that merit certificates and times table challenge certificates can be handed out. The class scheduled for an item films the activity, provides each class with a copy of it, and all classes watch it following reports, certificates etc.</li> <li>□ Hopefully, many families will participate in Noelene's art project. If we receive lots of 'leaves', it will be absolutely beautiful. She has also called for the donation of bulbs to plant a garden around the installation that would flower every year.</li> </ul> <p style="text-align: center;"><b><u>GROUNDS AND FACILITIES</u></b></p> <ul style="list-style-type: none"> <li>□ The BODs group are progressing the development of a gravel bush track adjacent to the retirement village.</li> <li>□ They are also looking into some improvements to the oval, particularly focused on the Parramatta Grass; and the unevenness in certain parts.</li> <li>□ I've asked the Melville City Council to replenish the doggy bags at the Clements Road entrance to the oval, because the amount of dog droppings has been excessive.</li> </ul>	
<p><b>4.2 Treasurer's Report – Sopheak Cowell</b></p> <ul style="list-style-type: none"> <li>● Cash balance \$48,437 (May Draft)</li> <li>● Cheque Account \$17,004 Canteen \$558 Maxi Account \$20,031 Building Fund \$10,768 Cash Floats \$74.90</li> <li>● Allocated \$20,127 – Unallocated \$28,310</li> <li>● Kendall last pay to be finalised once access to MYOB finalised.</li> <li>● Canteen accounts usually managed by Canteen – to be included in JD for Canteen Manager</li> </ul>	
<p><b>4.3 Committee reports/updates</b></p> <p><b>4.3.1 Fundraising</b></p> <ul style="list-style-type: none"> <li>- No movement, a different raffle suggested in lieu of Easter raffle. To be discussed further. See below for details of Fundraising working committee.</li> </ul>	
<p><b>4.3.2 Uniform shop – in absentia</b></p> <ul style="list-style-type: none"> <li>● No update (Unable to trade due to restrictions – Julie hoping to convert storage area into a store rather than taking stock in and out)</li> </ul>	
<p><b>4.3.3 Kitchen Garden</b></p> <ul style="list-style-type: none"> <li>● No update</li> </ul>	
<p><b>4.3.4 Champion Dads &amp; Grounds Committee - in absentia</b></p> <p><i>Email from Carl – I have been waiting for some confirmation to come through from Kennards hire who have kindly agreed to sponsor the use of the earth moving equipment to be able to build the gravel bush track for the kids on the south side of the oval. This will potentially be saving us over \$2000. Barb has already approved this and I have checked out with the</i></p>	

<p><i>Melville planning department to ensure school ownership of land too. We may be using the equipment to assist us around the school for moving mulch and sand too.</i></p> <p><i>What the BOD's want to do is have some cracker dust ( fine brown coloured gravel) delivered to the oval, this would enable us to create a suitable surface while keeping the natural aesthetics of the bush. We estimate this to cost approximately <b>\$700</b> - this is what we need permission to spend please. We have recognised that the 2 basketball hoops and backboards are in a state of disrepair and we have begun pricing the plywood and other items required to replace and repair these. We will remanufacture the backboards and replace the hoops and nets and estimate a spend of <b>\$200</b>.</i></p> <p>Proposed: Shelly          Secoded: Nat</p> <p><b>Motion:</b> <i>The 'Booragoon P&amp;C to pay \$700 to fund the purchase of gravel for the bush track project'</i></p> <p style="text-align: center;"><b>Motion Carried</b></p> <ul style="list-style-type: none"> <li>• Query over proposal for \$200 regarding replacement of basketball backboard – Barb to follow up regarding current renovation project.</li> </ul>	<p><b>Barb</b></p>
<p><b>4.3.5 School Banking</b></p> <ul style="list-style-type: none"> <li>• No update. (Waiting movement in restrictions)</li> </ul>	
<p><b>4.3.6 Scholastic Book Club – Nika Engel, Brooke Donabie</b></p> <ul style="list-style-type: none"> <li>• <i>Online catalogues less effective that physical catalogue</i></li> <li>• <i>Bookfair provisionally booked for later in year (Term 4) details TBC</i></li> </ul>	
<p><b>4.3.7 Canteen – Shelly Thompson Update</b></p> <ul style="list-style-type: none"> <li>• <i>WASCA – Canteen association to assist with audit as part of membership and provide recommendations</i></li> <li>• <i>Julie (Surname??) previously expressed interest in Assistant role – follow up regarding interest in full role. Association recommend just 1 paid employee.</i></li> <li>• <i>Shelly to provide Kate Z with JD for promotion in newsletter/Facebook</i></li> <li>• <i>External advertising and timeline to be finalised</i></li> <li>• <i>Short term proposal of pre-ordered sushi/brumbies as phase 1. Shelly to contact Canteen list for volunteer to coordinate.</i></li> </ul>	<p><b>Shelly - to follow up canteen action items. Hoping to activate canteen committee to drive this.</b></p>
<p><b>4.3.8 Sustainable Booragoon – Kate Zappa</b></p> <ul style="list-style-type: none"> <li>• <i>Becoming a 'waste wise school' under consideration – further details of specification and classroom commitment under consideration. – Could lead to the possibility of grants over coming years for sustainability projects. – pushed back due to COVID</i></li> </ul>	

<ul style="list-style-type: none"> <li>● <i>Waste audit for term 1 planned weeks 7/8 – postponed due to COVID</i></li> <li>● <i>Working on waste reduction plan</i></li> <li>● <i>Kate Z to liaise with Shelly to ensure no cross over of work regarding possible container scheme project</i></li> </ul>	
<p><b>5. General Business</b></p> <ul style="list-style-type: none"> <li>● <b>Churchlands Festival – music</b> Motion: Kendall    Seconded: Barb</li> </ul> <p><i><b>Motion:</b> ‘The Booragoon P&amp;C to pay \$200 to purchase 14 music folders for use by ensemble at events’</i></p> <p style="text-align: center;"><b>Motion Carried</b></p> <p>Motion: Kendall    Seconded: Nat</p> <p><i><b>Motion:</b> ‘The Booragoon P&amp;C to pay \$600 for the purchase of 20 music polos for use by ensemble’</i></p> <p style="text-align: center;"><b>Motion Carried</b></p> <p><b>2020 Elections</b></p> <ul style="list-style-type: none"> <li>● Daniel Nominated for treasurer by Sophie, Seconded by Kate P</li> <li>● Biljana Nominated for Secretary by Shelly, Seconded by Sophie</li> <li>● Yun self-nominated for Vice Principal, seconded by Shelly</li> <li>● Shelly nominated for President by Kate P, Seconded Nat</li> <li>● Executive committee, Nika, Kendall, Kate Z</li> </ul> <p>Canteen working group: Kendall, Linda C</p> <p>Fundraising working group: Nika, Brooke, Nat</p> <p><b>All positions voted in - unanimous</b></p>	
<p><b>6. Next Meeting</b></p> <p>June</p> <p><b>Meeting Closed:</b> 8.25pm</p>	