

Subiaco Primary School P&C
Term 2, 2023 Week 3 General Meeting – Agenda
Monday 8 May 2023, 7-8.30 pm, School Library

Agenda Item	Time	Representative
1. Meeting Open - Welcome to Country, Apologies, Confirm quorum, Conflict of interest & Welcome new members	7:00 - 7:05	Fiona Plant
2. Confirm previous meeting minutes (Term 1 GM) Motion: - That the minutes of the General Meeting on 20 March 2023 be taken as read and confirmed as a true and accurate record.	7:05 - 7:10	Fiona Plant
3. President’s report	7:10 - 7:15	Fiona Plant
4. Principal’s report	7:15 – 7:20	Melinda Harris
5. Treasurer’s report	7:20 – 7:25	Kanchana Karunaratna
6. Appointments and Terms of Reference: <u>Executive Committee:</u> Motion: - That the following additional members of the Events & Fundraising Sub-Committee are appointed to the P&C Executive: <ul style="list-style-type: none"> o Veronica Wilshaw, Events & Fundraising Coordinator o Catherine Skreiner o Chloe Senior <u>Facebook Sub Committee:</u> Motion: - That Cat Skreiner is nominated as the Facebook Sub-Committee Coordinator - That s2.1(a) of the Facebook Sub-Committee Terms of Reference is amended from: “Not more than three members one of whom shall be a member of the P&C Executive Committee.” to: “Not less than three members one of whom shall be a member of the P&C Executive Committee.” ACTIONS: - Update the Terms of Reference (Secretary) - Provide updated Terms of Reference and additional Committee members to Joanne Dumaresq to upload to the school website by 19 May 2023. (Secretary)	7:25 – 7:30	Fiona Plant
7. Delegation of cash counting responsibilities: Motion: - That the Constitutional requirement (s17.3) that all money received be counted and signed off by the Treasurer (with another financial member of the P&C) is delegated to other Executive Committee members, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events: <ul style="list-style-type: none"> o Fiona Plant, President o Joanne Wilkie, Vice President o Eleanor Stoney, Co-Secretary 	7:30 – 7:35	Fiona Plant

	<ul style="list-style-type: none"> ○ Tamara Brestovac, Co-Secretary ○ Veronica Wilshaw, Events & Fundraising Coordinator ○ Catherine Skreiner ○ Chloe Senior ○ Katherine Vines ○ Rachel Feldhusen ○ Andrew Devitt ○ Genelle Cox <p>(NB: This resolution is to be renewed each year following the AGM)</p> <p>ACTION:</p> <ul style="list-style-type: none"> - This motion is diarised for renewal at the 2024 AGM and added to the P&C Internal Activity Calendar. (Secretary) 		
8.	<p>Delegation of cash deposit responsibilities</p> <p>Motion:</p> <ul style="list-style-type: none"> - That the Constitutional requirement for the Treasurer to deposit funds into the P&C bank account (s17.4) is delegated to other Executive Committee members, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events: <ul style="list-style-type: none"> ○ Fiona Plant, President ○ Joanne Wilkie, Vice President ○ Eleanor Stoney, Co-Secretary ○ Tamara Brestovac, Co-Secretary ○ Veronica Wilshaw, Events & Fundraising Coordinator ○ Catherine Skreiner ○ Chloe Senior ○ Katherine Vines ○ Rachel Feldhusen ○ Andrew Devitt ○ Genelle Cox <p>(NB: This resolution is to be renewed each year following the AGM)</p> <p>ACTION:</p> <ul style="list-style-type: none"> - This motion is diarised for renewal at the 2024 AGM and added to the P&C Internal Activity Calendar. (Secretary) 	7:35 – 7:40	Fiona Plant
9.	<p>Payment of invoices & accounts:</p> <p>Financial Motion:</p> <ul style="list-style-type: none"> - That the payment of Pool Operating expenses up to \$45,000 is authorised, including insurances and Royal Lifesaving costs for lifeguards and pool water testing. - That the payment of invoices covering Uniform shop stock purchases up to the value of \$70,000 is authorised. - That the payment of salary, super and workers compensation insurance in relation to the Uniform Shop is authorised up to the value of \$17,000. - That payment of the following is authorised: <ul style="list-style-type: none"> ○ Shopify (Uniform Shop sales software) - \$400 (Recurring annual payment already paid) ○ Quickbook (accounting software) – up to \$750 a year (Recurring payment charged monthly to the P&C account) ○ Fathering Project - \$1,100 (due in August). 	7:40 – 7:45	Fiona Plant

