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| | <p>New Members:</p> <p>ANYONE WHO WISHES TO BE A MEMBER OF THE P&C IN 2024 MUST COMPLETE A MEMBERSHIP FORM AND PAY THEIR \$1 SUBSCRIPTION FEE.</p> | | | |
| 1. | <p>Meeting Open</p> <ul style="list-style-type: none"> Welcome, Apologies, Confirm quorum (8), Conflict of interest. <p>Confirmation of Meeting Minutes, P&C Constitution and Code of Conduct</p> <p>Confirmation of Meeting Minutes</p> <ul style="list-style-type: none"> Confirm previous meeting minutes (Term 4, Wk 8) <p>Motion:</p> <ul style="list-style-type: none"> That the minutes of the General Meeting on 27 November 2023 be taken as read and confirmed as a true and accurate record. <p>P&C Constitution</p> <p>Governing document for the P&C that must be followed.</p> <p>P&C Code of Conduct</p> <p>Motion:</p> <ul style="list-style-type: none"> That the Code of Conduct be taken as read and accepted. | 7:00-7:05 (5 mins) | <p>Fiona Plant</p> <p>Tamara Brestovac</p> | <p>Minutes of Meeting</p> <p>P&C Constitution</p> <p>P&C Code of Conduct</p> |
| 2. | <p>Presidents Update</p> | 7:05-7:10 (5 mins) | Fiona Plant | Presidents Report |
| 3. | <p>Treasurers Report</p> <ul style="list-style-type: none"> Solvency Declaration – as required by s17.10.3 of the P&C Constitution 2023 Financial Statements Audit – as a Tier 1 Association (with less than \$500,000) a review or audit is not mandated 2024 Budget Treasurers Report – taken as read, questions ONLY <p>Motion:</p> <ul style="list-style-type: none"> That the Solvency Statement was received, reviewed and approved. That the 2023 Financial Statements were received, reviewed and approved. That a review or audit of 2023 Financial Statements is not undertaken. | 7:10-7:25 (15 mins) | Kanchana Karunaratna | <p>Solvency Declaration</p> <p>2023 Financial Statements</p> <p>Draft 2024 Budget</p> <p>Treasurer's Report</p> <p>P&C Contributions</p> |



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| | <ul style="list-style-type: none"> - That the P&C approves the Draft 2024 Budget. - That the Treasurers report was received, reviewed, and approved. <p>Actions:</p> <p>Provide a pdf copy of the approved 2023 Financial Statements to the Secretary by 1 March (Treasurer)</p> | | | P&C Funding Round Tracking |
| 4. | Principal's report | 7:25-7:35 (10 mins) | Melinda Harris | |
| 5. | <p>Elections and Nominations</p> <ul style="list-style-type: none"> - Appointment of Returning Officer – all P&C positions are declared vacant - Election of Office Bearers: <ul style="list-style-type: none"> o President o Vice-President o Treasurer o Co-Secretary o Co-Secretary - Election of CLP (Class Liaison Parent) Coordinator <p>Financial Motion:</p> <ul style="list-style-type: none"> - That the President, Vice-President, Treasurer and Co-Secretaries of the Subiaco Primary School Council and Parents and Citizens' Association Incorporated be appointed authorised signatories to all P&C accounts, with any 2 to sign and authorise any transactions on the accounts. This includes the following bank accounts: <ul style="list-style-type: none"> - 1. Cheque Account (016-460 3408 89723) held with ANZ - 2. Online Saver Account (016-460 9044 28624) held with ANZ - 3. Business Essentials (Debit Card) Account (016-460 6498 41912) held with ANZ - 4. Business Cash Management (Subiaco Primary School Building Fund) Account (016-460 4981 44334) held with ANZ <p>Actions:</p> <ul style="list-style-type: none"> - Update bank account signatories ASAP (Treasurer / President) - Update Office Bearer details with Principal, Joanne Dumaesq (school website) by 10 March (Secretary) - Update Office Bearer details with the ATO by 10 March (President) - Update P&C details and upload approved 2023 Financial Statements with WACSSO by 30 April (Secretary) - Complete WACSSO Executive Handover Checklist, ATO Not-for-profit administrator's handover checklist by 30 April (President / Treasurer / Secretary) | 7:35-7:45 (10 mins) | Fiona Plant | |
| 6. | 2024 Sub Committees | 7:45-7:55 (10 mins) | Fiona Plant | Sub-Committee Reports (Events & Fundraising, |



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| | <ul style="list-style-type: none"> - Sub-Committee Reports - taken as read, questions ONLY - Sub-Committee Terms of Reference: <ul style="list-style-type: none"> o Events & Fundraising o Healthy Hub o Pool o Facebook o Building Fund o Playgrounds (Infrastructure & Grounds) - It is proposed that the Sustainability and Fathering Project Sub-Committees are not continued in 2024. - Election of Sub-Committee Coordinators and members <p>Motion:</p> <ul style="list-style-type: none"> - That the Terms of References are approved for the Events & Fundraising, Healthy Hub, Pool, Facebook, Building Fund and Playgrounds (Infrastructure & Grounds) Sub-Committees <p>Actions:</p> <ul style="list-style-type: none"> - Update Sub-Committee details with Joanne Dumaresq (school website) by 10 March (Secretary) | | | <p>Healthy Hub, Pool, Facebook, Playgrounds, Fathering Project)</p> <p>Terms of References (Events & Fundraising, Healthy Hub, Pool</p> <p>Facebook, Building Fund, Playgrounds</p> |
| 7. | <p>Executive Committee</p> <ul style="list-style-type: none"> - Appointment of Executive Committee <p>Motion:</p> <ul style="list-style-type: none"> - That the Office Bearers, CLP Coordinator, Sub-Committee Coordinators and some members of the Events & Fundraising Committee are appointed to the Executive Committee <p>Financial Motion:</p> <ul style="list-style-type: none"> - 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 in 2024, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events. - 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 in 2024, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events. <p>Actions:</p> <ul style="list-style-type: none"> - Complete Annual Information Statement, update Executive Committee details and upload 2023 Financial Statements with ACNC by 30 June (Secretary) NB: Date of Birth required - Update Executive Committee details with Joanne Dumaresq (school website) by 10 March (Secretary) | 7:55-8:05 (10 mins) | Fiona Plant | |



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| 8. | Debit Card Account Usage Policy Motion: <ul style="list-style-type: none">- That the Debit Card Terms of Operation dated 8/5/2023 be adopted for the year 2024, noting the allowance of payments up to \$1,000. | 8:05-8:10 (5 mins) | Fiona Plant | Debit Card Terms of Operation |
| 9. | 2024 Funding Round: Motion: <ul style="list-style-type: none">- That the 2024 Funding Round is initiated after the AGM, with Committee recommendations to be brought back to a P&C GM for approval in Term 2. | 8:10-8:15 (5 mins) | Fiona Plant | Process for spending P&C Funds |
| 10. | P&C 2024 Plans: <ul style="list-style-type: none">- P&C Calendar 2024 update | 8:15-8:20 (5 mins) | Tamara Brestovac | 2024 P&C Calendar |
| 11. | Any Other Business | 8.20 -8.25 (5 mins) | Fiona Plant | |

Next Meeting: Monday 25 March 2024, 7pm, School Library