

# Booragoon Primary School P&C Association

## Minutes of General Meeting Monday 31<sup>st</sup> May 2021

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

### ATTENDANCE

Barbara Horan	Jess Mitchell	Sophie Cowell	Shelly Thompson
Kate Zappa	Carl Young	Dan Vincent	Nika Engel
Julie Barry	Di Della-Franca	Wendy Maben	Wai Sum Woo
Marcela Jones			

### APOLOGIES

Nat Lim	Sam Khoo	Brooke Donabie	Hamish McElwee
Martin Gwyn Fawke	Kate Pascoe	Sarah Forbes	Yun Wang

General Meeting		
No.	Item	Action
1	<p><b>Confirmation of Minutes of Previous Meeting</b></p> <p><b>Motion:</b> That the minutes of the Annual General Meeting of Booragoon Primary School P&amp;C Association held on 3<sup>rd</sup> May 2021 be confirmed as an accurate record.</p> <p><b>Moved:</b> Shelly Thompson</p> <p><b>Seconded:</b> Wendy Maben</p>	<b>Motion carried</b>
2	<p><b>General Business Arising from Previous Minutes</b></p> <ul style="list-style-type: none"><li>• Carl met with Hamish today to discuss sign and plans to erect sign and plaque with information on the Garden Club and acknowledgement of Hamish's contributions.</li><li>• School Building Fund scheme: Dan advised that the school is already set up as a registered charity. School Building Fund can only be used has to acquire, construct or maintain the school buildings for the purposes of using that building as a school. The projects the school would like to undertake (i.e. cubby house, nature play, shade for quadrangle) do not meet the eligibility requirements of the School Building Fund. Therefore request for funds / fundraising would not be for the School Building Fund and would consequently not be tax-deductible.</li></ul>	
3	<p><b>Correspondence / Communications</b></p> <ul style="list-style-type: none"><li>• No update.</li></ul>	

General Meeting		
No.	Item	Action
4	<b>Reports</b>	
4.1	<p><b>Principal's Report – Barbara Horan</b></p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Current enrolment – 432, which is the highest in principal's term at this school, even with the inclusion of the Year 7s in 2014. There are spaces for new enrolments in Kindy and Years 1 and 2, all other classes are at capacity.</li> <li>• School Board Annual Open Meeting on 8<sup>th</sup> June. All members of the school community are welcome to attend and learn about the functions of the Board.</li> <li>• Official opening of the upgraded Admin Block by the Hon Sue Ellery, Minister for Education is planned for 9<sup>th</sup> June. Members of the P&amp;C and School Board have been invited, along with Director, Schools at the District Education Office and several members of Parliament.</li> <li>• There is no School Development Day (SDD) on the first day of term in Term 3. As per usual, our SDD will be on Wednesday 4<sup>th</sup> August (Week 3) to enable teachers to carry out parent interviews.</li> <li>• Fantastic response to the National Survey of Schools (NSOS) this year. Results will be tabled at Board meeting and subsequently posted on school website.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Jeans for Genes Day coordinated by school leaders. \$2,600 raised to support families and children with birth defects and incurable genetic diseases. Aim is for school leaders to be involved in two community projects each year.</li> <li>• Choir cake stalls will be held in Weeks 8, 9 and 11 to raise money for the purchase of music-themed t-shirts (90 students in choir). Huge thanks to the P&amp;C for helping with this undertaking. P&amp;C and the school will share the balance of the cost.</li> <li>• Year 6 camp in week 10, and plans are well underway.</li> <li>• Interschool sports against Kardinya PS at Kardinya held on 28<sup>th</sup> May. We are taking 78 students (1 footy team, 2 soccer teams and 3 netball teams). We were successful in 5 of our 6 matches last week, so our children are highly motivated this week.</li> <li>• Dental screening for Years PP/3/6 will be held in Week 7.</li> </ul> <p><b>Grounds and Facilities</b></p> <ul style="list-style-type: none"> <li>• The concreting of the path from The Ramble to Room 5 was completed a fortnight ago.</li> <li>• A path from the car park to join the main path is currently being constructed. This segment involves making adjustments in the car park so the disabled bay joins to the new path.</li> <li>• New early childhood building is being planned to replace the current demountables.</li> </ul>	

