

**Subiaco Primary School P&C**  
**Term 1 2023 Annual General Meeting – Minutes**

**Monday 27 February 2022 7pm, Library**

Attendees: Melinda Harris, Tim Braslin, Chloe Senior, Catherine Price, Fiona Plant, Anne Finch, Kanchana Karunaratna, Andrew Devitt, Caro Bell, Rachel Feldhusen, Katherine Vines, Louis Martin, Catherine Skreiner, Genelle Cox, Giselle Weybrecht, Wicki Woods, Shan Carberry, Dr Anjuman Arora Ahuja

Apologies: Jo Wilkie, Narissa Perks, Sara Spence

Minutes: Katherine Vines

**1 Approval of Previous Minutes 24 October 2022**

**Motion passed**

**2 President's Update.**

Pool has been run very well. There's a lot of effort behind the scenes by Caro that people may not be aware of. A lot of hard work from parents on a number of events which have been well received. Healthy Hub and Fathering Project have been well attended.

Thank you to the people who are stepping down.

- Caro has been running the pool for 4 Years.
- Narissa has been running the events for 4 years. Thank you for her efforts.
- Katherine is also stepping down as secretary after 2 years.

Number of items funded by the P&C in 2023 including the mural, funding of pool running costs (in excess of membership fees), school swimming, TV Screens, upgrade of the basketball hoops, new playground.

Tim has done President for 3 years. Was pretty tough for the first few years. Feels grateful for the work of the P&C. Considerable effort has been done to put systems in place. Moving forward the key thing is alignment with school. Money that the P&C has in place needs to be invested back into the school. Congratulations to everyone involved!

**3 Treasurer's Update.**

- P&C is in a good position financially and need to ensure make good use of funds for the benefit of students.
- Uniform Shop – had additional inventory from previous years so were able to use this and spend less on inventory but revenue was consistent so overall uniform shop had a slightly better return this year. Everything that the Uniform shop goes back into the P&C to be invested into the school.
- Pool – ran at a slightly increased deficit this year. Revenue is broadly consistent for the pool but slight increase in operating costs.
- Fundraising – broadly consistent with previous years. Spent \$56,000 on approved funding round expenditure with a few extra expenses. \$17,629 surplus for this year.
- Funds are earning approx. \$100 a month on interest.
- Largest revenue for the P&C is in contributions. Consistent with previous year's contributions as a percentage.
- This year the P&C has standardised processes for how display financial information. Prepared a number of financial scenarios based on high, medium and low levels of contributions. Recommendation is to keep funding round at \$45K with \$50K for a second funding round or special projects budget and run with funding scenario 1. Onus is on P&C to spend and invest contributions for the benefit of the school well.
- Running Budget proposed for the P&C of \$35,000. Consider this is reasonable (even though less may be used) as it allows large bills to be paid.
- Budget – proposal to approve funding scenario 1.
- Acknowledgement that this budget is for this year only. If we commit the \$50K for second funding round/strategic project this will be a one off. Won't be able to invest this level going forward.

**Motion to approve Funding scenario 1 – passed.**

**Motion to adopt financial statements – passed.**

#### 4 **Principal's update**

- 125th celebration this year. Recognition that school needs a lot of support for buildings because they are very old.
- Business plan – discussed school objectives and funding rounds are linked to these objectives.
- Discussed contributions by P&C via the funding round in 2022.
- Focus this year is on growth rather than fixed mindset. Extra effort leads to higher achievement.
- Year 6 camp has been run early and was very formative for the kids.
- Swimming has been a huge success.
- 125 year celebrations have made a number of connections.
- All the decisions have been made with kids in mind.
- Thank you to Tim – Difficult job managing P&C and different personalities. Done a fantastic job especially over COVID.
- Caro has done an amazing job with the pool and her incredible efforts esp over the weekend.
- Narissa has been great on the fundraising and implementing initiatives that she knows will work.
- Shan has been incredible at connecting families and forging connections within the school and setting up families for success from the start.

#### 5 **Election of new P&C Committees & Executive**

##### (a) **Subcommittees**

- **Sustainability subcommittee – Catherine Price**
- **Events and Fundraising subcommittee – Fiona Plant, Katherine Vines, Catherine Skreiner, Genelle Cox, Chloe Senior**
- **Healthy Hub subcommittee – Rachel Feldhusen, Anne Finch.**
- **Pool subcommittee – NO NOMINEES.** Discussion around support provided by school and need for consideration of how we run. Acknowledged might need look at options for outsourcing some support. Alex Hill will nominate for a committee if there's other members – not coordinator. Caro will send an alert out to the pool membership base to see for nominees.
- **CLP Coordinator – NO NOMINEES**
- **Building Fund subcommittee – Kanchana Karunaratna, Katherine Vines**
- **Infra and Grounds (Playground) subcommittee – Chloe Senior, Rachel Feldhusen**
- **Fathering Project subcommittee - Andrew Devitt,**
- **Facebook subcommittee – Andrew Devitt, Wicki Woods, Cat Skreiner, Katherine Vines**

##### (b) **Executive**

To comprise of the 4 Office bearers and least 3 other members.

Office Bearers

**President – Fiona Plant**

**Vice President – [Jo Wilkie to be re appointed once becomes a financial member]**

**Treasurer – Kanchana Karunaratna**

**Secretary – NO NOMINEES**

Will also incorporate **Genelle, Andrew, Rachel, Katherine** on the Executive.

**Motion to approve nominations to subcommittees and executive – passed.**

#### 6 **Terms of Reference & Code of Conduct**

**Motion to adopt Terms of Reference (minus reference to classroom activities in sustainability Terms of Reference) and Code of Conduct – passed.**

#### 7 **Other business**

- Appointment of signatories to be held over until full executive elected.
- Discussed ideas for Stronger Communities Grant. Applications close 12 March. Explore submission of playground grant further.