



Subiaco Primary School
Parents and Citizens Association

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

Term 1 Week 5 2024 Annual General Meeting – Minutes **Tuesday 5 March 2024, 7-8.30 pm, School Library**

Attendees: Fiona Plant, Tamara Brestovac, Kanchana Karunaratna, Melinda Harris, Rachel Feldhusen, Jackie Trimby (via teams), Joanne Wilkie, Veronica Wilshaw, Jacinta O'Shea, Anne Finch, Catie Parsons, Steven Smart, Peter Schwarzbach, Catherine Skreiner, Dawn Stuart, Katie Minchin, Hannah McKelvie, Brian Middleton, Dawn Stuart, Katie Minchin, Louisa Russell.

Apologies: Shan Carberry, Sharon Lekawski, Chloe Senior, Genelle Cox, Andrew Devitt, Katherine Vines, Lindsay Dodd, Peter Sadler, Cath Price.

Minutes: Tamara Brestovac

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.

Confirmation of Meeting Minutes

Minutes of Meeting were circulated prior to this meeting.

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

P&C Constitution

P&C Constitution was circulated prior to this meeting.

- Governing Document for the P&C that must be followed.

P&C Code of Conduct

P&C Code of Conduct was circulated prior to this meeting.

Motion: That the Code of Conduct be taken as read and accepted. **Carried**

2 Presidents' update

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

- Subi P&C had a massive year in 2023, with significant achievements for the school, the children and the community: big thank you to all.

3 Treasurers Report

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



Subiaco Primary School
Parents and Citizens Association

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

Term 1 Week 5 2024 Annual General Meeting – Minutes Tuesday 5 March 2024, 7-8.30 pm, School Library

- P&C is Solvent: operating with a buffer.
- Financials follow calendar year, utilizing cash accounting.
- Last Calendar Year Financial Position:
 - Net cash movement slightly exceeds -\$82k
 - Paid ~\$66k in funding allocations for the benefit of the school and students
 - Net contributions just under \$60k
 - Fundraising yielded \$18k, lower than previous years.
 - Uniform shop net cash position of -\$84k (or ~\$34k when allowing for closing stock). Aiming to break even.
 - Pool net position at -\$5k
 - P&C expenses just over \$6k
- Forward Looking Budget:
 - Membership contributions at \$61k
 - Key material difference is rise in ongoing expenses due to new items (accounting fees) at \$14k
 - Uniform Shop expected to break even, just over \$2k
 - Pool at -\$5k
 - Fundraising at \$12k, slightly less than previous years
 - Committed \$110k for PP and Senior playground renewals
 - Funding requests show a reduction to ~\$28k, compared to previous years
 - Total funding allocations for the benefit of the school and students just under \$140k
 - Total net cash movement ~ \$81k
- Internal Audit to be looked at next year
- Discussed P&C funding for the benefit of new members
- Thanked the committee for the past few years

Motion:

- That the Solvency Statement was received, reviewed, and approved. **Carried.**
- That the 2023 Financial Statements were received, reviewed and approved. **Carried.**
- That a review or audit of 2023 Financial Statements is not undertaken. **Carried.**
- That the P&C approves the Draft 2024 Budget. **Carried.**
- That the Treasurers report was received, reviewed, and approved. **Carried.**

Action: Provide a pdf copy of the approved 2023 Financial Statements to the Secretary by 1 March (Treasurer)

4 Principal's update

- Quality teaching program mantra –beliefs, skillsets, actions
- Strategic plan: emphasis on high impact teaching and learning
- Emphasis on daily reviews (sharp automatic recall), letters and sounds, problem solving, guided reading, talk for writing.
- EALD Hub established this year – targeting English proficiency: small group environment, more opportunity to take risks, using oral language as a springboard, parallel curriculum.
- Already established Mini lit and Mac lit programs, introducing Initial lit in early years – small learner groups
- High potential learners – aspirational target
- Extension activities: Talk for writing, spelling, data informed health and wellbeing programs, word problems and maths
- Targeting teaching of smaller group in Maths and English
- Student numbers for 2024 :729 split into 30 classes



Term 1 Week 5 2024 Annual General Meeting – Minutes Tuesday 5 March 2024, 7-8.30 pm, School Library

- Staff numbers for 2024: Increase in staff numbers to align with the business plan.
- 2024 – 2027 Business plan: connect with the classroom, resourcing, and budget
- Swimming Carnivals upcoming: spread over the next two weeks.
- School Board: One available position for parent representative

5 Elections and Nominations

Office Bearers:

President – Fiona Plant
Vice President – Jo Wilkie
Treasurer – Jackie Trimby
Co-Secretary – Tamara Brestovac
Co-Secretary – Jacinta O’Shea

CLP Coordinator: Catie Parsons

Motion to approve nominations to Office Bearers – passed.

