



2025 Annual General Meeting
Term 1 Week 5 2025 – Agenda
Tuesday 4 March 2025, 7pm, School Library

	Agenda Item	Time	Representative	Relevant Attachment
	<p>New Members:</p> <p>ANYONE WHO WISHES TO BE A MEMBER OF THE P&C IN 2025 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), Conflicts of interest. <p>Confirmation of Meeting Minutes</p> <ul style="list-style-type: none"> - Confirm previous meeting minutes (2 Dec 2024, Term 4, Wk 9) <p>Motion:</p> <ul style="list-style-type: none"> - That the minutes of the General Meeting on 2 December 204 (Term 4, Wk 9) be taken as read and confirmed as a true and accurate record. <p>P&C Constitution</p> <ul style="list-style-type: none"> - Governing document for the P&C that must be followed. <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)	Fiona Plant	<p>Minutes – GM Term 4, Wk 9</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	President's 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 - 2024 Financial Statements - Audit – as a Tier 1 Association (with less than \$500,000) a review or audit is not mandated - 2025 Budget 	7:10-7:20 (10 mins)	Jackie Trimby	<p>Solvency Declaration</p> <p>2024 Financial Statements</p>



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	<ul style="list-style-type: none"> - 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 2024 Financial Statements were received, reviewed and approved. - That a review or audit of 2024 Financial Statements is not undertaken. - That the Treasurers report was received, reviewed, and approved. <p>Financial Motion:</p> <ul style="list-style-type: none"> - That the P&C approves the 2025 Budget circulated including: <ul style="list-style-type: none"> o \$115,000 for the Senior Playground renewal (incl. Programmed fees) o \$138,000 for the Junior Playground renewal (excl-Programmed Fees) o \$50,000 for Strategic Projects (shade sails or shade solutions for the Senior Playground) o Up to \$25,000 for 2025 Funding Round <p>Actions:</p> <ul style="list-style-type: none"> - Provide a pdf copy of the approved 2024 Financial Statements to the Secretary by 1 March (Treasurer) 			<p>Treasurer's Report</p> <p>Draft 2025 Budget</p>
4.	Principal's Report:	7:20-7:25 (5 mins)	Heather McNeil	Principal's Report
5.	<p>Election of Office Bearers</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"> ▪ President ▪ Vice-President x 2 ▪ Treasurer ▪ Secretary / Co-Secretary x 2 <p>Financial Motion:</p>	7:25-7:40 (15 mins)	Fiona Plant	



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	<ul style="list-style-type: none"> - That the President, Vice-President(s), 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 - 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 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 2024 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.	<p>2025 Sub Committees</p> <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 Pool o Playgrounds (Infrastructure & Grounds) o Healthy Hub o Facebook o Building Fund - Election of Sub-Committee Coordinators and members - Election of the CLP Coordinator - Election of the P&C Communications Coordinator <p>Motion:</p>	7:40-7:55 (15 mins)	Fiona Plant	<p>Sub-Committee Reports (Events & Fundraising, Pool, Uniform Shop, Playgrounds, Healthy Hub, Facebook, CLP)</p> <p>Terms of References (Events & Fundraising,</p>



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	<ul style="list-style-type: none"> - That the Terms of References are approved for the Events & Fundraising, Pool, Playgrounds (Infrastructure & Grounds), Healthy Hub, Facebook and Building Fund 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>Pool, Playgrounds, Healthy Hub, Facebook, Building)</p> <p>Role Descriptions – CLP Coordinator, Communications Coordinator</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, Communications 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 2025, 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 2025, 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 2024 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) 	7:55-8:00 (5 mins)	Fiona Plant	



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8.	<p>Debit Card Account Usage Policy</p> <p>Motion:</p> <ul style="list-style-type: none"> - That the Debit Card Terms of Operation dated 8/5/2023 be adopted for the year 2025, noting the allowance of payments up to \$1,000. - That the P&C Debit Card (currently issued to outgoing P&C President Fiona Plant) will be cancelled and re-issued to Jackie Trimby. <p>Actions:</p> <ul style="list-style-type: none"> - Arrange for the P&C Debit Card issued to be transferred from Fiona Plant to Jackie Trimby. (Owner: Treasurer) and the Register updated (Treasurer) 	8:00-8:05 (5 mins)	Fiona Plant	Debit Card Terms of Operation
9.	<p>2025 Funding Round:</p> <p>Motion:</p> <ul style="list-style-type: none"> - That the 2025 Funding Round is initiated after the AGM, with Committee recommendations to be brought back to a P&C GM for approval in Term 2. <p>Actions:</p> <ul style="list-style-type: none"> - Liaise with Joanne Dumaresq for Funding Round Applications forms to be launched (Owner: TBC) - Issue Communications (Newsletter, Compass) to announce the opening of Funding Round applications (Owner: P&C Comms Coordinator) - Schedule Review Committee meetings (P&C & School) in accordance with Process for spending P&C Funds (Owner: P&C President) 	8:05-8:10 (5 mins)	Fiona Plant	Process for spending P&C Funds
10.	<p>P&C 2025 Plans:</p> <ul style="list-style-type: none"> - P&C Calendar 2025 update 	8:10-8:15 (5 mins)	Tamara Brestovac	2025 P&C Calendar
11.	<p>Actions & Calendar Review</p> <p><u>Completed</u></p> <ul style="list-style-type: none"> - Q2 (1/10-31/12) Super Contribution Payments (LATE PAYMENT INCURS ATO PENALTIES) <p><u>Due</u></p> <ul style="list-style-type: none"> - Q2 (Oct-Dec) BAS & PAYG Instalment Activity Statement – Due 28th February 	8:15-8:20 (5 mins)	Tamara Brestovac & Jacinta O’Shea	



Subiaco Primary School
Parents and Citizens Association
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	<u>Upcoming</u> <ul style="list-style-type: none">- ASAP - Update bank signatories - Treasurer- ASAP - Update Office Bearers with ATO – Treasurer- ASAP - Update Office Bearers with Principal and WACSSO and lodge approved financial statements – by April 30- ASAP - Update Authorised Users with ACNC and lodge annual report -by June 30			
12.	Any Other Business	8:20-8:25 (5 mins)	Fiona Plant	

Next Meeting: Term 1, Week 9, Monday 31 March 2025, 7pm, School Library