

Subiaco Primary School P&C
Term 2 2023 General Meeting – Minutes
Monday 31 July 2023, 7pm, Subiaco Library

Attendees: Fiona Plant, Eleanor Stoney, Tamara Brestovac, Kanchana Karunaratna (via Zoom), Andrew Devitt (via Zoom), Veronica Wilshaw, Joanne Wilkie, Katherine Vines, Peter Schwarzbach, Melinda Harris, Rachel Feldhusen, Catherine Price

Apologies: Catie Parsons, Catherine Skreiner, Shan Carberry, Genelle Cox, Chloe Gordini, Wicki Woods, Sarah Keighery, Caro Bell, Tim Braslin, Louis Martin, Giselle Weybrecht, Dr Anjuman Arora Ahuja, Chloe Senior, Anne Finch, Alex Hill, Sharon Lekawski, Sarah Keighery

Minutes: Tamara Brestovac and Eleanor Stoney

1 Meeting Open

Apologies, quorum & Conflicts of Interest

- Apologies above.
- Quorum confirmed as more than 8 financial members (as required by the P&C Constitution s25.2).
- No conflicts disclosed.

GM Minutes

Motion: That the minutes of the General Meeting on 12 June 2023 be taken as read and confirmed as a true and accurate record. **Carried**

2 Presidents' update

- Charities registration has been submitted to ACNC, further information was requested and subsequently submitted. Progress update to be given at the next meeting.
- Debit card account has been opened however waiting on the debit card.
- Change of registration (RAM) with ATO is now completed, granting the P&C access to online services so that returns can be lodged.
- Engagement letter (from Phoenix Accountants) for bookkeeping services has been actioned, shared folder created with receipts ready for takeover.
- A new kitchen sink is no longer a requirement, as requested in the funding round. (The P&C do not require registration as a food business as temporary food business permits are obtained when required. The school does not require it as food preparation is not for sale). Registration of the kitchen as a food business will lapse.
- Drama workshops, funded by the P&C through the funding round, are proceeding for years 1-6 in the second half of Term 3.
- Year 6 Leaver's book was not included in the funding round – this is a yearly expense for the P&C which was included in the 2023 Budget. Costs are estimated at \$4,000. Financial motion to be presented at the next meeting.
- Parents survey will be conducted focusing on priorities for allocation for P&C funds, ways to engage, demand for after school care, BYOD and associated costs, ensuring no overlap with previous school research.

3 Treasurers Report

The Treasurer's report was circulated prior to this meeting:

- Report takes us to June 2023 income of just over \$112,000, including just over \$47,000 of P&C contributions this year to this date

- Expenses are just under \$140,000
- Overall net deficit as of June is \$27,000, adjusted net position just over \$21k
- Key elements are: received \$13,500 in fundraising, Uniform Shop running in deficit of \$9.5k - not alarming just requires tracking, aim is to break even, pool is in a minus of \$36,000 – this includes expenses during off season and no income has been taken into account over the upcoming season
- We propose to track along funding Scenario 1 based on membership contribution of \$50,000 – currently no issues, however we require the uniform shop to break even

Motion: That the Treasurers report was received, reviewed, and approved. **Carried.**

4 **Principal's update**

- Development of the School Business plan is underway and includes parent representation through the Board and P&C
- Book week coming up. Submission for Nova morning program grant has been completed.
- Ysafe cyber safety sessions have been run with children and staff and a parent briefing is scheduled.
- Bully Zero sessions in partnership with Telethon Institute will be taking place – starting from Year 1
- Debating club is up and running
- Drama artist in residence offered to Nadia Callan who will work across classes in Term 3 (part of P&C funding)
- Enrolments are up this Term
- Pool rectification and aquatic rectification works completed including chemical eyewash, tiling, new handrails. Leaf strainer is unable to be installed. Painting to be completed after the upcoming season. Additional panels will be installed on some parts of the fence to reduce the potential for vandalism.
- Interschool athletics carnival coming up, athletics training before school
- Reminder that students can only take on additional roles or activities (SRC, Social Justice, Student Leadership, Peer Mediators) if classes are not impacted.
- Naplan – Subi Primary School on average rates 75-80% in Exceeding and Strong
- After school care: Subiaco children's centre is given access to one classroom – there are no more available classrooms on school grounds for use, might have to look outside school grounds.
- P&C encouraged to write to Council regarding before & after school care provisions for consideration by the council in the revamp of adjacent council buildings.
- BYOD Program – school might need help from P&C for charging stations for iPads that are being left at school. Summary of parent BYOD research, excluding feedback on costs, was shared.

