



Subiaco Primary School P&C Minutes of Annual General Meeting 8 March 2021

Meeting Held: School Library

Minutes taken by: Tegan Flynn

Meeting Opened: 7.07pm

Attendees: Carolyn Press (Principal), Tim Braslin (President), Maryiam Dawkins (Vice President), Narissa Perks (Events & Fundraising Rep), Lesley Stedman (Healthy Hub Rep), Kez George (CLP Rep) Neil Canby (Building Fund), Gemma Upson (WACSSO representative), Caro Bell (Pool Committee Rep), Tegan Flynn (Secretary), Kate James (Treasurer), Shan Carberry, Federica Battaglia, Jodi Mansfield, Katherine Vines, Debra Hands, Andrew Devitt, Matthew Murray, Dimples Goel, Jennifer Narey

Apologies:

1. Welcome

Tim Braslin opened the meeting at 7:07pm and welcomed all attendees.

2. Confirm previous meeting minutes

2.1 Tim noted the actions from the previous minutes would be held over to the next Executive Meeting in the interest of an efficient AGM.

2.2 Motion moved to approve meeting minutes for the General Meeting held 9 November 2020.

RESOLUTION: Motion moved by Maryiam, seconded by Narissa and passed on a show of hands.

ACTION: Kate to send Carolyn unaudited, signed financials.

3. Disclosure of Interest

No disclosures of Interest were notified.

4. Officeholder Updates

4.1 President's Update

Tim thanked all members of the P&C and in particular the Executive members. It was noted there had been fundraising and event success amongst the unsettled year of COVID. It ended up being a big year. Tim noted he was very proud of the P&C and encouraged everyone to participate. Tim welcomed Shan to the Uniform Shop Co-ordinator role.

4.2 Principal's Update

Carolyn began with an Acknowledgement to Country. She outlined via a PowerPoint presentation the key school priorities, listed the objectives of the P&C, explained use of "Open in Browser" to access suite of Compass features and finished with a celebration of success including reference to the recent outstanding Public School Report and OAG Audit. Refer to attached Principal's report.

Tim congratulated Carolyn for her accomplishments throughout her tenure to date at Subiaco Primary School and wished her good luck for her upcoming new role.

4.3 Vice President's Update

Maryiam noted 2020 was a year with hiccups no one could have expected and thanked everyone for their ongoing support. Maryiam acknowledged the school for the work that has been put into recognising cultural events with a particular thank you to Trish for data entry as well as thanking the school for the Cultural Café that was held.

Noted that the Entertainment Book fundraising was now available through the school website and would be reinvigorated this year after some difficulties on their end last year.

4.4 Treasurer's Update

Proposed budget was tabled and it was noted that it had been a strong year given all events had been pushed into 6 months. The Pool would have made a profit if 2019 costs hadn't been incurred in the 2020 financials.

An amount of \$10,000 showing as 'Other profit' was queried and Kate confirmed this amount was a transaction in Jan 2020 that she had been unable to find any information on and the former Treasurer was unable to provide any information so she had listed it as 'Other'.

Kate proposed an amount of \$40,000 be allocated for the 2021 Funding Round which led to conversation around the timing and communication of the Funding Round. Carolyn outlined the funding requests she was making on behalf of the school. Neil queried the status of funding provided last year – resilience and mindfulness workshops.

Conversation was held on the benefit of continuing the Building Fund given the compliance requirements. It was discussed that more funds could potentially be raised if projects were larger and identified earlier in the financial year to allow more time for funds to be raised.

Motion moved to allocate funding as per the below submitted in the Principal's report:

Yearly/Annual items (based on 2020 figures)

- School TV Parent Subscription \$2 750
- OT Workshop for parents \$800
- Uniform shop website fee \$250
- Pool licence fee \$100
- Before School Swimming lane hire & coaching \$1700
- Opportunity Fund \$4800 (approx.)
- Incursions for children Wheel Chair Basketball submission from Ash Clancy for \$1 500
- Noongar Language songs workshop & Incursion from Alice Brennan with Gina Williams and Guy Ghouse for \$3 300

RESOLUTION: *Motion moved by Carolyn, seconded by Neil and passed on a show of hands.*

ACTION: Carolyn to follow up on Resilience workshop that has been funded but didn't go ahead in 2020 due to COVID restrictions.

4.5 *Motion moved to allocate \$40,000 for the 2021 Funding Round.*

RESOLUTION: *Motion moved by Kate, seconded by Maryiam and passed on a show of hands.*

ACTION: Carolyn to open the Funding Round this week, applications to be received from week 6-week 8, week 9 to assess and then announce. The Funding Allocation will be presented to the Term 2 General Meeting for ratification.

Kate noted we technically don't need to appoint an auditor due to the size of the P&C however recommended we continue to use Phoenix.

