

# MUNDARING PRIMARY SCHOOL P&C ASSN INC

## Annual General Meeting 22<sup>nd</sup> March 2021

### Meeting Minutes

**Attendees:** Claudia Peet, Yvonne Chow, Paul Larkin, Coralie Gibson, Stephanie Curtis, Merrilee Caravelli, Dan Ferguson, Ashleigh Flynn, Heather Shaw, Cherie Ward, Brodie Bergin

**Apologies:** Erandi Parish

Notes	Due date
<b>1. Welcome from the President</b>	
<b>2. Confirmation of previous Minutes</b> <ul style="list-style-type: none"><li>- Motion carried to approve the minutes from the previous general meeting on February 15, 2021.</li><li>- Business arising from the previous meeting to revise the school's P&amp;C funding request. The revision is for a \$10,000 commitment to be specifically for the junior primary play equipment.</li></ul> <p><b>Motion carried</b> with all in favour to amend previous minutes to reflect the change in funding request.</p> <ul style="list-style-type: none"><li>- Motion carried to approve the minutes of the previous annual general meeting on March 30, 2020.</li></ul>	
<b>3. Correspondence</b> <ul style="list-style-type: none"><li>- WACSSO, P&amp;C Voice</li><li>- WACSSO, 2021 P&amp;C Handbook</li><li>- WACSSO State Councillor nomination form</li><li>- Pro-Visual publishing. AR interactive educational safety guidelines - School Canteen Guide to Food and Safety &amp; Nutrition 2021-22</li></ul>	
<b>4. Reports:</b>  President <ul style="list-style-type: none"><li>- Fundraising was well supported by parents and carers in</li></ul>	

Notes	Due date
<p>2020-21</p> <ul style="list-style-type: none"> <li>- Highlights over the past year include appointing a new canteen manager and the stability of the P&amp;C committee.</li> <li>- Hoping to drive membership for 2021 and get new parents involved in the P&amp;C.</li> <li>- Thanks to the P&amp;C and everyone involved for their contributions over the past year.</li> </ul> <p>Treasurer</p> <ul style="list-style-type: none"> <li>- Reports tabled: Finance report for the year ended 31 December 2020, Independent Auditors Report.</li> <li>- As at Dec 31, 2020 the canteen made a small profit (\$160) which was an excellent result given the impacts of COVID19.</li> <li>- The uniform shop made a gross profit of \$4961 in 2020.</li> <li>- Prices will be reviewed to reduce margins on some lines and increase items that are currently sold at a loss.</li> <li>- Fundraising totalled \$11,130 with Bogan Bingo, the wood raffle and disco night raising the highest amounts.</li> <li>- The Australian Government has provided \$20,000 funding to the P&amp;C to use for supporting the school.</li> <li>- At the end of 2020, the P&amp;C had \$53,913. As at 15/3/2021 there was \$53,073 total cash at bank.</li> <li>- The auditor found that the finance report for the Mundaring P&amp;C Association Inc. was properly drawn up.</li> </ul> <p><b>Motion carried</b> to transfer the 2020 profits (\$4961) of the Uniform shop to the General Account.</p> <p><b>Motion carried</b> to transfer \$25,000 from the general account to a 6-month term deposit account or a similar term with the best available interest rate.</p> <p><b>Motion carried</b> to use the same auditor (John Osborne and Associates) for our 2021 accounts.</p>	

Notes	Due date
<p data-bbox="196 275 325 309">Auxilliary</p> <ul data-bbox="244 342 1165 1104" style="list-style-type: none"> <li>- 2 raffles are now being run. Bendigo Bank raffle has so far returned \$1650 with books due back in early May. \$475 has been received for the Easter raffle to date.</li> <li>- Mother's Day gifts have arrived for the stall and raffle on May 4 (end of week 4, term 2).</li> <li>- 2021 fundraising schedule includes the wood raffle in June. Friday the 13<sup>th</sup> is the school disco, which this year will have a Halloween theme. Schedule also includes Father's Day stall and Bunnings sausage sizzle (proposed for September).</li> <li>- Fundraising calendar for school council will be approved this week and passed on to the P&amp;C auxiliary.</li> <li>- Given the success of the Year 6 cake stall at the recent state election polling place, we will have another if the federal election is called this year.</li> </ul> <p data-bbox="196 1137 319 1171">Canteen</p> <ul data-bbox="244 1211 1157 1581" style="list-style-type: none"> <li>- Since the start of the year Quickcliq orders on Tuesday's average 35 and Friday's average about 150 orders.</li> <li>- The Week 3 total orders of 219 were the highest of the year.</li> <li>- A competition is being organized for next term to name the canteen and create a logo.</li> <li>- Parents have filled the canteen roster very well this term and several new parents are helping.</li> </ul> <p data-bbox="196 1615 325 1648">Uniforms</p> <ul data-bbox="244 1688 1161 2058" style="list-style-type: none"> <li>- Term 1 was busy, particularly around school photo time.</li> <li>- The uniform shop is well stocked except for faction shirts.</li> <li>- New photos have been updated on Clickcliqs to show certain elements of uniforms better on the request of some parents.</li> <li>- There has been frustration at the lack EFTPOS facilities.</li> <li>- Previously P&amp;C haven't been able to register to use a payment square as we are a not-for-profit organisation.</li> </ul>	

