

# Booragoon Primary School P&C Association

## Minutes of General Meeting Monday 28<sup>th</sup> March 2022



Held: Online Zoom meeting  
Meeting Opened: 7pm

Signed by Nika Engel, P&C President,  
11/05/2022

### ATTENDANCE

Daniel Vincent	Lawrie Freeman	Barbara Horan	Wai Sum Woo
Kate Zappa	Christine Tay	Jess Mitchell	Nika Engel
Natalia Lim	Brooke Donabie		

### APOLOGIES

Di Della	Marcela Mora	Kate Pascoe	Sam Khoo
Wendy Maben			

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 General Meeting of Booragoon Primary School P&amp;C Association held on 28<sup>th</sup> February 2022 be confirmed as an accurate record.</p> <p><i>Moved: Nika Engel</i> <i>Seconded: Barb Horan</i></p>	<b>Motion carried</b>
2	<p><b>General Business Arising from Previous Minutes</b></p> <ul style="list-style-type: none"><li>Election of secretary: Lawrie Freeman<ul style="list-style-type: none"><li>Nominated: Jess Mitchell</li><li>Passed: All meeting attendees</li></ul></li><li>Executive committee:<ul style="list-style-type: none"><li>Comprised of 4 office bearers and at least 3 other financial members.</li><li>General meeting needs quorum of 8 financial members.</li><li>Executive committee members: Barbara Horan (standing), Kate Zappa, Wai Sum Woo, Nat Lim.</li></ul></li><li>Bank account signatory: Sophie Cowell staying on.</li></ul>	
3	<p><b>Correspondence / Communications</b></p> <ul style="list-style-type: none"><li>Nika received WACSSO handbook / constitution.</li><li>Open letter received from Lisa Roberts regarding COVID response. Content communicated to school community by Barb.</li><li>Both these resources can be shared upon request.</li></ul>	

General Meeting		
No.	Item	Action
4	<b>Reports / Updates</b>	
4.1	<b>Principal's Report – Barbara Horan</b>	
	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Current enrolment is 425 students. 6 students joining in Term 2. Highest enrolment so far.</li> <li>• Buses and seatbelts raised at previous board meeting. School makes every endeavour to use buses with seatbelts.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Commenced online assemblies, which can be viewed via Connect.</li> <li>• Held practice NAPLAN test. NAPLAN to be held in Weeks 3 and 4 of Term 2.</li> <li>• House leaders assisting Easter raffle tickets sale.</li> <li>• House and interschool swimming carnivals cancelled due to COVID.</li> <li>• Mr Marston and some parents took students to cricket and lacrosse competition at Tompkins Park.</li> </ul> <p><b>Grounds and Facilities</b></p> <ul style="list-style-type: none"> <li>• Sound garden installed and already well used and enjoyed by students. Funded by \$20,000 Robin Hood grant.</li> </ul>	
4.2	<b>President's Report – Nika Engel</b>	
	<ul style="list-style-type: none"> <li>• WACSSO training – Nika, Nat and Wendy attended. Lots of useful resources available to P&amp;C from WACSSO, e.g. templates. Gained a lot of knowledge of requirements which we weren't previously aware of. Can also request more training for other P&amp;C members if interested.</li> <li>• Financial members – Dan and Brooke to pay membership fee.</li> <li>• Year group representatives have been appointed.</li> <li>• Wendy will lead canteen committee.</li> <li>• Still looking for newsletter lead. Kate is only acting in the role till permanent lead is found.</li> <li>• Fundraising committee still needs a lead.</li> <li>• P&amp;C authority letter – Nika will prepare and send to Barb.</li> <li>• P&amp;C contribution to Term 2 planner. Jess to add second hand shop dates. Plan to hold disco in Term 2 though not to add to planner as COVID dependent.</li> <li>• Financial motions have to be raised 7 days prior to general meeting or 48 hours before executive committee meeting.</li> <li>• Propose standing motion for executive committee to enable ad hoc expenditure of small expenses, i.e. &lt; \$200.</li> </ul>	<p><b>N Engel</b> <b>J Mitchell</b></p>

