

Booragoon Primary School P&C Association

Minutes of General Meeting Monday 27th November 2023

Held: Staff Room
Meeting Opened: 7:15pm



ATTENDANCE

Nika Engel – P&C President	Barbara Horan – School Principal	Wendy Maben	Lawrie Freeman - Secretary
Amy Dale	Natalia Lim	Neroli Chapman	Daniel Vincent - Treasurer
Julie Barry – Canteen Manager	Hayley Shaw	Hamish McElwee	

APOLOGIES

Carl Young	Wai Sum	Kate de Palma	Christine Tay
Marcella Jones	Brooke Donabie	Kate Zappa	

General Meeting		
No.	Item	Action
1	Acknowledgement of Country We respectfully acknowledge the past and present traditional owners of this land on which we are meeting, the Whadjuk people of the Noongar nation. We also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all people in this country we all share together – Australia	
2	Confirmation of Minutes of Previous Meeting Motion: That the minutes of the General Meeting of Booragoon Primary School P&C Association held on 30 th October be confirmed as an accurate record. Raised: Nika Engel Second: Wendy Maben	
3	General Business – from previous meeting Reminder went out in Newsletter for school bags. Has produced some additional sales. Hayley to mention to the Kindy kids that they can purchase the new bags. Leavers shirts communication (unsolicited) not passed onto Barb which isn't an issue as it is already being dealt with in Year 6.	Hayley speak to kindy kids re. bags

General Meeting		
No.	Item	Action
	Night of Celebration – Nika has list of year 6 families. Food vans all locked in. Survey all completed.	
	<p>Principal's report – Barbara Horan</p> <p>Administration</p> <ul style="list-style-type: none"> • Current enrolments sit at 434. Since our last meeting, when I expressed some concern about how our numbers were going, particularly in Kindy and Pre Primary, we have had quite an influx of enrolments. So many in fact, that our projected enrolments for 2024 are 434! So Kindy and PP are close to capacity. Numbers in the mainstream classes have increased also, but we do have capacity because space was factored in for growth in those classes. • The Jumble Sale was a huge success, beyond all expectations. Holding it on the oval was a brilliant idea, it was so much better in every way. I'd like to thank everyone who was involved in that event – there certainly was a great turn-out of volunteers. • A big job is underway between Room 5 and the canteen. It is necessary to replace the canteen fat-trap, and this requires a \$50,000+ plumbing/drain upgrade. Contractors will be here for the next three weeks carrying out the works. • Our Night of Celebration is on Wednesday. Teachers have done a great job preparing their performances, and they are all fantastic. More about this in the meeting proper. • As you will now be aware, we have changed our OSHC provider for next year. <p>Students</p> <ul style="list-style-type: none"> • Mr Marston took a number of Year 3 and 4 students to a tennis competition at Bluegum last Friday. Modifications were made to the program because of the weather, and all students had a goo time. • We have a free dress day on Friday, for Rooms 12s gift-to-the-school fund raiser. Room 13 had a crazy hair day a couple of weeks ago. • Next Monday Rugby Australia is conducting an incursion. • The Wellness Day for the Year 6s was absolutely amazing, all of the students were totally absorbed and involved throughout the day. The cost of the program is usually \$3,000 but we only had to pay \$300. The company, Armed for Life won a grant from Garden City and they offered the program to Booragoon PS because we are the closest school to the shopping centre. • The Kindy parent meeting for new students coming in next year is being held tonight. <p>Grounds and Facilities</p> <ul style="list-style-type: none"> • The replacement of the canteen fat-trap has been completed so life is back to usual in the surrounding area. • I've organised a full flush of the bore in the Christmas holidays. This involves a flow test of the bore pump, and flushing the irrigation mainline with bore water and high volume air, re-setting the operating pressures and testing. It will cost \$6,820 and this is funded from money kept aside from the second lot of turf. <p>Put the flyer out to convince kids to walk home Non-disclosure and non-disparagement agreements</p>	Lawrie

