

**Subiaco Primary School P&C**  
**Term 1 2023 General Meeting – Minutes**  
**Monday 20 March 2023, 7pm, Zoom**

**Attendees:** Eleanor Stoney, Peter Schwarzbach, Veronica Wilshaw, Fiona Plant, Joanne Wilkie, Tamara Brestovac, Melinda Harris, Chloe Senior, Catherine Price, Anne Finch, Rachel Feldhusen, Catherine Skreiner, Wicki Woods, Alex Hill

**Apologies:** Katherine Vines, Shan Carberry, Caro Bell, Tim Braslin, Kanchana Karunaratna, Andrew Devitt, Louis Martin, Genelle Cox, Giselle Weybrecht, Dr Anjuman Arora Ahuja

**Minutes:** Fiona Plant

**1 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.

**2 New members**

- Welcomed new P&C members Eleanor Stoney, Peter Schwarzbach, Veronica Wilshaw, Tamara Brestovac who have submitted their Membership Form and fee.

**3 AGM Minutes**

**Motion:** That the minutes of the Annual General Meeting (AGM) on 27 February 2023 be taken as read and confirmed as a true and accurate record. **Carried**

**4 President's Update**

- P&C transition:
  - Number of vacant positions which we've been recruiting for and are hoping to fill a number tonight.
  - We are looking to fill a new role of Assistant Treasurer to provide support to the Treasurer so please get in contact if you know anyone who might be interested.
  - To help the Executive Committee transition into their roles I've booked a P&C Operations & Governance webinar on **Wednesday 26<sup>th</sup> April, 7-8.30pm** with WACSSO (Western Australian Council of State Schools Organisation Inc.). Anyone who is interested in learning more about how the P&C works is welcome to attend and can register at [www.trybooking.com/events/landing/1035445](http://www.trybooking.com/events/landing/1035445)
- Events - great start to the year with a couple of key P&C events:
  - Sundowner was run by the P&C on Friday 17<sup>th</sup> February (week 3) after a break for a couple of years due to Covid. It was a great night and we estimate 150 people came along, raising over \$1,400.
  - Annual Swimming Carnival Food Stall & Healthy Hub Food Stall were held on Thursday 15<sup>th</sup> March and run by Year 2 parent volunteers. They continue to be very popular with the kids and the Food Stall raised over \$1,700.
- CLPs - Unfortunately there are quite a number of classes (c. 12) which don't currently have a CLP (Class Liaison Parent) so this will be a focus in coming weeks.

**5 Principal's update**

- Junior Faction Swimming and Splash Carnival were a great success and will be followed by the Senior Swimming Carnival on Tuesday 21 March.
  - This week is Harmony Week and on Wednesday 22 March, students are encouraged to wear clothing appropriate to their, or their family's country of origin, and a parade will be held in the undercover area.
  - NAPLAN testing is currently underway.
  - Parent teacher meetings are coming up on Wednesday 5<sup>th</sup> April. The school will close at midday and parents will need to collect their children.
  - Business Plan review will be commencing this year.
  - Need to continue to be vigilant with allergies with some severely anaphylactic children attending the school.
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## 6 Election of vacant positions

- The following positions were elected:
  - Vice President – Joanne Wilkie
  - Co-Secretary – Eleanor Stoney
  - Co-Secretary – Tamara Brestovac
  - CLP Coordinator – No nominations. Remains vacant.
  - Pool Coordinator – Peter Schwarzbach
  - Events Coordinator – Veronica Wilshaw
  - Sustainability Coordinator – Cath Price
  - Assistant Treasurer – No nominations. Remains vacant.
- Vice President and Secretary are members of the Executive Committee under the P&C Constitution (s12.2).

### ACTIONS:

- Eleanor and Tamara to meet and agree respective roles & responsibilities and present to the General Meeting on 8 May 2023. **Eleanor Stoney & Tamara Brestovac**
- Update P&C Office Bearers with WACSSO by no later than 30 April. **Secretary (Eleanor Stoney / Tamara Brestovac)**
- Update P&C Office Bears with Principal (via 'Authority Letter') by no later than 30 April. **Secretary (Eleanor Stoney / Tamara Brestovac)**
- Provide updated details to Joanne Dumaresq ([Joanne.Dumaresq@education.wa.edu.au](mailto:Joanne.Dumaresq@education.wa.edu.au)) to update P&C pages on the school website ([P&C Executive and Committees - Subiaco Primary School \(subiacops.wa.edu.au\)](http://P&C Executive and Committees - Subiaco Primary School (subiacops.wa.edu.au))) by 31 March. **Secretary (Eleanor Stoney / Tamara Brestovac)**
- Submit ATO Office Bearer Notification by 31 March. **Treasurer (Kanchana Karunaratna)**
- Continue recruitment & communications for vacant positions – CLP Coordinator and Assistant Treasurer. **President (Fiona Plant)**

