

Booragoon Primary School P&C Association

Minutes of Annual General Meeting Monday 28th February 2022

Held: Booragoon Primary School staff room
Meeting Opened: 7pm

ATTENDANCE

Daniel Vincent	Shelly Thompson	Barbara Horan	Wai Sum Woo
Kate Zappa	Wendy Maben	Jess Mitchell	Nika Engel
Christine Cheng			

APOLOGIES

Brooke Donabie	Natalia Lim	Julie Barry	Sam Khoo
Sophie Cowell	Marcela Mora	Di Della	Kate Pascoe

Annual General Meeting		
No.	Item	Action
1	<p>President's Report</p> <p>Thank you to current members and volunteers who worked hard and had a successful 2021 despite the challenges of COVID-19, holding many events such as cake stalls, Bunnings sausage sizzle, canteen, colour run, book sales, Easter raffle, bike track, sustainability initiatives especially jumble sale and the garden club.</p> <p>\$20,000 was raised last year, which provided choir t-shirts for One Big Voice concert, funding for Year 6 graduation, some improvements to oval, sustainability bins and appropriations, which went towards the curriculum.</p> <p>Thank you to Barb and staff for keeping children safe with continued learning and for keeping parents informed.</p> <p>I've been grateful to be president but will be stepping down this year.</p>	
2	<p>Treasurer's Report</p> <p>Operating profit of \$13,180.</p> <p>Canteen expenses were approximately equal to previous year but revenue was \$20,000 more than previous year.</p> <p>Funds raised this year increased from previous year (from \$4,000 to \$20,000).</p> <p>Rotary donated \$400 (thank you to Kate Zappa).</p> <p>Julie obtained government grant for \$2,000 (not captured in profit).</p> <p>Suggest setting fundraising target based on required projects, e.g. oval, shade, as this helps with budgeting and also helps encourage donations.</p>	
3	<p>Election of Office Bearers</p> <ul style="list-style-type: none">President – Nika Engel	

Annual General Meeting		
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	<ul style="list-style-type: none"> ● Nominated: Shelly Thompson ● Passed: All meeting attendees ● Vice President – Jess Mitchell <ul style="list-style-type: none"> ● Nominated: Nika Engel ● Passed: All meeting attendees ● Treasurer – Dan Vincent <ul style="list-style-type: none"> ● Nominated: Jess Mitchell ● Passed: All meeting attendees ● Secretary – to be filled (no nominations) 	
4	Election of Executive Committee <ul style="list-style-type: none"> ● Fundraising – Wendy Maben (to be confirmed) ● Sustainability – Kate Zappa ● Canteen – Wendy Maben (to be confirmed) ● Newsletter – Kate Zappa (acting) ● Dads committee – to be confirmed ● Kitchen garden – Hamish McElwee (to hand over next year) ● Uniform shop – Jess Mitchel 	
5	Assignment of Class Representatives <ul style="list-style-type: none"> ● Kindy Blue – Nika Engel ● Kindy Gold – to be confirmed - Nika to talk to teachers ● Kindy Red – to be confirmed - Nika to talk to teachers ● Pre-primary A – Christine Cheng ● Pre-primary B – Merridy Parr ● Year 1 – Di Della ● Year 2 – Jess Mitchell ● Year 3 – Wai Sum Woo ● Year 4 – Shelly Thompson ● Year 5 – to be confirmed ● Year 6 – Nat Lia (to be confirmed) 	
6	Put request in newsletter and Whatsapp groups for unfilled positions.	Class reps. Kate Z

General Meeting		
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 29th November 2021 be confirmed as an accurate record.</p> <p>Moved: Nika Engel Seconded: Barb Horan</p>	Motion carried
2	<p>General Business Arising from Previous Minutes</p> <ul style="list-style-type: none"> • Kendall's outstanding super – Dan needs Kendall's super account details to pay outstanding super. • Produce template for letter and certificate of appreciation for organisations who have made donations. Shelly to look for previous letter to Woolworths. 	<p>D Vincent</p> <p>S Thompson</p>
3	<p>Correspondence / Communications</p> <ul style="list-style-type: none"> • None. 	
4	Reports / Updates	
4.1	Principal's Report – Barbara Horan	
	<p>Administration</p> <ul style="list-style-type: none"> • Current enrolment is 425 students. This time last year it was 422 students. Enrolments management is influenced by where the numbers fall across the school, and at the moment we have very high numbers in Years 3-6, which minimises the number of out of boundary applications we can consider. • Mr Cecins is on parental leave, and Ms Cull is in Room 13 for Term One. • Ms Berriche is on long service leave, and Mrs Romea is teaching Room 8. • Ms Le is on parental leave, and Mrs Drabble is in Room 9. • Mr Marston has the role of Phys-Ed Specialist three days a week, which means he sees each class for one hour a week, as do the other specialists. • I will be on leave from Thursday until next Friday, having a BCC removed from my nose. Mr Godwin will backfill for me. • Mrs Green is on long service leave, and she has been backfilled by Mrs Porter, who is doing a fantastic job. • Managing COVID is the order of the day. A copious amount of information is coming down daily, and it's an ever-changing landscape. We are as prepared as we can be. Students in Years 3-6 must wear masks from Thursday. 	