	<p>ACTION:</p> <ul style="list-style-type: none"> - Record in financial motion register. (Secretary) 		
10.	<p>Self-assessment of Income Tax Exemption</p> <p>Motion:</p> <ul style="list-style-type: none"> - That the P&C: <ul style="list-style-type: none"> o Endorses the continuation of the P&C’s Income Tax Exemption for 2023 as per the ‘Income tax status review worksheet for self-assessing non-profit organisations’. o Authorises the President to approve the ‘Income tax status review worksheet for self-assessing non-profit organisations’ for 2023 on its behalf. <p>ACTION:</p> <ul style="list-style-type: none"> - Diarise the annual review of the Income Tax Exemption for the 2024 year if the P&C continues not to be registered with the ACNC. (Treasurer) 	7:45 – 7:50	Fiona Plant
11.	<p>Registration as a charity:</p> <p>Motion:</p> <ul style="list-style-type: none"> - That the Office Bearers are authorised to apply to register the P&C as a charity with the Australian Charities & Not for Profit Commission (ACNC), backdating this registration to 2019. - That if the P&C is granted charity status by the ACNC, the President or Treasurer is authorised to apply to have the P&C’s charity status endorsed by the ATO and apply for available tax concessions including: <ul style="list-style-type: none"> o Income tax exemption o GST concessions - That the President and Treasurer are authorised to incur fees of up to \$3,000 to obtain accounting and tax advice in relation to the P&Cs GST status and obligations. <p>ACTION:</p> <ul style="list-style-type: none"> - Obtain accounting and tax advice in relation to the P&C’s GST status and obligations. (President / Treasurer) - Record in financial motions register. (Secretary) - Apply to register the P&C as a charity with the ACNC. (President) - If charity status is granted, apply to the ATO to have charity status endorsed and apply for available tax concessions. (President / Secretary) - If charity status is granted, update the Affairs of the Association to reflect registration and requirement to submit an Annual Information Statement annually by 30 June. (Secretary) - If charity status is granted, add requirement to submit an Annual Information Statement by 30 June to the P&C Internal Activity Calendar and Secretary Role Description. (Secretary) - If charity status is granted, update the Treasurer Role Description. (Treasurer) 	7:50 – 7:55	Fiona Plant
12.	<p>Debit card:</p> <p>Motion:</p> <ul style="list-style-type: none"> - That a debit card account be opened and be called <u>“Subiaco Primary School Council and Parents and Citizens’ Association Inc. debit card account”</u>, and that the signatories to the account are the Office Bearers, with any two to sign: <ul style="list-style-type: none"> o Kanchana Karunaratna, Treasurer o Fiona Plant, President 	7:55 – 8:00	Fiona Plant

