



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 2025 Annual General Meeting – Minutes Tuesday 4 March 2025, 7-8.30 pm, School Library

Attendees: Fiona Plant, Tamara Brestovac, Jackie Trimby, Heather McNeil, Veronica Wilshaw, Daisy Rowe, Natalia Esina, Joanne Wilkie, Jo Van Gorkum, Rachel Feldhusen, Laura Toner, Alice Potter, Katherine Vines, Katie Minchin, Genelle Cox, Charlene Yates Bishop, Hannah McKelvie, Katie Minchin, Joanna Sehenker, Peter Schwarzbach, Andrew Devitt, Jacinta O’Shea, Leonie Smith, Alice Potter, Christina Dismuke, Leanne Cooper, Chloe Keller, Carol (Parent Observer) Carson (Parent Observer), Patrick (Parent Observer)

Apologies: Shan Carberry, Catie Parsons, Lindsay Dodd, Catherine Skreiner, Anne Finch, Chloe Senior, Cecilia Sanders, Leanne Cooper, Sarah Senth, Rex Vines, Sam Faulkner, Phil Grida, Karl Sullivan, Dawn Stuart, Kanchana Karunaratna, Sharon Lekawski, Cath Price, Peter Sadler, Steven Smart, Louisa Russell, Robert Hall, Brian Middleton.

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 2 December 2024 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:

- A big thank you to everyone who has contributed to the P&C and the School Community this year.
- The main purpose of the P&C is to bring the school community together and assist in the provision of resources for the benefit of children at the school. On both fronts it’s been an exceptional year.
- We brought the community together with amazing events like the Colour Run and Parent’s Disco Bingo, as well as our work running the Community Pool, which is an incredible asset to the school and community.



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- Through the Voluntary Contributions which families pay and our fundraising efforts, we are in a position to allocate the following for strategic projects in 2025: \$138k for the Junior Playground and \$50k for shade solutions for the Senior Playground, as well as \$115k carried forward for the Senior Playground.
- In 2024 we also allocated \$20k towards housing for the new kiln, swim coaching and lane hire, drama workshops and the leavers' book.
- All of these resources will make a huge difference for our children at the school.
- The Senior Playground designs have now been finalised and the project has been handed over from the Playgrounds Committee to the school/department for contracting and installation, while the committee is currently reviewing designs for the Junior Playground so both will be delivered in 2025.
- A special thankyou to everyone who has made this possible, particularly the Playgrounds Committee for the time and expertise they have dedicated to these projects.
- The P&C has also supported the school by maintaining the onsite Uniform Shop, with special thanks to Shan, Bev and Jo for their support, as well as the Healthy Hub committee who have run a range of initiatives.
- Thank you to everyone who has made all of this possible.
- With mixed emotions I share I will be stepping down, as my son is no longer at this school. I have loved getting to know so many people in the community through the P&C and working with such great people so I really encourage people to get involved.

3 Treasurers Report

The Treasurer's report was distributed prior to this meeting. Below is a summary of the key points:

- Last Calendar Year Financial Position:
 - Net surplus at \$142k (as \$110k for the Senior Playgrounds was not incurred as expected)
 - Paid \$19k in funding allocations for the benefit of the school and students – new housing for the kiln, swim coaching and lane hire, drama workshops and the Year 6 Leavers Book.
 - Received P&C Voluntary Contributions just over \$67k
 - Net Fundraising contributed \$30k
 - Uniform shop generated a net contribution of \$28k (noting our objective is only to breakeven)
 - Pool generated a loss of -\$12k
 - P&C expenses (WACSSO affiliation, insurances, accounting etc.) just over \$9k
- 2025 Forward Looking Budget:
 - Min cash holding of \$40k is required for working capital
 - Membership contributions at \$65k
 - Uniform Shop net contribution \$17k (noting our objective is only to breakeven)
 - Pool is forecast to generate a loss of -\$14k
 - Net Fundraising contribution \$32k
 - P&C expenses \$15k (including \$5k contingency)
 - Committed funding for the benefit of children at the school:
 - \$115k for Senior Playground
 - \$138k for Junior Playground renewals
 - \$50k for strategic projects (shade solutions for the Senior Playground)
 - Funding Round requests \$25k
- The P&C is in a healthy financial position and remains solvent.
- Voluntary contributions play a significant role in driving our funds.
- As a Tier 1 Association (with less than \$500,000 in revenue), an audit or review is not mandatory.
- Phoenix has completed a lot of compliance work this year and has suggested considering an audit or review of the 2025 but not 2024.



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Motion:

- President and Treasurer authorised to sign the Solvency Statement. **Carried.**
- That the 2024 Financial Statements were received, reviewed and approved. **Carried.**
- That a review or audit of 2024 Financial Statements is not undertaken. **Carried.**
- That the Treasurers report was received, reviewed, and approved. **Carried.**

Financial Motion:

- That the P&C approves the 2025 Budget circulated including:
 - \$115,000 for the Senior Playground renewal (incl. Programmed fees)
 - \$138,000 for the Junior Playground renewal (excl-Programmed Fees)
 - \$50,000 for Strategic Projects (shade sails or shade solutions for the Senior Playground)
 - Up to \$25,000 for 2025 Funding Round. **Carried.**

Action: Provide a pdf copy of the approved 2024 Financial Statements to the Secretary by 1 March (Treasurer)

