



Subiaco Primary School  
**Parents and Citizens Association**

ABN 75 015 848 751  
271 Bagot Road SUBIACO WA 6008  
www.subiacops.wa.edu.au

## **Term 2 Week 9 2024 General Meeting – Minutes**

### **Monday 10 June 2024, 7pm, Subiaco Library**

**Attendees:** Fiona Plant, Tamara Brestovac, Heather McNeil, Jackie Trimby, Joanne Wilkie, Catie Parsons, Andrew Devitt, Veronica Wilshaw, Shan Carberry, Rachel Feldhusen, Cat Skreiner, Katie Minchin, Lindsay Dodd (via teams), Dawn Stuart, Peter Schwarzbach, Hannah McKelvie, Acil Tayba (guest)

**Apologies:** Katherine Vines, Brian Middleton, Jacinta O’Shea, Genelle Cox, Kanchana Karunaratna, Anne Finch, Steven Smart, Louisa Russell, Sharon Lekawski, Chloe Senior, Peter Sadler, Cath Price

**Minutes:** Tamara Brestovac and Jacinta O’Shea

#### **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 06 May 2024 be taken as read and confirmed as a true and accurate record. **Carried**

#### **2 Presidents’ update**

The Presidents’ report was circulated prior to this meeting:

- Feedback on meetings with council – traffic calming & after school care
- Scholastic Book Club offering – a number of parents have raised complaints about the number of books with ‘toys’ as well as the quality of books. Agreed that parents are to be directed to provide feedback individually, rather than on behalf of the P&C - [customer\\_service@scholastic.com.au](mailto:customer_service@scholastic.com.au)

#### **3 Principal’s update**

- Had a wonderful experience at the school so far
- Recently, a lot of time has been devoted to meetings with the Council.
- Focused on developing cultural awareness by meeting with Council members and attending Reconciliation Week with selected senior students, their parents, and teachers.
- Discussed maintenance of the oval with the Parks and Recreation Manager from the Council. Maintenance costs can reach up to \$20,000 per year. The City shared details about their maintenance team. Ongoing efforts are being made to prepare the oval for the Athletics carnival.
- Held discussions with Subiaco Children’s Centre (SCC), the current on-site Out of School Hours (OSH) provider. The current contract for OSH is due to expire on 31 December 2024, so a tender process will be run later this year to appoint the school OSH provider for 2025 and beyond.
- Recorded new videos for the website and updated the business plan.

#### **4 Treasurers Report**

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



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- Voluntary contributions have reached 45% of potential contributions (compared to 54% received by the end of 2023).
- Expenditures in May and June were high due to insurance costs.
- Phoenix is in the process of updating accounts to automate bank reconciliations and report generating.

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

**Financial Motion:** That up to \$2,000 in WACSSO Affiliation Fees is approved for 2024 (up from \$1,700 approved in the 2024 Budget). **Carried.**

### 5 Events update

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

- Mother's Day Afternoon Tea – Explore converting Hangout on Hay deposit into gift vouchers for a raffle.
- Parents' Night – Explore ways to enhance fundraising opportunities.
- Art Auction – Coordinate with Open Night and run an online silent auction before and after.
- Open night – Align with Science Week theme; art displays can still be featured in classrooms.
- Art Cards – Considering selling bundles.
- Athletics Carnival Food Stall – Continue with planning for Friday 23 August.

**Action:** Form an organising committee for Father's Day breakfast. **(Andrew Devitt).**

**Motion:**

- That the Parent's Night is rescheduled from Saturday 24 August to Saturday 2 November. **Not Carried.**
- That the Parent's Night is allocated to Year 4 parents & carers in lieu of the cancelled Family Welcome Picnic in Term 1. **Carried.**
- That the Art Auction is run in conjunction with the Open Night (Sept) rather than at the Parent's Night. **Carried.**
- That 10 packs of Art Cards with children's artwork are offered at \$15 through Crazy Camel (at a cost of \$10 per pack). **Carried.**

### 6 Pool Update

The Pool report, Draft Partnership Agreement (City of Subiaco) and Draft Pool Operating Agreement (RLSSWA) were circulated prior to this meeting:

- Pool operating costs for the 2024/25 season have increased to \$42k for maintenance and lifeguard services during opening hours. The budget allocation for next year will need to be increased.
- The P&C is to meet with the school to discuss the RLSSWA agreement, including details and contributions related to pool costs.

**Motion:**

- That the Pool Coordinator and President are authorised to make any amendments they see necessary and approve the following on behalf of the P&C:
  - Partnership Agreement (City of Subiaco) **Carried.**
  - Pool Operating Agreement (RLSSWA) **Carried subject to clarification of pool chemical payments.**

### 7 Uniform Shop

The Uniform report and pricing recommendations were circulated prior to this meeting:

- Price Increase: Due to general decline in purchases overall and an increase in shipping and wholesale costs.
- Discussed the overall quality and durability of the uniform relative to its price point. School community generally happy with the quality of the product and value the provision of an on-site physical presence.
- Dress Offering: Explore options to reduce costs while maintaining quality.