Notes	Due date
<p><b>Action</b> – Paul will investigate the up-front and ongoing costs of a square card reader so parents can pay for items using contactless, chip or eftpos.</p> <p><b>Action</b> – whole price list for canteen and uniform shop is to be reviewed with a report tabled at the next meeting. The report will outline purchase cost, sale price, profit margin and recommendation for changes if needed.</p> <ul style="list-style-type: none"> <li>- Uniform shop prices to be rounded to the nearest dollar. Price reductions to be considered for discontinued items. Prices at other schools should be reviewed to ensure our prices are in line with other state primary schools.</li> </ul> <p>Principal</p> <ul style="list-style-type: none"> <li>- Report tabled.</li> <li>- P&amp;C thanked for their ongoing contributions.</li> <li>- School received extra funding due to reaching student number threshold with 322 enrolments. We have also received additional funding to support children with special learning needs. 2 more special education assistants will be advertised and a specialist literacy support teacher for the early childhood program to aid in early intervention.</li> <li>- School is also now advertising for a head cleaner and a gardener.</li> <li>- 80 new laptops have been allocated to various parts of the school.</li> <li>- Developmental reading group has restarted in 2021 for years 3-6.</li> <li>- Recent successful events held at the school include the HEC public speaking competition and Harmony Day.</li> </ul>	<p>May 4, 2021</p> <p>May 4, 2021</p>

Notes	Due date
<p><b>5. General business</b></p> <ul style="list-style-type: none"> <li>- No other general business</li> </ul> <p><b>6. Election of 2021 Committee</b></p> <p>Principal thanked all outgoing members of the P&amp;C, including the executive, auxiliary, canteen and uniform shop.</p> <p>All positions were declared vacant. The following nominations were received, and positions appointed:</p> <p>President – Heather Shaw nominated and elected unopposed.</p> <p>Vice President – Vacant.</p> <p>Secretary – Daniel Ferguson nominated and elected unopposed.</p> <p>Treasurer – Yvonne Chow nominated and elected unopposed.</p> <p>Executive Committee - declared to be those elected above in addition to: Merrilee Caravelli, Claudia Peet, Cherie Ward</p> <p>Uniform Shop Co-ordinator – Brodie Bergin nominated and elected unopposed.</p> <p>Canteen sub-committee convener – Coralie Gibson Sub-committee – Stephanie Curtis, Merrilee Caravelli</p> <p>Publicity (website &amp; social media) – Claudia Peet nominated and elected unopposed.</p> <p>Auxiliary co-ordinator – Ashleigh Flynn nominated and elected</p>	

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<p>unopposed.</p> <p>Auxiliary sub-committee – to be advised if previous years members (Lucy Polich and Mel Cramer) are available to be on the sub-committee this year.</p> <p>School Council Representative – Heather Shaw nominated and elected unopposed.</p> <p>WACSSO Representative - Yvonne Chow nominated and elected unopposed.</p> <p>AGM agenda will be changed next year to remove elections of canteen coordinator as the canteen manager fulfills that role.</p> <p>New Chairperson Heather thanked all members for nominating.</p> <p>Claudia Peet is thanked for her outstanding service as the P&amp;C President since 2018-19.</p>	
<p><b><i>7. General business</i></b></p> <ul style="list-style-type: none"> <li>- No other business</li> </ul>	
<p>The next general meeting is week 3 of term 2 - Monday 3rd May 2021 at 7.30 pm.</p> <p>Date of next AGM is Monday 21<sup>st</sup> March 2022 (week 8 term 1)</p>	
<p>Meeting Closed: 9.10 p.m.</p>	