	<ul style="list-style-type: none"> ○ Joanne Wilkie, Vice-President ○ Eleanor Stoney, Co-Secretary ○ Tamara Brestovac, Co-Secretary <ul style="list-style-type: none"> - That use of the debit card be initially limited to automated recurring payments (e.g. software accounts) where card details are required to operate the account and pay accounts, and not to facilitate payment of P&C expenses. - That the Debit Card and Account Usage Policy dated 8/5/2023 be adopted for the year 2023, noting the allowance of payments up to \$1,000 <p>ACTIONS:</p> <ul style="list-style-type: none"> - Open new bank account with signatories. (Treasurer) - Transfer \$1,000 to the account and ensure that this balance is maintained. (Treasurer) - Add new bank account to Quickbooks. (Treasurer) - Once the account is opened and the Debit Card received, update Shopify account payment details. (Vice President and Treasurer) - Establish a debit card control register. (Secretary) - Add new account and Debit Card details to the Affairs of the Association. (Secretary) 		
13.	<p>Funding round:</p> <p>Motion:</p> <ul style="list-style-type: none"> - That the P&C authorises the P&C spend process submitted. <p>Financial motion:</p> <ul style="list-style-type: none"> - That the P&C authorises the payment of up to \$3,000 to cover pool lane hire and coach expenses for swimming training, with this sum to be funded from the \$40,000 funding round budget. <p>ACTION:</p> <ul style="list-style-type: none"> - Record in financial motion register. (Secretary) 	8:00 – 8:10	Fiona Plant
14.	<p>Events Plan 2023 Overview</p> <p>Motion:</p> <ul style="list-style-type: none"> - That the P&C approves the P&C Events Plan 2023. <p>Financial Motion:</p> <ul style="list-style-type: none"> - That the P&C authorises Events Committee to incur spend as outlined in the 'P&C Events Budget 2023' in support of the approved Events plan. <p>ACTIONS:</p> <ul style="list-style-type: none"> - Record in financial motion register (Secretary) - Submit Colour Run Events Budget Estimate for 2023 by 5 June 2023 for approval at General Meeting 12 June. (Events Coordinator) 	8:10 – 8:20	Veronica Wilshaw
15.	<p>Updates:</p> <ul style="list-style-type: none"> - Online document storage / Microsoft - Playground update - Facebook page update 	8:20 – 8:25	Andrew Devitt/ Fiona Plant / Cat Skreiner
16.	Any Other Business	8:25 – 8:30	Fiona Plant

Next Meeting: Monday 12th June 2023, 7pm, School Library

Actions from Previous Meeting (Note – these actions will be transferred to an action register)

Action Item	Responsibility	Action Due	Status
1.	Provide updated details to Joanne Dumaresq (Joanne.Dumaresq@education.wa.edu.au) to update P&C pages on the school website (P&C Executive and Committees - Subiaco Primary School (subiacops.wa.edu.au) by 31 March.	Secretary	31 March 2023 Complete
2.	Submit ATO Office Bearer Notification by 31 March 2023	Treasurer	31 March 2023 Submitted to ATO in March Fiona to follow up with ATO
3.	Update signatories on the P&C bank accounts as soon as possible.	Kanchana Karunaratna, Jo Wilkie, Eleanor Stoney, Tamara Brestovac	31 March 2023 All previous Office Bearers removed. All new Office Bearers added apart from VP.
4.	Submit 2022 Financial Statement & Solvency Statement to WACSSO	Treasurer	30 April 2023 Complete
5.	Update P&C Office Bearers with WACSSO by no later than 30 April.	Secretary	30 April 2023 Complete
6.	Update P&C Office Bears with Principal (via 'Authority Letter') by no later than 30 April.	Secretary	30 April 2023 Not complete
7.	Communicate Stronger Communities grant outcome to Executive Committee and Playgrounds Committee	Katherine Vines	8 May 2023 Update to be provided at GM
8.	Circulate the process for submitting P&C funding requests which was approved last year.	President	8 May 2023 To be circulated ahead of GM
9.	Eleanor and Tamara to meet and agree respective roles & responsibilities and present to the General Meeting on 8 May 2023.	Eleanor Stoney & Tamara Brestovac	8 May 2023 Ongoing
10.	Continue recruitment & communications for vacant positions – CLP Coordinator and Assistant Treasurer.	President	Ongoing Ongoing