## 7 Executive Committee members on Subcommittees

- P&C Constitution (s18.5) requires that all Sub-Committees must include a member of the Executive Committee, as well as the President (as an ex-officio member) for guidance, governance and financial oversight purposes. The Pool and Sustainability Sub-Committees currently do not include a member of the Executive Committee.
- The following additional members were appointed:
  - Pool subcommittee – Eleanor Stoney
  - Sustainability subcommittee – Jo Wilkie

### ACTIONS:

- Provide updated details to Joanne Dumaresq ([Joanne.Dumaresq@education.wa.edu.au](mailto:Joanne.Dumaresq@education.wa.edu.au)) to update P&C pages on the school website ([P&C Executive and Committees - Subiaco Primary School \(subiacops.wa.edu.au\)](http://P&C Executive and Committees - Subiaco Primary School (subiacops.wa.edu.au))) by 31 March. **Secretary (Eleanor Stoney / Tamara Brestovac)**

## 8 Appointment of signatories to the P&C bank account

**Motion:** That the signatories to the P&C bank accounts be updated to reflect the new Office Bearers as soon as possible. **Carried**

- P&C Constitution (s17.6) requires a minimum of 4 signatories to the account, which are the Office Bearers - President, Vice President, Treasurer and Secretary – with any 2 to sign. An additional member of the Executive Committee may also be nominated.
  - New bank signatories to reflect the new Office Bearers, with any two to sign:
    - Kanchana Karunaratna, Treasurer
    - Fiona Plant, President
    - Joanne Wilkie, Vice-President
    - Eleanor Stoney, Co-Secretary
    - Tamara Brestovac, Co-Secretary
  - It is the responsibility of all signatories to ensure that any payments they authorise are supported by legitimate invoices.
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- Kanchana has booked an appointment at ANZ Subiaco on Tuesday 21 March 1pm for the bank signatories to be changed over.

**ACTIONS:**

- Update signatories on the P&C bank accounts as soon as possible. **Treasurer (Kanchana Karunaratna), Jo Wilkie, Eleanor Stoney, Tamara Brestovac**

**9 Solvency statement**

**Motion:** That the President and Treasurer be allowed to sign the Solvency Declaration Statement as part of the 2022 financial accounts. **Carried**

- P&C Constitution (s17.10.3) requires a solvency statement, endorsed by the Executive Committee, to be presented at the P&C Annual General Meeting.
- While this was not done, the Treasurer's report, which was presented and approved at the AGM and again circulated prior to this meeting, clearly demonstrates the P&Cs ability to meet debts and liabilities as and when they become due and payable.
- Fiona Plant has discussed with WACSSO and they have recommended this approach.

**ACTIONS:**

- Submit 2022 Financial Statement & Solvency Statement to WACSSO by no later than 30 April. **Secretary (Eleanor Stoney / Tamara Brestovac)**

**10 Playgrounds**

- This item is no longer for approval but is for discussion and consideration only.
- Background:
  - P&C Strategic Plan 2022-23 (approved GM 24/10/2022) committed to funding the renewal of school playgrounds & facilities following completion of a scoping study (2022-23).
  - 2023 budget (approved AGM 27/2/2023) includes \$50k allocation for Strategic Projects, primarily intended for this purpose, with the potential for further P&C funding from accumulated reserves.
  - A Terms of Reference is currently being drafted by the Infrastructure & Grounds (Playgrounds) Sub-committee to canvass a range of options / designs / suppliers and allow for appropriate engagement with the school community before allocating significant P&C funds.
  - At the AGM, the P&C was made aware of the availability of grant funding through the Federal Government Stronger Communities scheme of *up to \$20k* and agreed to explore a submission.
- Update:
  - The Playgrounds Sub-Committee subsequently agreed to submit a grant request to support the renewal of the Junior Playground (behind the science room), on the following basis:
    - Deadline for submissions was 12 March.
    - The grant would fund \$20k towards total project costs.
    - Total project costs were estimated at \$47k, based on a previous proposal from Playmaster. (Designs were not submitted).
    - A condition of the grant is that the project must be completed by the end of the year.
- The P&C needs to consider whether it is comfortable funding any, part or all of the remaining \$27k costs, given:
  - playgrounds are a strategic project, potentially incurring significant P&C funds from accumulated reserves which have been raised over a number of years; and
  - broader school community engagement on the playground renewal options and designs has not yet taken place.
- As we are expecting grant outcomes to be known by end March, we are proposing that any decision be deferred to the face-to-face meeting scheduled 8 May.

**ACTIONS:**

- Communicate the Stronger Communities grant outcome to the Executive Committee and Playgrounds Committee members as soon as it is known. **Katherine Vines**

**11 Other business**

- Funding round discussed.
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**ACTIONS:**

- Circulate the process for submitting P&C funding requests which was approved last year. **Fiona Plant**

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