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**Motion:** That all items are sold at a minimum Gross Profit of 25% (except items specified – dresses, leggings and hats) to cover operating costs and achieve a breakeven position, while continuing to retain an employee and offer an in-person, personalised experience. Price increases to be implemented for the start of Term 3. **Carried.**

#### **8 Streets Alive Grant Application:**

The Streets Alive Grant Application was circulated prior to this meeting:

- Outcome of grant application will be announced on June 17<sup>th</sup>.
- Initiative ties in with Council's discussions regarding traffic calming on Hamersley Road.

#### **9 Sponsorship Proposal**

The Sponsorship proposals and Parents Night request letter were circulated prior to this meeting:

##### **Sponsorship Proposal**

- Proposal to approach local Real Estate Agents to sponsor P&C events was approved in September 2023 but has been delayed due to unresolved issues re approvals.
- Clarity required regarding sponsorship funds: specifying the fundraising purpose, whether for general P&C funds, subsidizing event costs for children only, children and parents, or parents only.
- WACSSO guidelines allow funds to be spent only if they benefit the children, however WACSSO clarified that a parent-only event can be subsidized only if the funds raised directly benefit the children.
- Two options to consider:
  - Option 1: Subsidize some costs of the Parent night.
  - Option 2: Allow the Parent night to break even and use sponsorship funds in entirety for the children's benefit, e.g., playgrounds.
- Fundraising is becoming increasingly challenging; sponsorship could provide an opportunity to increase it.
- Suggestion has been made for sponsorship deals to specify if sponsorship donations are monetary or goods and services that can be used to raise funds.
  
- Coffee van at the Athletics Carnival – proposal discussed briefly with a preference expressed for the P&C to approach privately to see what revenue could be achieved.
- Sponsorship / commission proposal – Travel Connections – to be discussed at the next meeting

##### **Motions:**

- That sponsorship revenues may be allocated towards specific / strategic or general fundraising purposes or to subsidise reduced ticket prices for events which children attend. **Carried.**
- Parent only events should be expected to at least breakeven, without the inclusion of sponsorship revenues, recognising that should ticket sales fall short of expectations the event would need to proceed in order to retain sponsorship funds and in that event sponsorship funds may be used to subsidise event costs. **Carried.**
- That the intended allocation of any sponsorship revenues must be approved at a General Meeting prior to approaching sponsors. **Not discussed. Carried forward to a future meeting.**
- That the President is authorised to issue the attached Parent Night Sponsorship Letter, with sponsorship revenues to be allocated to the event, on the condition that the Parent Night revenues (without sponsorship) are expected to at least cover the cost of the event. **Not discussed. Letters to be issued with approval from the Principal and Events Committee**

#### **10 CLP**

- Update carried forward to the next meeting.

#### **11 Playgrounds**



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- A brief for Senior Playgrounds has been issued to three suppliers: Playmaster, Dynamic, and Adventure Plus. All three have confirmed their interest in submitting a quotation.
- Site Visits: Playmaster has already viewed the site during pre-primary briefings and does not need to return. Dynamic has stated that the brief is sufficient for them to prepare a quotation, and they will attend the site during negotiations if necessary. Adventure Plus plans to visit the site before submitting their quotation.
- Quotations for Senior Playgrounds are due by the close of business on June 24th.
- Playmaster will also be submitting quotations (two options) for pre-primary playgrounds at the same time.

### **12 Actions and Calendar Review**

#### Completed

- Worker's Compensation renewed
- Pool Insurance Renewal renewed
- Q3 BAS, PAYG & Super Contributions

#### Carried Forward:

- WACSSO Executive Handover Checklist
- ATO Non-for-profit administrator's handover checklist

#### Coming Up

- ACNC Statement update – due 30 June (Secretary)
- City of Subiaco Partnership Agreement renewal – due 30 June (Pool Coordinator)
- WACSSO Affiliation Fees – due 30 June (Treasurer)
- Pool Operating Agreement with RLSSWA – (Pool Coordinator)
- WACSSO Insurance Renewals due 01 July (Public & Products, Volunteer, Uniform Shop Stock) (Treasurer)
- Award Pay rates change – 01 July (Treasurer & Vice President)
- PAYG End of Year Finalisation (Treasurer)
- Q4 BAS, PAYG & Super Contributions – due 28 July (Treasurer)

### **13 Other business**

- No other business discussed.

**Meeting Closed:** 8:42 pm.

**Next Meeting:** Monday 5 August 2024, 7pm, School Library