

MUNDARING PRIMARY SCHOOL P&C
Annual General Meeting Agenda
Monday 20th of March 2023 at 7:30 pm
Mundaring Primary School Library & via Webex Link

Welcome	
Attendance	Laura Beacroft, Kali Delich, Brodie Bergin, Coralie Gibson, Yvonne Chow, Cherie Ward, Heather Shaw, Hayley Laing, Becky Heath, Kevin Hogg, Ana Cattell, Rhiannon Osborne, Katrina Holley, Kirilee Bebe,
Apologies	Claudia Peet
Confirmation of Previous Minutes	<i>Motion to accept 2022 Annual General Meeting Minutes on 21 March 2022</i> <i>Proposed by: Heather Shaw</i> <i>Seconded by: Becky Heath</i>
Correspondence	In: Out:
President's Report	<p>President's annual report to be tabled. See President Report attached.</p> <p>MPS P&C Forward Plan tabled; strategic plan over 6 areas of things we have worked on over the past year and key tasks as well as how to do key roles.</p> <p>There is potential to create a position either in the executive committee or subcommittee to apply for grants and research for applicable grants for current P&C projects.</p> <p>Using the survey feedback a priority list has been created to better allocate our funds towards things that the community would like.</p> <p>Going forward this year an upgrade to the storage cupboard would be beneficial.</p> <p>The uniform shop director is still undergoing research as to if we can make this a paid position.</p> <p>Another survey should be conducted at the end of this year to see how we are tracking and ensure we are progressing well.</p> <p>The list created by the survey will be distributed so that we can create fundraising goals.</p> <p><i>Motion to accept President's report:</i> <i>Proposed by: Heather Shaw</i> <i>Seconded by: Becky Heath</i></p>
Treasurer's Report	<p>Treasurer's annual report, annual financial statement and audit of financial accounts to be tabled.</p> <p>Last year P&C membership of \$72 which equates to 72 members, a decrease on previous numbers.</p> <p>The total donations to the school from the P&C for this past year is \$5710 which does not include previously passed motions to allocate the funds to the decodable readers and the inter school uniforms that are yet to be invoiced.</p> <p>Motion to put any profits from the canteen and the uniform shops into the general account. Proposed by: Yvonne Chow Seconded by: Laura Beacroft</p>

	<p>The long term deposit is due to be renewed (on the 16th March). The basketball courts won't require any funding until the end of the year so there is no need for the funds in the short term. Motion to renew the long term deposit for 9 months. Proposed by: Yvonne Chow Seconded by: Heather Shaw</p> <p>Motion to allocate \$330 for the auditors fees. Proposed by: Yvonne Seconded by: Laura</p> <p><i>Motion to accept Treasurer's annual report and approve President / Treasurer to sign off 2022 audited financial accounts.</i> <i>Proposed by: Heather</i> <i>Seconded by: Becky</i></p> <p><i>Motion to approve re-appointment of John Osborne and Associates as Auditor for 2023 (subject to their acceptance).</i> <i>Proposed by: Heather</i> <i>Seconded by: Laura</i></p>
Sub-committee Reports:	Annual reports to be tabled.
- Communications	
- Fundraising	<p>As a new position holder the past year has gone well for the auxiliary committee. In total they raised \$9500.</p> <p>Going forward in 2023 they will create procedural guides to facilitate easier handover and better record keeping models.</p>
- Canteen	<p>Excellent volunteers have turned out so far this year. Still facing difficulties in sourcing items such as hash browns.</p>
- Uniform Shop	<p>Having added help from Becky and Laura has made the position significantly easier and it will be good to maintain this going forward.</p>
Acceptance of all reports	<p><i>Motion to accept subcommittee reports:</i> <i>Proposed by: Heather Shaw</i> <i>Seconded by: Hayley Laing</i></p>
Principal's Report	
<i>President hands Chair to Returning Officer (Kevin Hogg, Principal)</i>	
Election	<p>All positions declared vacant Election of new positions:</p> <ul style="list-style-type: none"> - President: Heather Shaw - Vice President: Becky Heath - Treasurer: Yvonne Chow - Secretary: Laura Beacroft - General Executive: Rhiannon Osborne, Hayley Laing, - Uniform Shop Co-ordinator: Brodie Bergin - Publicity (website & social media): Hayley Laing - Auxiliary Co-ordinator: Rhiannon Osborne - Auxiliary sub-committee: Katrina Holley - Canteen sub-committee: Coralie Gibson, Katrina Holley - School Council Representative: Heather Shaw - WACSSO Representative: Yvonne Chow

General Business	<i>Motion to allocate \$900 for mothers day stall expenditure.</i> <i>Proposed by:</i> Rhiannon Osborne <i>Passed by:</i> Laura Beacroft
Meeting Close	Reminder: Next AGM, Week 8 2024 - Monday