4.6 Motion moved to approve the financial statements for 2020.

RESOLUTION: Motion moved by Kate, seconded by Tim and passed on a show of hands.

ACTION: Kate to have Building Fund financials audited by Phoenix and provide these to Carolyn.

ACTION: Carolyn to ensure 2 x Building Fund meetings are held per year and the Minutes of Meeting presented back to the P&C and Board by the Principal.

5. Committee Updates

5.1 Events & Fundraising

It was noted that it ended up being a great year with some events run. In particular the Quiz night that raised \$13,000 and the Movie Night that raised \$6,000. It was also noted that the tea towels and greeting cards were easy fundraisers that brought in a good amount of funds. Discussion was held on possibly doing greeting cards and tea towels again this year for Kindy.

ACTION: Deb to check with Kindy teachers if they're happy to run tea towels and greeting cards again.

5.2 Healthy Hub

Unfortunately activities are still restricted due to COVID although some work arounds have been found (such as whole pieces of fruit for the swimming carnival). Looking at putting out a promotional video this year for Sip and Crunch.

It was noted that new volunteers are required as the current committee members have been on the committee for a number of years.

5.3 Pool

As per attached report.

Carol thanked Matt and Lindsay for their help keeping the costs of the pool down. Tim thanked Caro and Matt for all their hard work on the pool.

5.4 Uniform Shop

Maryiam noted we'd had three Uniform Shop Co-ordinators in the past 12 months and thanked Kendra, Sarah and now Shan for their efforts. Maryiam also noted that the P&C were grateful to the school community for the patience shown with supply issues (mainly due to COVID). As of 19th March the uniform shop will be fully stocked again. Conversation was held around the requirement for volunteers in the uniform shop, particularly when large orders are received or stock take being carried out.

ACTION: Volunteers to be called for in the next mailout.

5.5 CLP

Kez clarified that as of 2021 the CLP role would be split into a communication role and a fundraising role. Carolyn stated that there are several classes without a CLP or Fundraising rep. Kez advised that

currently only 30% of parents had filled out the Compass form providing permission to include their contact details on the CLP list.

Conversation was held on the purpose of the CLP lists with Carolyn stating that it was always for communication of school events, fundraisers and distribution of school information. The implementation of Compass has meant this role is largely now done by the school. Several members raised that it was a vital tool for building the school community as it allowed all-class arrangement of play dates and for the CLP to welcome new families when they arrive. Ideas were discussed re getting greater numbers to sign up to CLP lists.

ACTION: Carolyn to provide Kez with the CLP list by the end of this week. Once this information is received a decision will be made on how to encourage greater numbers to sign up to the CLP list.

6. Elections and Nominations

Tim handed over to Carolyn as Returning Officer to conduct the appointment of the 2021 P&C Executive.

6.1 President

Tim Braslin was appointed unopposed.

6.2 Vice President

Maryiam Dawkins was appointed unopposed.

6.3 Treasurer

Kate James was appointed unopposed.

6.4 Secretary

Katherine Vines was appointed unopposed.

6.5 Events & Fundraising

Narissa Perks was appointed unopposed.

6.6 Healthy Hub

Lesley Stedman was appointed unopposed.

6.7 Pool Committee

Caroline Bell was appointed unopposed.

6.8 CLP Coordinator

Kezia George was appointed unopposed.

6.9 Building Fund Committee

Neil Canby was appointed unopposed.

Conversation was held on which of the above positions would make up the Executive for 2021.

6.10 Motion moved that the P&C Executive be made up of the above positions 6.1 – 6.9 plus the Subiaco Primary School Principal for 2021.

RESOLUTION: Motion moved by Neil, seconded by Tim and passed on a show of hands.

7. 2021 Meeting Dates

7.1 Motion moved that the P&C General Meetings be held the 5th week of every term for 2021.

RESOLUTION: Motion moved by Tim, seconded by Neil and passed on a show of hands.

8. Other Business

Conversation held on proposal from Andrew Devitt that the P&C fund a \$1,000 set up fee for a chapter of the Fathering Project to be established at Subiaco Primary School. It was noted that several other schools near by already, successful run chapters with benefits shown through increased father participation and engagement within the school community.

A question was raised as to how it could be ensured this was an inclusive group and the comment was made this would be down to the fathers involved. It was also queried how children without fathers would benefit from this program and it was stated that alternate father-figures would be welcomed into the group and those children without father-figures would also be welcome and could benefit from having father-figures provided through this program.

8.1 Motion moved to approve expenditure of \$1,000 for establishment of a Subiaco Primary School chapter of the Fathering Project.

RESOLUTION: Motion moved by Tim, seconded by Neil and passed on a show of hands.

Meeting Closed: 8:50pm