

Booragoon Primary School P&C Association

Minutes of Annual General Meeting Monday 8th March 2021

Held: Booragoon Primary School Staff Room
Meeting Opened: 7pm

ATTENDANCE

| | | | |
|---------------|-----------------|----------------|----------------|
| Barbara Horan | Shelly Thompson | Wai Sum Woo | Yun Wang |
| Julie Barry | Sam Khoo | Tania McElwee | Nat Lim |
| Nika Engel | Dan Vincent | Jess Mitchell | Brooke Donabie |
| Sophie Cowell | Di Della | Fatima Ramirez | Janine Jenkins |
| Martin | Kylie Bronleigh | | |

APOLOGIES

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| Kate Zappa | Kate Pascoe | Sarah Forbes | |
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| Annual General Meeting | | |
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| No. | Item | Action |
| 1 | Election of Office Bearers <ul style="list-style-type: none">Secretary – Wai Sum Woo<ul style="list-style-type: none">Nominated: Shelly ThompsonPassed: All meeting attendeesTreasurer – Dan Vincent<ul style="list-style-type: none">Nominated: Shelly ThompsonPassed: All meeting attendeesVice President – Jess Mitchell<ul style="list-style-type: none">Nominated: Nika EngelPassed: All meeting attendeesPresident - Shelly Thompson<ul style="list-style-type: none">Nominated: Nika EngelPassed: All meeting attendees | |
| 2 | Election of Executive Committee <ul style="list-style-type: none">Fundraising – Nika Engel, Brooke Donabie, Nat LiaCanteen – Julie Barry, Di Della, Yun WangNewsletter – Kylie BronleighSustainability – Kate Zappa | |

| Annual General Meeting | | |
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| No. | Item | Action |
| | <ul style="list-style-type: none"> School Banking – Sarah Forbes Board Representative – Kate Pascoe | |
| 3 | <p>Assignment of Class Representatives</p> <ul style="list-style-type: none"> Kindy Blue – Jess Mitchell Kindy Red – Fatima Ramirez Kindy Gold – Merridy Parr Pre-primary – Di Della Year 1 – Nika Engel Year 2 – Julie Barry, Wai Sum Woo Year 3 – Martin, Shelly Thompson Year 4 – Brooke Donabie Year 5 – Nat Lia, Sophie Cowell Year 6 – Sam Khoo | |

| General Meeting | | |
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| No. | Item | Action |
| 1 | <p>Confirmation of Minutes of Previous Meeting</p> <p>Motion: That the minutes of the General Meeting of Booragoon Primary School P&C Association held on 30th November 2020 be confirmed as an accurate record.</p> <p>Moved: Shelly Thompson</p> <p>Seconded: Barbara Horan</p> | Motion carried |
| 2 | <p>General Business Arising from Previous Minutes - Updates</p> <ul style="list-style-type: none"> No updates | |
| 3 | <p>Correspondence / Communications</p> <ul style="list-style-type: none"> Correspondence has been received regarding Entertainment Book fundraising. Nika will look into feasibility of continuing this fundraising method. | |
| 4 | <p>Reports</p> | |
| 4.1 | <p>Principal's Report – Barbara Horan</p> <ul style="list-style-type: none"> Current enrolment – Years 3 – 6 are at capacity and as such, there will be no out-of-boundary intake. Overview of staffing provided. COVID Phase 4 is still in effect. Assemblies resumed in Week 4. | |

| General Meeting | | |
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| | <ul style="list-style-type: none"> • Years 1 – 5 swim classes could not take place at the beginning of the year due to COVID restrictions and they are currently being re-scheduled. • Easter Raffle (Thursday 1st April) being organised by Pre-primary parents. • Dads & Kids Camp out (26th March) being organised by Carl Young. • Junior and Senior Choirs: <ul style="list-style-type: none"> • Upcoming performances: One Big Voice Concert, WA Massed Choir Festival. • Consider having choir, orchestra uniform (see General Business). • Landscaping in front of Rooms 3, 4, 5 complete with grass. The spacing between the railings on retaining wall was too large (safety hazard) and is currently being rectified. • Infrastructure modifications required to accommodate special needs children (estimated cost of \$20,000 cost) is out to tender. • Electricity connected to new shed. Shed to be used for Digital Technology and Design & Technology. • Quotes being obtained to replace lights in undercover area, which get very hot and are very expensive to run. • School is looking at selling the sea containers on site. | |
| 4.2 | <p>Treasurer's Report – Dan Vincent</p> <ul style="list-style-type: none"> • Went through Profit & Loss statement and balance sheet for last year: <ul style="list-style-type: none"> • Profit: \$3,270.86 • Appropriations: \$16,500 • Government grants: ~\$20,000 • Canteen equipment cost will be amortised. • EFTPOS machine will be held by Dan in order to facilitate account keeping (income received). • Discuss budget, forecast and fundraising ideas at next meeting. • Motion: Write off old second hand uniform stock. <p><i>Moved: Dan Vincent</i> <i>Seconded: Barbara Horan</i></p> | Motion carried |
| 4.3 | Committee Reports | |
| 4.3.1 | <p>Canteen – Julie Barry</p> <ul style="list-style-type: none"> • Good start to the year. Specials and snacks have been introduced. • New equipment has greatly improved efficiency and operations. • New online system for volunteers and 2 hour shifts have resulted in many new volunteers. • Thanks to Dan and Sophie for accounts payable and Di for book keeping. • Canteen committee to meet regularly and will include representative from Sustainability Committee. | |

| General Meeting | | |
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| | <ul style="list-style-type: none"> Propose erecting sign on garden gate to provide information about the garden to the community. Discuss with Carl at next meeting. Tania to find out about composting (or feeding worm farm) canteen's organic waste in garden. Discuss handover / succession planning at next meeting. | T McElwee |
| 4.3.6 | <p>School Banking – Sarah Forbes (via SMS)</p> <ul style="list-style-type: none"> Spoke with Barb re continuing school banking this year in light of recent press and she is happy to continue. School banking continues to operate in line with changes to processes introduced by CBA. There have been 10 new bankers this year. | |
| 5 | <p>General Business</p> <ul style="list-style-type: none"> Orders for leavers shirts submitted and will be delivered in the next couple of weeks. Sheree Strawbridge and Janine are organising the Year Book. Motion: P&C to pay for Junior and Senior choir and orchestra shirts. <i>Moved: Nat Lia</i> <i>Seconded: All meeting attendees</i> Shelly to talk to Mrs Dos Santos about choir / orchestra folders. Shelly to advise WACCSO of change of secretary. Shelly to give Wai Sum access to P&C email account and shared drive (including editing privileges). Discuss building fund and tax time at next meeting. | <p>Motion carried</p> <p>Shelly T</p> |
| 6 | Next Meeting: 29 March 2021. | |
| | Meeting Closed: 8:30pm | |