<b>General Meeting</b>		
<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>4.2</b>	<p><b><i>Treasurer's Report – Dan Vincent</i></b></p> <ul style="list-style-type: none"> <li>● Invoice for Leavers Shirts has been received.</li> <li>● Annual reports have been lodged – compliance issues are up to date.</li> <li>● Once Canteen stock is added, Canteen account expected to be in the black.</li> <li>● Barb requested Dan to add funds raised from Dads Camp to Profit and Loss report.</li> <li>● Approval of payment of appropriation and graduation donation \$16,500.</li> </ul>	<b>D Vincent</b>
<b>4.3</b>	<p><b><i>Committee Reports</i></b></p>	
<b>4.3.1</b>	<p><b><i>Canteen – Julie Barry</i></b></p> <ul style="list-style-type: none"> <li>● Richard Vincent, a long-standing regular volunteer at the school canteen, was awarded for 'Volunteering Excellence' by the Western Australian School Canteen Association. Richard was also guest speaker at the event. An article about this was included in the last newsletter.</li> <li>● Julie applied for and won a Volunteer Grant from the Government for \$2,000 to use towards expenses such as transport, equipment and training for volunteers. Next year the canteen might apply for two grants.</li> <li>● This term has been very busy and the busiest day has changed from Friday to Thursday.</li> <li>● Problem of insufficient volunteers still ongoing. Consider sending notice home to parents calling for volunteers.</li> <li>● Next term each Year group will be asked to commit a few volunteers. Julie will organise.</li> </ul>	
<b>4.3.2</b>	<p><b><i>Fundraising – Nika Engel</i></b></p> <ul style="list-style-type: none"> <li>● Easter raffle: \$2,000-3,000 raised.</li> <li>● Dads Camp: \$4,500 raised.</li> <li>● Upcoming events: <ul style="list-style-type: none"> <li>● 3 x cake stalls for choir shirts this Term.</li> <li>● Athletics carnival cake stalls, coffee van (Year 2 in charge).</li> <li>● Colour Run in Term 4.</li> <li>● Fundraising at end of year concert.</li> </ul> </li> <li>● 'Bring and buy' / car boot sale in Term 3 – Sustainability Committee will organise.</li> <li>● Bunnings sausage sizzle: Wendy will email Bunnings to request to hold a sausage sizzle and book a date (a Saturday). Need to source sausages, buns, onions, etc. (cost ~\$400 – 500). Dan will ask his workplace for a donation to fund food.</li> <li>● Shelly to send email request for volunteers for the canteen and upcoming fundraising events. Email would also include option for parents to donate money in lieu of their time.</li> <li>● Quiz night update from Shelly: Cahoots app could be used to administer quiz. However, a venue still has not been secured and would prove difficult with</li> </ul>	<b>S Thompson</b>

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	<p>capacity restrictions. Gather ideas from school community for social event, e.g. movie night, disco, roller-skating.</p> <ul style="list-style-type: none"> <li>83% of school makes P&amp;C contributions (i.e. paid by parents with school fees).</li> <li>Include in newsletter information on what P&amp;C funds are used for.</li> <li>Instructions for holding / organising events should be put into P&amp;C folder on shared google drive.</li> </ul>	
4.3.3	<p><b>Uniform Shop – Jess Mitchell</b></p> <ul style="list-style-type: none"> <li>\$689.50 made so far this term.</li> <li>Shop will open Wednesday 16<sup>th</sup> June, the last for the term.</li> </ul>	
4.3.4	<p><b>Champion Dads and Grounds – Carl Young</b></p> <ul style="list-style-type: none"> <li>20<sup>th</sup> June: Dads and Kids Bike Ride. Notice will be distributed through newsletter and by Year Reps.</li> <li>27<sup>th</sup> June: Busy Bee to dig up oval and remove Parramatta grass.</li> <li>22<sup>nd</sup> July: Dads shooting at German Club.</li> <li><b>Motion</b> – P&amp;C to fund pest control for ants on oval costing \$380.</li> </ul> <p><i>Moved: Carl Young</i></p> <p><i>Seconded: All meeting attendees</i></p>	<b>Motion carried</b>
4.3.5	<p><b>Sustainability Committee – Kate Zappa</b></p> <ul style="list-style-type: none"> <li>Next meeting: 9<sup>th</sup> June.</li> </ul>	
4.3.6	<p><b>Garden Club – Hamish McElwee</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul>	
4.3.7	<p><b>School Banking</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul>	
5	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>School website to be updated with the following information: <ul style="list-style-type: none"> <li>Fundraising events.</li> <li>P&amp;C meeting minutes.</li> <li>P&amp;C executive committee and paid members.</li> <li>Canteen information.</li> </ul> </li> <li>Currently paying \$109/month for MYOB. Di found out that MYOB Essentials costs \$50/month and has the required functionality. Current files would need to be converted to suit the new system.</li> <li><b>Motion</b> – D Vincent to make D Della-Franca administrator to facilitate conversion of existing files to suit new software, MYOB Essentials.</li> </ul> <p><i>Moved: Dan Vincent</i></p> <p><i>Seconded: All meeting attendees</i></p>	<p><b>B Horan</b></p> <p><b>Motion carried</b></p>

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	<ul style="list-style-type: none"> <li>Treasurer personnel details with ATO need to be updated – Dan and Sophie will meet separately to deal with this issue.</li> </ul>	<b>D Vincent, S Cowell</b>
<b>6</b>	<b>Next Meeting:</b> Monday 28 <sup>th</sup> June 2021	
	<b>Meeting Closed:</b> 8:40pm	