ACTION: Results of parent research on the cost of BYOD to be shared with the P&C. **Melinda Harris**

ACTION: Contact school & council to understand potential for space to be allocated for before and after school care. **Fiona Plant**

5 **Uniform Shop**

General

- New shop fittings completed over holiday – great outcome and a special thanks to Vince for installing it.

Stocktake Update

- Stocktake complete
- Another stocktake to be done in November or December – two annually going forward
- There have been large orders, and they will flatten out.

Insurance

- Valid 12-month cover of stock now in place.

Repricing Status

- The aim of the Uniform Shop is to break-even however given increasing costs, prices have been reviewed.

- Most prices will remain unchanged however prices will be increased for a small number of items to cover the cost of shipping, wholesale costs, etc
- Pricing from suppliers is going up so prices will be revisited again at later date

6 Pool Update

General

- New pool blanket has been ordered – estimated arrival in 4-6 weeks.
- Maintenance work has been undertaken in the area by the Pool Coordinator
- Mowing of the surrounding grass and maintenance of the pool grounds will be undertaken by School going forward
- Sponsorship options to be explored

Royal Life Saving Western Australia (RLSWA) contract.

- Executed the final agreement for RLSWA.

City of Subiaco Partnership Agreement

- Draft submitted. Verbally agreed to increase grant to \$7,500 – awaiting formal written approval

Updated Financials

- Significant increase in expenses this season as costs have generally increased
- Additional expense to be incurred of \$2,000 over the season with RLSWA due to the fact that it was not possible to instal a leaf strainer as part of the recent pool works
- Forecast deficit of \$12,000 for the upcoming 2023/24 season includes \$8,000 pool blanket.
- Membership and pool party fees require review – pool party costs are under other similar providers. Proposal for increase to be presented at next meeting or one after
- Have opened the Pool Party Bookings has opened for the season

7 Sustainability

- Sustainability and Healthy Hub coming together to coordinate activities due to some overlapping.
- Focus on close loop eating - sourcing fresh veg produce, cooking on site, composting,
- Interest in running events to bring the community together. Explore donation/pay as you feel option.
- Request for waste sorted grants application to be submitted for recycling bin station and special coffee cup recycling bin
- Rachel to look at re-designing the kitchen to accommodate for a dishwasher as per the grant request. It was confirmed that the school is open to its inclusion providing it is part of an overall plan for the kitchen
- Soup days – option to run after school and potential to support the different school groups (i.e. SRC etc).
- Looking for volunteers – coordinate with Veronica.

Motion: That Catherine Price submits a Waste Sorted Grant application, due August 12. **Carried.**

8 Fathering Project

Continuation of Fathering Project Fees/Membership

- Struggling to justify value of annual fee of \$1,000 (paid for this year)
- Volunteer engagement is difficult.
- There is a lot of organic fathers' groups in area outside of the Fathering Project

Continuation of formal Dads group

- Andrew unable to continue next year. Will try find someone to overtake.
- Annual fee requirement for Fathering Project and not getting a lot of take up for ongoing volunteering/participation.
- Smaller dad groups have formed organically in different class groups. Interest only for social events which defeats the purpose of the Fathering Project

- Willaim to run Father's Day breakfast on September 1st - might be last formal event for the Fathering Project
- If Fathering Project cease to exist P&C can continue popular events

9 Events

- Events Committee will be meeting shortly to discuss upcoming events – Athletics Carnival Food Stall, Toys for Telethon (Non P&C event), Movie Night and Colour Run.
- Going forward, would like to look at sponsorship for events, particularly by local Real estate agents, – potentially replicating the Rosalie Primary P&C approach (which uses signage at the roundabout on the corner of Derby and Onslow Rds)

10 Facebook

- No update at this meeting.

11 Other business

- No other business discussed.

Meeting Closed: 8:25 pm.

Next Meeting: Monday 4 September 2023, 7pm, School Library