

# Booragoon Primary School P&C Association

## Minutes of the Annual General Meeting Monday 31<sup>st</sup> March 2024



Held: Staff Room  
Meeting Opened: 7:15

### ATTENDANCE

Nika Engel – P&C President	Neroli Burge	Wendy Maben	Lawrie Freeman - Secretary
Jess Mitchell – Vice President	Brooke Donabie	Kate Zappa	Daniel Vincent - Treasurer
Zuzana Obertova	Amy Dale	Fred Ong	Chris John - Principal
Nick Steinsvaag			

### APOLOGIES

Amy Thompson	Joanna Glaskin	Natalia Lim	Marion Rogerson
Frances Bender	Christine Tay		

General Meeting		
No.	Item	Action
1	<p><b>Acknowledgement of Country</b></p> <p>We respectfully acknowledge the past and present traditional owners of this land on which we are meeting, the Whadjuk people of the Noongar nation.</p> <p>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</p>	
2	<p><b>Election of Office Bearers</b></p> <p>President – Nika Engel nominated – declares she has been nominated unopposed and she accepts.</p> <p>Vice President – Amy Dale nominated unopposed. Amy accepted.</p> <p>Treasurer – Daniel Vincent nominated unopposed. Dan accepted.</p> <p>Secretary – Lawrie Freeman nominated unopposed. Lawrie accepted.</p> <ul style="list-style-type: none"><li>- P&amp;C Authority Letter completed by the 4 office bearers.</li></ul> <p><b>Executive Committee</b></p> <p>There needs to be at least 8 people on the Executive Committee. We have 4 office bearers, plus the principal so need at least 3 more.</p> <p>Nominations were called for Executive Committee Membership, as follows:</p> <ul style="list-style-type: none"><li>• Nika Engel - President</li><li>• Amy Dale – Vice President</li></ul>	<p>Nika to fwd P&amp;C Authority Letter to Chris and Jayne Berry</p>

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	<ul style="list-style-type: none"> <li>• Dan Vincent - Treasurer</li> <li>• Lawrie Freeman - Secretary</li> <li>• Chris John – Principal</li> <li>• Fred Ong</li> <li>• Nick Steinsvaag</li> <li>• Wendy Maben - TBC</li> </ul>	
	<p><b>Correspondence and Communications</b></p> <p>Nika going to reach out to Kim Giddens to obtain advice on what happens next following the financial election promise.</p>	
	<p><b>Principal's report</b></p> <p>Mrs Dos Santos has resigned and finishes at the end of Term 2.</p> <p>Megan Cassis retiring after 40 years. This is a huge change for the school.</p> <p>Edu Dance locked in for Term 3.</p> <p>Cross Country for the start of Term 3.</p> <p>Parent workshop on cyber safety also happening.</p>	
<b>3</b>	<p><b>Financial Motions</b></p> <p><b>Standing Financial Motion – submitted 12/3/25</b></p> <p>The Executive Committee members have delegated authority to spend up to \$200 per P&amp;C event, on unforeseen expenses, with a motion to retrospectively approve expenditure to be moved at the next General meeting. This motion is to remain in place until the 2026 P&amp;C AGM.</p> <p><b>Raised:</b> Nika Engel</p> <p><b>Second:</b> Lawrie Freeman</p> <p><b>Motion – BODS Campout – as per email on 17<sup>th</sup> March 2025</b></p> <p>BODs campout, up to the value of \$2,000. This I expected to cover Pizza, breakfast and some prizes. This cost will be recouped in ticket sales, but is required to be paid for in advance.</p> <p><b>Raised:</b> Carl Engel</p> <p><b>Second:</b> Brooke Donabie</p> <p><b>Motion – 7 Steps of Writing – 10<sup>th</sup> March 2025</b></p> <p>Financial Motion request from Chris, for P&amp;C assistance for a new whole school initiative. 7 Steps of Writing. As per email from Chris John on 10<sup>th</sup> March.</p> <p>The next step in school performance is aligning all teachers' practice through high quality whole school programs, a concept being pushed hard by teachers who are looking to enhance the professional connection across and within year levels. We have a two-year plan to increase alignment in several areas but the one we're most ready for and therefore starting with is Writing. We've booked Workshop 1 (of 2) of a program called 7 Steps to Writing Success for the first pupil free day Term 2 (28 April) and staff are</p>	

