



Subiaco Primary School
Parents and Citizens Association
ABN 75 015 848 751
271 Bagot Road SUBIACO WA 6008
www.subiacops.wa.edu.au

Term 3 Week 4 2023 General Meeting – Minutes Monday 5 August 2024, 7pm, via Teams

Attendees: Fiona Plant, Tamara Brestovac, Genelle Cox, Brian Middleton, Joanne Wilkie, Cat Skreiner, Catie Parsons, Jacinta O’Shea, Veronica Wilshaw, Katie Minchin, Jackie Trimby, Katherine Vines

Apologies: Heather McNeil, Hannah McKelvie, Andrew Devitt, Chloe Senior, Dawn Stuart, Peter Schwarzbach, Shan Carberry, Rachel Feldhusen, Lindsay Dodd, Kanchana Karunaratna, Anne Finch, Steven Smart, Louisa Russell, Sharon Lekawski, 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 10 June 2024 be taken as read and confirmed as a true and accurate record. **Carried**

2 Presidents’ update

The President’s report was circulated prior to this meeting.

3 Principal’s update

The Principal’s report was circulated prior to this meeting.

4 Treasurers Report

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

- Phoenix: Capability to generate reports from QuickBooks has been achieved.
- Additional voluntary contributions received, surpassing the 50% of total mark.

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

5 Events update

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

Athletics Carnival Food Stall

- Communications issued; only 5 spots filled to date.
- Donations request to be sent out closer to the event.
- Request for Year 5 students to assist with the food stall.
- Response from coffee cart provider expected by tomorrow night.



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Father's Day Breakfast

- Possible dad volunteer to run the event.
- Suggestion to serve a hot breakfast.

Art Fundraiser

- Art books not moving forward.
- Auction will close on Thursday prior to end of Term 3.
- Art card sales will open at the start of Term 4.

Motion: That the 2024 Parent's Night is rescheduled to Saturday 2 November. **Carried.**

Financial Motion: That the 2024 Parent's Night will not be held at Hangout on Hay, resulting in a loss of the Mother's Day Afternoon Tea deposit of \$600, with event financials adjusted accordingly. **Carried.**

6 Sponsorship Proposals:

- Requested from local real estate agents; good response with half a dozen showing interest.
- Highest bid received is \$8k, plus cost of signage.
- Signage displayed on Hamersley and Bagot Roads, pending installation investigation.
- Explore additional sponsorship options for next year, such as a Colour Run.

7 Pool Update

- Pool Vacuum needs replacement
- Grant acquittal in the process of completion
- Working with COS through the grant; verbal approval received, formal confirmation expected at the next meeting.
- P&C will need to consider costs for pool passes and parties for next year, table costs at the next meeting, along with voluntary contributions.
- School cost sharing discussed last term; The School is currently reviewing covering more pool running costs and will revert in Term 3.

Financial Motion: That the emergency repair of the pool vacuum cleaner is approved retrospectively \$2,563.91. **Carried.**

8 CLP

- Organize regular meetings with CLPs and the school this term if possible.
- Revisit the approach to CLP lists with the school ahead of next year.
- There are a wide range of views on how CLPs are run and how contacts are distributed.
- Parents are encouraged to provide feedback on behavioural management and communications directly to the school.

9 Playgrounds

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

10 Healthy Hub:

The Healthy Hub's report was circulated prior to this meeting:



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- Cool fuel stations to be held at Athletics Carnivals and providing healthy baking information for the food stall.
- Look to broaden scope to include cyber safety and general wellbeing, as well as healthy eating.
- TOR provisions to be updated accordingly.
- Considering a change of logo.

Action: Update TOR (and logo) for next meeting.

11 **Actions and Calendar Review**

Completed

- Worker's Compensation renewed
- Pool Insurance Renewal renewed
- Q3 PAYG & Super Contributions paid (Treasurer)
- Pool Operating Agreement with RLSSWA (Pool Coordinator)
- WACSSO Affiliation Fees paid
- WACSSO Insurance renewed (Public & Products, Volunteer, Uniform Shop Stock)
- ACNC Annual Information Statement submitted

Carried Forward:

- WACSSO Executive Handover Checklist
- ATO Non-for-profit administrator's handover checklist
- Award Pay rates change – 01 July (Treasurer & Vice President)
- Q3 PAYG BAS - outstanding (Treasurer)
- PAYG End of Year Finalisation - outstanding (Treasurer)

Coming Up:

- City of Subiaco Partnership Agreement renewal – due 30 June (Pool Coordinator)
- Q4 PAYG BAS - due 26 August (Treasurer)
- Q4 PAYG & Super Contributions – due 26 August (Treasurer)

12 **Other business**

- Discussed After School Care options; survey is currently in progress.
- WACSSO Conference – Sat 24th – 25th August – 1st Delegate is free, second delegate costs over \$200. Agreed that Fiona Plant will be the first delegate. No interest in sending a second.

Meeting Closed: 8:08 pm.

Next Meeting: Term 3, Week 9, Monday 9 September 2024, 7pm, School Library