

Subiaco Primary School P&C
Term 2 2023 General Meeting – Minutes
Monday 8 May 2023, 7pm, Subiaco Library

Attendees: Eleanor Stoney, Tamara Brestovac, Fiona Plant, Peter Schwarzbach, Veronica Wilshaw, Joanne Wilkie, Melinda Harris, Rachel Feldhusen, Catherine Skreiner, Katherine Vines, Genelle Cox, Sharon Lekawski

Apologies: Shan Carberry, Caro Bell, Tim Braslin, Kanchana Karunaratna, Andrew Devitt, Louis Martin, Giselle Weybrecht, Dr Anjuman Arora Ahuja, Chloe Senior, Catherine Price, Anne Finch, Wicki Woods, Alex Hill.

Minutes: Eleanor Stoney & Tamara Brestovac

1 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.

2 New members

- Welcomed new P&C member Sharon Lekawski, who submitted her Membership Form and fee.

3 AGM Minutes

Motion: That the minutes of the General Meeting on 20 March 2023 be taken as read and confirmed as a true and accurate record. **Carried**

4 President's Update

- CLPs - we still have a number of classes which don't currently have a CLP (Class Liaison Parent). Hopeful that once new events plan is agreed that it will encourage parents to participate. The CLP coordinator role on the P&C is still vacant. Please encourage parents to volunteer.
- Draft Affairs of the Association – the draft 'Affairs of the Association' has been prepared based on WACSSO format. Welcome any comments from the P&C.
- P&C Calendar – draft calendar has been prepared for P&C review. The calendar will need to incorporate new 2023 events calendar, when endorsed by the P&C.

5 Principal's update

- Children are focussing on the indigenous seasons and encouraging connections to the land.
- Changes to school grounds completed – LP1 fence, locked door at lower hall door, footy goals upgrade.
- Year 1 LP2 playground has been a success, helping with developing its main objective – upper torso, arm and motor coordination.
- Semester 1 reports will be issued 30 June 2023
- P&C Contributions: 48% for Kindy and 38% for PP – Y6 for voluntary contributions, 41% for K-Y6 infrastructure and grounds contribution, 0% for Kindy and 6% for PP-Y6 swimming pool contributions. Contributions are roughly in line with the same time last year.
- Business plan - End of business plan is 2023 so development of new business plan is underway. Consultation with P&C on the Business Plan planned during 2023. Key areas of focus are: data informed teaching, connected curriculum, collaboration, student voice, resilience and community.
- Sport update - Running club has been a huge success, we came second in swimming.
- Pool rectification works are starting this week
- Curriculum letters went out this week

6 Treasurers Report

- The Treasurer's report was circulated prior to this meeting:
 - The first four months of the year has included paying the remaining expenses for Funding Requests and Pool expenses from 2022.
 - The Uniform shop is operating as expected.
 - 2023 new member contributions are not yet received.
- **Motion:** That the Treasurers report was received, reviewed and approved. **Carried.**

7 Appointments and Terms of Reference

Executive Committee

- **Motion:** That the following additional members of the Events & Fundraising Sub-Committee are appointed to the P&C Executive: Veronica Wilshaw (Events & Fundraising Coordinator), Catherine Skreiner, Chloe Senior. **Carried.**

Facebook Sub Committee

- Draft Facebook Sub-Committee revised Terms of Reference circulated prior to meeting.
- **Motion:** That Catherine Skreiner is nominated as the Facebook Sub-Committee Coordinator. **Carried**
- **Motion:** That s2.1(a) of the Facebook Sub-Committee Terms of Reference is amended from: "Not more than three members one of whom shall be a member of the P&C Executive Committee." to: "Not less than three members one of whom shall be a member of the P&C Executive Committee." **Carried.**

ACTIONS:

- Update the Terms of Reference by 15 May 2023 **(Secretary)**
- Provide updated Terms of Reference and additional Committee members to Joanne Dumaresq to upload to the school website by 19 May 2023. **(Secretary)**