4 Principal's update

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

- In 2025, we have 697 students, compared to 729 students in 2024, which determines funding.
- We will operate with 31 classes, featuring smaller class sizes, including 2 split classes across the six-year levels.
- The recommended class sizes are 24 students for Years 1, 2, and 3, and 32 students for Years 4, 5, and 6.
- The Pre-Primary cohort is notably large.
- Year 1 also has a large cohort, which has required a split class.
- Year 2 has 4.5 classes due to a large cohort, while Year 3 has 4 classes, Year 4 has 3.5 classes, and Year 5 has 3.5 classes.
- There are currently 2 vacancies on the School Board, and community involvement is crucial for the effective operation of the Board. Parents are encouraged to apply as the school is keen to leverage the expertise of parents in the community

5 Elections and Nominations

Office Bearers:

President – Jo Van Gorkum
Co-Vice President – Jo Wilkie
Co-Vice President – TBC
Treasurer – Jackie Trimby
Co-Secretary – Daisy Rowe
Co-Secretary – Natalia Esina

Motion to approve nominations to Office Bearers – passed.



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Special thankyou to the outgoing Co-Secretaries Tamara Brestovac and Jacinta O'Shea for all their work behind the scenes to ensure the P&C is well organised.

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 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 2024 Sub Committees

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

- **Events and Fundraising subcommittee – Veronica Wilshaw (Coordinator), Katie Minchin, Tamara Brestovac, Laura Toner, Sarah Senth, Leanne Cooper, Cecilia Sanders, Genelle Cox & Jo Van Gorkum**
- **Healthy Hub subcommittee – Rachel Feldhusen (Coordinator), Anne Finch, Hannah McKelvie & Jo Van Gorkum**
- **Pool subcommittee - Lindsay Dodd (Coordinator), Rex Vines, Sam Faulkner, Phil Grida & Jo Van Gorkum**
- **Facebook subcommittee– Catherine Skreiner (Coordinator), Jo Wilkie, & Jo Van Gorkum**
- **Building Fund subcommittee – Heather McNeil & Jo Van Gorkum**
- **Infra and Grounds (Playground) subcommittee – Chloe Senior (Coordinator), Tamara Brestovac, Rachel Feldhusen & Jo Van Gorkum**

- **CLP: Catie Parsons (Coordinator)**
- **P&C Communications (Coordinator) Sarah Senth**

Motion to approve nominations to subcommittees– passed.

Special thankyou to outgoing Pool Coordinators Peter Schwarzbach and Andrew Devitt for all their work supporting our incredible Community Pool over the last couple of years. The Community Pool is a great asset to the community, but this is only possible with the help of our amazing volunteers.



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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 – Jo Van Gorkum

Vice President – Jo Wilkie

Treasurer – Jackie Trimby

Co-Secretary – Daisy Rowe

Co-Secretary – Natalia Esina

CLP Coordinator: Catie Parsons

Communications Coordinator: Sarah Senth

Will also incorporate Sub Committee Coordinators (Lindsay Dodd, Veronica Wilshaw, Rachel Feldhusen, Chloe Senior and members of Events & Fundraising Committee (Katie Minchin, Tamara Brestovac, Laura Toner, Leanne Cooper, Cecilia Sanders & Genelle Cox) on the Executive.

Motion: That the Office Bearers, CLP Coordinator, Sub-Committee Coordinators and 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 2025, 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 2025, 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 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)

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 2025, noting the allowance of payments up to \$1,000. **Carried.**



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That the P&C Debit Card (currently issued to outgoing P&C President Fiona Plant) will be cancelled and re-issued to Jackie Trimby. **Carried.**

Actions:

- Arrange for the P&C Debit Card issued to be transferred from Fiona Plant to Jackie Trimby. **(Owner: Treasurer)** and the Register updated **(Treasurer)**

9 2025 Funding Round:

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

Motion: 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. **Carried.**

Actions:

- Liaise with Joanne Dumaresq for Funding Round Applications forms to be launched **(Owner: P&C President)**
- 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)**

10 P&C Calendar Plans:

2025 P&C Calendar circulated prior to the meeting.

- P&C meetings are scheduled for Week 5 and Week 9 of each term, with terms evenly split into 10 weeks.
- Carryover from previous years includes updated reporting/renewal due dates and alternating Sub-Committee reporting schedules, except for the Events and Treasurer's Reports, which are mandatory at every meeting.
- The new secretaries are responsible for updating the report templates with new members for each coordinator.
- Only four mandatory reports are due for the next general meeting in four weeks: Treasurer's, Events, CLP, and Pool.

Actions:

- Update report templates with new members and issue to coordinators prior to the next meeting. **(Owner: Secretary)**

11 Actions and Calendar Review:

Moving forward, time will be allocated at each meeting to review actions and the calendar.

Completed

- Q2 (1/10-31/12) Super Contribution Payments (LATE PAYMENT INCURS ATO PENALTIES)
- Q2 (Oct-Dec) BAS & PAYG Instalment Activity Statement – Due 28th February

Upcoming



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- 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 Other Business

- **Events** - Could use more volunteers and donations for the upcoming Election Day Sausage Sizzle / Cake Stall. There may be a proposal to adjust the volunteering process at the next meeting.
- **Playgrounds** - The lead time for playground delivery has been updated to 20-22 weeks, instead of the 14-16 weeks previously reported in the Playgrounds report.
- **On behalf of the P&C committee, huge thank you to:**
 - Outgoing President, Fiona for her outstanding two years of service.
 - Outgoing Pool Coordinators, Peter and Andrew, for their dedication and the massive undertaking they've managed.
 - Outgoing Co-Secretaries, Tamara and Jacinta, for their contributions.
 - Shan, Jo and Jo's mum for the wonderful work they do at the Uniform Shop.

Meeting Closed: 8:21 pm.

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