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	<p>keen to get started using the program. We'll be doing Workshop 2 at the start of Term 4 with our early childhood team completing the optional Early Years Workshop later that term (online).</p> <p>We've done a fair bit of research online and through similar schools to identify 7 Steps as the right direction for our students, particularly the structure it provides in channelling highly capable and creative writers. Aligning teachers' practice creates a more collaborative environment through shared expertise and growth, and subsequently leads to improved student results.</p> <p>We've been presented with two purchase options – the first, for \$12,837, covers the first Workshop, visual resources for 2/3 of our classes and a one-year subscription to the online resource hub. We'd be perfectly happy with the P&amp;C funding that or even part of it, however if writing really gets the P&amp;C excited and you wanted to fund option 2 which adds a year to the online subscription, visual resources for every class, 40% off any other training required and Workshop 2 for \$21,871, then we'd be even more appreciative and excited to get started (details of each option in the second attachment)</p> <p><b>Financial motion for initial \$12,837</b></p> <p><b>Raised:</b> Chris John</p> <p><b>Second:</b> Nika Engel</p> <p>Discussion concluded the initial funds will be provided but the additional funds would be preferably to be supplied in instalment ideally over the next two years. This will be discussed and tabled for approval at a later date.</p>	<p>Chris to come back to P&amp;C about a payment plan or spreading the remaining funds across two years, P&amp;C will vote on supporting.</p>
<b>4</b>	<p><b>Treasurers Report</b></p> <p>\$14k was transferred into the P&amp;C account. Dan is querying the amount and what it came from.</p> <p>The Annual Financial Statements were presented. Full year balance sheet and profit and loss report received.</p> <p><b>Solvency Declaration</b></p> <p><b>Motion</b></p> <p>That the President signs a positive solvency declaration on behalf of the Executive Committee to be presented with the annual financial statements/review/audit at the 2025 Annual General Meeting of the P&amp;C.</p> <p><b>Raised:</b> Nika Engel</p> <p><b>Second:</b> Kate Zappa</p>	
<b>5</b>	<p><b>Committee Reports</b></p> <p>Event Schedule</p> <p><b>Jumble Sale</b> to be moved from 9<sup>th</sup> May to 16<sup>th</sup> May as too much on with the election bake sale.</p>	

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	<p><b>Election Bake Sale on 2<sup>nd</sup> May.</b> Nika to look at that and drumming up interest.</p> <p><b>Disco</b> – Wendy would like to hand the reigns over to someone else this year.</p> <p><b>Book Club</b></p> <p><b>Book Fair</b> – 2<sup>nd</sup> July to 4<sup>th</sup> July - Week 10</p> <p><b>Scholastic</b> – handed out before end of Term.</p>	
	<p><b>Canteen</b></p> <p>Going well. Harmony Day went really well with all of the different cultural food options on the menu.</p> <p>Richard is back on board which is great.</p> <p>Mary also helps out on the Monday every week. About to celebrate her 90<sup>th</sup> birthday. Christine also helps out on Mondays. Elizabeth, a grandmother who helps out on Fridays for about 5 hours.</p> <p>Staff going well. Chloe and her carer are adjusting to her role. She's now doing 8 hours paid work. Akiko also doing a great job but may not be able to continue. She has other commitments. She will be officially resigning at the end of this term to next term. Will need to re-employ someone as potential 2IC.</p> <p>Purchased a new microwave last week because both died at the same time.</p> <p>Camp Australia have assisted financially with cleaning of the oven.</p> <p>Easter Raffle Sales are slow but just started today.</p>	
<b>8</b>	<p><b>Next Meeting</b></p> <p>26<sup>th</sup> May 2025</p>	
	<p><b>Meeting Closed:</b> 7:10pm</p>	