<b>General Meeting</b>		
<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>4.3</b>	<b>Treasurer's Report</b>	
	<ul style="list-style-type: none"> <li>• Confirmation and acceptance of Treasurers Report. Profit and loss statement and balance sheet presented. Bank statements to be shared.</li> <li>• Appropriations information: Barb emailed to Shelly, Nika to forward to P&amp;C members.</li> <li>• Obtained super details from Kendall. Details provided did not work. Will follow up.</li> <li>• Leavers shirts to be removed from P&amp;C financial reports as not related to P&amp;C.</li> </ul>	<b>N Engel</b>
<b>4.3.1</b>	<b>Financial Motions for Next Meeting</b>	
	<ul style="list-style-type: none"> <li>• Transfer of appropriations.</li> <li>• Use of funds for repair and maintenance of oval. This is a worthwhile and long overdue project.</li> <li>• Change signatory of following bank accounts from Shelly Thompson to Nika Engel as new P&amp;C president, and also add Lawrie Freeman and Jess Mitchel: <ul style="list-style-type: none"> <li>• Canteen: 036-011 535718</li> <li>• Building Fund: 036-069 391542</li> <li>• Maxi Direct: 036-069 417044</li> <li>• Westpac Community Solutions One: 036-314 111824</li> </ul> </li> </ul>	
<b>5</b>	<b>Committee Reports / Updates</b>	
<b>5.1</b>	<b>Fundraising</b>	
	<ul style="list-style-type: none"> <li>• Christine and Easter Raffle committee doing a great job.</li> <li>• \$200 collected so far in addition to Quickcliq sales.</li> <li>• Donations are being received in canteen. IGA donated \$100 worth of Easter eggs.</li> <li>• Lana has been keeping a record of donation requests.</li> <li>• Donation request template available. Christine to get Lana to send template to Lawrie.</li> </ul>	<b>C Tay</b>
<b>5.2</b>	<b>Uniform Shop – Jess Mitchell</b>	
	<ul style="list-style-type: none"> <li>• Uniform shopping doing very well – good sales and lots of donations (especially pants).</li> <li>• New families have been notified about uniform shop and two already want to buy from the shop.</li> <li>• Next term will be combination of pop up and online shops.</li> </ul>	
<b>5.3</b>	<b>Book Club – Brooke Donabie</b>	
	<ul style="list-style-type: none"> <li>• Book orders are only arriving piece meal, which isn't ideal.</li> </ul>	

<b>General Meeting</b>		
<b>No.</b>	<b>Item</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>Will discuss with Barb and Nika whether to hold the Book Fair this year.</li> </ul>	
<b>5.4</b>	<b>Champion Dads &amp; Grounds Committee</b> <ul style="list-style-type: none"> <li>Camp-in held 25 March.</li> <li>Carl is no longer leading this committee – need to find a replacement.</li> </ul>	
<b>5.5</b>	<b>Canteen – Wai Sum</b> <ul style="list-style-type: none"> <li>Canteen needs a printer that can print onto lunch bags, instead of printing onto labels which have to be manually adhered to each lunch bag. This is not only time consuming but a waste of labels (financial and environmental impacts).</li> <li>P&amp;C may already have funds for printer, so fundraising specifically for printer may not be required.</li> <li>Julie / Wai Sum to obtain quote for printer.</li> </ul>	<b>W S Woo</b>
<b>5.6</b>	<b>Sustainable Booragoon – Kate Zappa</b> <ul style="list-style-type: none"> <li>Waste Sorted School re-accreditation submitted.</li> <li>Party box available for hire in Term 2. Can be borrowed through library.</li> <li>Ride to School Day to be added to Term 2 planner.</li> <li>Earth Hour plan for next year.</li> <li>Work towards jumble sale in Term 3.</li> <li>Wai Sum asked if smaller oval, i.e. less grass and more nature play / native garden, was possible. Barb said oval is only just big enough for school requirements, so smaller oval is not possible.</li> </ul>	
<b>6</b>	<b>Disco</b> <ul style="list-style-type: none"> <li>Year 5 to coordinate disco.</li> <li>Nika to contact Sam (Year 5 rep) to put Whatsapp message to look for a coordinator for this event.</li> </ul>	<b>N Engel</b>
<b>7</b>	<b>Next Meeting</b> 2 <sup>nd</sup> May 2022 in staff room.	
	<b>Meeting Closed: 8:45pm</b>	