Financial Motion: 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:

1. Cheque Account (016-460 3408 89723) held with ANZ. **Carried.**
2. Online Saver Account (016-460 9044 28624) held with ANZ. **Carried.**
3. Business Essentials (Debit Card) Account (016-460 6498 41912) held with ANZ. **Carried.**
4. Business Cash Management (Subiaco Primary School Building Fund) Account (016-460 4981 44334) held with ANZ. **Carried.**

Actions:

- Update bank account signatories ASAP (Treasurer / President)
- Update Office Bearer details with Principal, Joanne Dumaresq (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)

6 2024 Sub Committees

Sub-Committee Reports and Terms of Reference were circulated prior to this meeting.

- **Events and Fundraising subcommittee – Veronica Wilshaw (Coordinator), Catherine Skreiner, Genelle Cox, Katie Minchin, Katherine Vines, Dawn Stuart & Fiona Plant**
- **Healthy Hub subcommittee – Rachel Feldhusen (Coordinator), Anne Finch, Hannah McKelvie & Fiona Plant**



Subiaco Primary School
Parents and Citizens Association

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

Term 1 Week 5 2024 Annual General Meeting – Minutes Tuesday 5 March 2024, 7-8.30 pm, School Library

- Pool subcommittee – Peter Schwarzbach (Coordinator), Andrew Devitt (Coordinator), Lindsay Dodd (Coordinator) & Fiona Plant
- Facebook subcommittee – Catherine Skreiner (Coordinator) & Fiona Plant
- Building Fund subcommittee – Jackie Trimby, Fiona Plant, Melinda Harris & Tamara Brestovac
- Infra and Grounds (Playground) subcommittee – Tamara Brestovac (Coordinator), Chloe Senior, Rachel Feldhusen & Fiona Plant

Motion to approve nominations to subcommittees– passed.

Motion: That the Terms of References are approved for the Events & Fundraising, Healthy Hub, Pool, Facebook, Building Fund and Playgrounds (Infrastructure & Grounds) Sub-Committees. **Carried**

Action: Update Sub-Committee details with Joanne Dumaresq (school website) by 10 March (Secretary)

7 Executive Committee

To comprise of the 4 Office bearers and least 3 other members.

Office Bearers

President – Fiona Plant

Vice President – Jo Wilkie

Treasurer – Jackie Trimby

Co-Secretary – Tamara Brestovac

Co-Secretary – Jacinta O’Shea

CLP Coordinator: Catie Parsons

Will also incorporate Sub Committee Coordinators (Peter Schwarzbach, Andrew Devitt, Lindsay Dodd, Veronica Wilshaw, Rachel Feldhusen, Catherine Skreiner) and members of Events & Fundraising Committee (Genelle Cox, Katie Minchin, Katherine Vines and Dawn Stuart) on the Executive.

Motion: That the Office Bearers, CLP Coordinator, Sub-Committee Coordinators and **some** members of the Events & Fundraising Committee listed above are appointed to the Executive Committee. **Carried**

Financial Motion:

- 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. **Carried.**
- 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. **Carried.**

Actions:

- 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)



Subiaco Primary School
Parents and Citizens Association

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

Term 1 Week 5 2024 Annual General Meeting – Minutes **Tuesday 5 March 2024, 7-8.30 pm, School Library**

8 Debit Card Account Usage Policy

Debit Card Terms of Operation were circulated prior to this meeting.

Motion: 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. **Carried.**

9 2024 Funding Round:

Process for spending P&C Funds was circulated prior to this meeting.

Motion: 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. **Carried.**

10 P&C Calendar Plans:

2024 P&C Calendar circulated prior to the meeting.

- Term 1 and 4 are short terms this year – space between P&C meetings in those Terms had to be condensed.
- Change from previous year is inclusion of reporting/renewal due dates.
- Along with new report templates, we are trialling an alternating Sub-Committee reporting schedule to reduce effort for Coordinators. Schedule is included in the calendar. Exceptions to the schedule are Events Report and Treasurer's Report – these are mandatory to every meeting.
- Coordinators are welcome to give feedback on the report templates and schedule as the year progresses.
- Only three mandatory reports are due for the next general meeting (Treasure's, Events and CLP) in three weeks' time.

11 Other Business

- Nothing to report.

Meeting Closed: 8:26 pm.

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