General Meeting		
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	<p>Students</p> <ul style="list-style-type: none"> Usually students in Years 4-6 get together, listen to the House Leader / Sports Captain candidate speeches in their House groups and vote for their preferred candidates. This year, due to COVID restrictions, the candidates have recorded their speeches, and the Years 4-6 will view them tomorrow in their classrooms, and cast their vote. Similarly, the announcement of successful candidates will be filmed and a link sent to families of Year 6 students. We'll make the announcements in the undercover area with the two classes suitably distanced. Unfortunately, the National Young Leaders' Conference, which our leaders always attend has been postponed. We are planning for the House swimming carnival and the interschool carnival going ahead, but it depends on what happens in the coming days and weeks. Year 6s thoroughly enjoyed their beach swimming experience. <p>Grounds and Facilities</p> <ul style="list-style-type: none"> At the end of last year Carl, Mr Pedroli, Clayton and a couple of other dads did the massive job of installing the six 'instruments' in the sound garden. They needed to be constructed, then cemented into the ground. Adam (gardener) did a fantastic job doing the landscaping in the Christmas holidays. I'm sure you'll agree that this has given the area a real lift. 	
4.2	Treasurer's Report	
	<ul style="list-style-type: none"> See treasurer's report in AGM item. Motion: Dan to change signatory of following bank accounts from Shelly Thompson to Nika Engel as new P&C president: <ul style="list-style-type: none"> Canteen: 036-011 535718 Building Fund: 036-069 391542 Maxi Direct: 036-069 417044 Westpac Community Solutions One: 036-314 111824 Moved: Dan Vincent Seconded: All meeting attendees 	Motion carried
4.3	Committee Reports / Updates	
4.3.1	Fundraising	
	<ul style="list-style-type: none"> Branded school bags potential fundraising idea. Easter raffle – Jess and Christine to put the word out and try to get someone to volunteer to organise it. Upcoming election – organise sausage sizzle / cake stalls. Quiz night – Kelly Negus keen to organise if COVID permits. 	

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	<ul style="list-style-type: none"> ● Bunnings sausage sizzle – to hold in next couple of months. ● There are online fundraising options, e.g. cinnamon scrolls, bake at home cookies. 	
4.3.2	<p>Uniform Shop – Jess Mitchell</p> <ul style="list-style-type: none"> ● Disposal of unsellable donated uniform – Jess has been sending them to textile recycler, Upparel. ● Jess sold second-hand uniform out of her home over the summer. ● Have received lots of donations. ● Online shop opened as pop up shop won't operate due to COVID restrictions. 	
4.3.3	<p>Book Club – Nika Engel</p> <ul style="list-style-type: none"> ● Issue 1 in progress. 	
4.3.4	<p>Champion Dads & Grounds Committee</p> <ul style="list-style-type: none"> ● There will be a dads and kids camp in, instead of camp out this year. ● Bike ride was a huge success with a big turnout. 	
4.3.6	<p>Canteen – Wendy Maben</p> <ul style="list-style-type: none"> ● A few students have brought in large notes to use in canteen recently. Put a note in newsletter asking parents not to, and encourage online ordering. 	
4.3.7	<p>Sustainable Booragoon – Kate Zappa</p> <ul style="list-style-type: none"> ● City of Melville are not currently running FOGO collection for non-residential. But City of Melville will be in contact when program starts. ● Propose organising City of Melville recycling bin for canteen. Payment is per collection, instead of annual fee. ● Party boxes – still looking for supplier. ● Non-plastic containers ordered for canteen. ● Potential to use Rotary donation for literacy related project. 	
5	<p>Next Meeting 28 February 2022 in staff room.</p>	
	<p>Meeting Closed: 8:25pm</p>	