General Meeting		
No.	Item	Action
1	<p>Financial Motions</p> <p>Virtual Financial Motions since previous meeting:</p> <p>BPS Quiz Night - \$1440 - PASSED</p> <p>The 2023 Quiz Night is not being run as a fundraising event, however sponsorship is being sought, and if successful, the Quiz Night may turn a small profit.</p> <p>Kelly Negus, or her delegates, have authority to spend up to \$1,440 on Quiz Night expenses as estimated below:</p> <ul style="list-style-type: none"> • Quiz Hosting Company - \$440 • Venue Food (pizza platters per table) - \$1,000 <p>Raised: Kelly Negus - 5/9/23 Seconded: Barb Horan – 12 responses in support</p> <p>Referendum Day Bake Sale - \$600 – PASSED</p> <p>Nika Engel, or her delegates, have authority to spend up to \$600 on Cake Stall and Sausage Sizzle related expenses. This budget is made up of the estimated costs below:</p> <ul style="list-style-type: none"> • Drinks - \$100 • Sausages - \$100 • Buns - \$120 • Packaging - \$150 • Miscellaneous \$130 <p>The 2022 Election Day Cake stall raised \$2,150</p> <p>Raised: Nika Engel 5/9/23 Seconded: Barb Horan – 12 responses in support</p> <p>Jumble Sale - \$750 - PASSED</p> <p>Kate Zappa, or her delegates, have authority to spend up to \$750 on Jumble Sale expenses as estimated below:</p> <ul style="list-style-type: none"> • Drinks - \$150 • Sausages - \$90 • Buns - \$130 <p>Two financial motions sent out by email since last meeting:</p> <p>Night of Celebration – Food Van</p> <p>To pay the balance of monies spent and what is owed to the Pizza Fire Truck – They have a minimum spend of \$1,000.</p> <p>Raised: Lawrie Freeman Seconded: Julie Kuchak</p> <p>BODS bowls night - \$431.75</p>	

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	Includes use of the bowling greens, hiring the event space and paying the bar staff for after hours service. Depending on the popularity of the event the cost may go up another \$50 - \$100 to extend the playing time another hour or so. Raised: Carl Young Seconded: Wendy Maben	
5	Reports / Updates	
5.2	President's Report – Nika Engel	
	<p>Night of Celebration. Year 6 parents to be acknowledged – Parents contribution register commenced at the start of the year. Needs work and attention. To be populated with the people who organised any main events through the year.</p> <p>Kitchen Garden – no interest from anyone for next year. Possibly 2 Mums could continue to carry it on. Hamish to sent a list of those people are involved to Nika.</p> <p>Is there someone in the community who would be interested in coordinating? A possibility if no one within the school is interested. There will need to be a handover of some sort to whoever takes it over.</p> <p>Picture Plates – Sam is leaving so someone else needs to run that. Nika will chase up.</p> <p>Event Guides – Still waiting on several to be updated. Colour Run happening. Draft received. Disco – in progress (Wendy)</p>	<p>Source someone to take over Garden Gnomes and running of picture plates in 2024</p>
5.3	Treasurer's Report – Daniel Vincent	
	<ul style="list-style-type: none"> November Treasurer's Report emailed out by Dan on 27th November 2023. Disco money included which wasn't recorded last month. It was recorded in July and went through as Canteen income. So fundraising under stated and canteen overstated. Profit at the moment is at \$17,000 	
5.4	Financial Motions for Next Meeting	
	<ul style="list-style-type: none"> Nil 	
6	Committee Reports / Updates	
6.1	Fundraising	
6.2	Uniform Shop – Jess Mitchell Nil update	

General Meeting		
No.	Item	Action
6.3	Book Club - Brooke Donabie / Nika Engel Just closed. Waiting for final delivery.	
6.4	Champion Dads & Grounds Committee – Carl Young Nil update	
6.5	Canteen – Julie Barry Going well. Down our main volunteer. Trying to get as many volunteers as possible. Trying to get someone from every year group to the canteen. Discussion occurred regarding the canteen which has been running at a loss and the purpose of the canteen. Is its purpose as a service to the community or is it a profit making machine? There is a lack of education in the community about its use and purpose. A survey was suggested as a point of education. Health Inspector came in on a Tuesday which went really well. 5 Stars again. 3 years in a row. Successful with \$1k volunteer grant again. In process of changing packaging. Certain packages are needed that will freeze well or go in the microwave or oven. Price is better than before. Was very expensive. New requirement mandatory for food businesses and canteen – certificate of food safety – food supervisor course that is done online. Government sent it out. Needs to be done by 8 th December. Julie in the process of completing it. Cost of \$199 which will be covered by the Canteen.	Look into getting a second eftpos machine or pay tile, so that Julie can keep one in the canteen.
6.6	Sustainable Booragoon – Kate Zappa Nil update	
6.7	Kitchen Garden - Hamish McElwee Nil update	
7	Other business Fundraising Survey Results and Discussion Fairly even split across all year groups. <ol style="list-style-type: none"> 1. Highest one was shade and shelter for canteen and undercover area 2. Replace and update the grass near 1-2 play area 3. Operation Oval 4. Add plants and greenery around quadrangle Discussion of term events Suggestion for Quiz Night Term 1 (can't be in footy season or it commences at 8:30 which is too late) Book club event could be in Winter – Term 2	Everyone to take a look outside Kindy/Pre-Primary at the shade sale to get some ideas and then next year start to discuss ideas.

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	<p>Colour Run suggested to stay in Term 4 as Term 1 is such a busy term for teachers with Naplan and back to school</p> <p>Jumble Sale possibly for Term 1</p>	
8	<p>Next Meeting</p> <p>Monday 26th February 2024</p>	
	Meeting Closed: 8pm	