8 Delegation of Cash Counting Responsibilities

- **Motion:** 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, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events:
 - Fiona Plant, President
 - Joanne Wilkie, Vice President
 - Eleanor Stoney, Co-Secretary
 - Tamara Brestovac, Co-Secretary
 - Veronica Wilshaw, Events & Fundraising Coordinator
 - Catherine Skreiner
 - Chloe Senior
 - Katherine Vines
 - Rachel Feldhusen
 - Andrew Devitt
 - Genelle Cox

Carried

ACTIONS:

- Motion is diarised for renewal at the 2024 AGM and added to the P&C Internal Activity Calendar. **(Secretary)**

9 Delegation of Cash Deposit Responsibilities

- **Motion:** 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, with responsibility to be agreed by the Events & Fundraising Coordinator prior to any events:
 - Fiona Plant, President
 - Joanne Wilkie, Vice President
 - Eleanor Stoney, Co-Secretary
 - Tamara Brestovac, Co-Secretary
 - Veronica Wilshaw, Events & Fundraising Coordinator
 - Catherine Skreiner
 - Chloe Senior
 - Katherine Vines
 - Rachel Feldhusen
 - Andrew Devitt
 - Genelle Cox

ACTIONS:

- This motion is diarised for renewal at the 2024 AGM and added to the P&C Internal Activity Calendar. **(Secretary)**

10 Payment of Invoices & Accounts

- **Financial Motion:**
 - That the payment of Pool Operating expenses up to \$45,000 is authorised, including insurances and Royal Lifesaving costs for lifeguards and pool water testing.
 - That the payment of invoices covering Uniform shop stock purchases up to the value of \$70,000 is authorised.
 - That the payment of salary, super and workers compensation insurance in relation to the Uniform Shop is authorised up to the value of \$17,000.
 - That payment of the following is authorised:
 - Shopify (Uniform Shop sales software) - \$400 (Recurring annual payment already paid)
 - Quickbook (accounting software) – up to \$750 a year (Recurring payment charged monthly to the P&C account)
 - Fathering Project - \$1,100 (due in August).

Carried.

ACTION:

- Record in financial motion register. **(Secretary)**

11 Self-Assessment of Income Tax Exemption

- ‘Income tax status review worksheet for self-assessing non-profit organisations’ and ‘supporting notes on the self-assessment for Non-Profit Organisations’ circulated prior to meeting. General discussion around tax advice for the P&C and how other school P&Cs manage tax issues. Fiona noted that P&C as a community service organisation should be exempt from income tax, but she expects that the P&C should have been registered for GST given the revenue tracks along the threshold. ATO advice has been sought. Fiona recommends tax advice in relation to GST status and obligations.
- **Motion:** That the P&C:

- Endorses the continuation of the P&C's Income Tax Exemption for 2023 as per the 'Income tax status review worksheet for self-assessing non-profit organisations'.
- Authorises the President to approve the 'Income tax status review worksheet for self-assessing non-profit organisations' for 2023 on its behalf.

ACTION:

- Diarise the annual review of the Income Tax Exemption for the 2024 year if the P&C continues not to be registered with the ACNC. **(Treasurer)**

12 Registration as a charity

- General discussion around registering for a charity and what were the benefits and disadvantages. Fiona noted that she expected no additional work required to what was already being done. Once registered as a charity, this can be endorsed by the ATO which would mean GST exemptions would apply. Charity registration may be backdated. Discussion on process for seeking tax advice. Fiona recommended that the previous accountants would be used as a once off, specifically for GST status and obligations. Ongoing provision of accounting and tax services to support to the P&C will be discussed at the next general meeting.
- **Motion:** That the Office Bearers are authorised to apply to register the P&C as a charity with the Australian Charities & Not for Profit Commission (ACNC), backdating this registration to 2019. **Carried.**
- **Motion:** That if the P&C is granted charity status by the ACNC, the President or Treasurer is authorised to apply to have the P&C's charity status endorsed by the ATO and apply for available tax concessions including:
 - Income tax exemption
 - GST concessions**Carried**
- **Financial motion:** That the President and Treasurer are authorised to incur fees of up to \$3,000 to obtain accounting and tax advice in relation to the P&Cs GST status and obligations. **Carried.**

ACTION:

- Obtain accounting and tax advice in relation to the P&C's GST status and obligations. **(President / Treasurer)**
- Record in financial motions register. **(Secretary)**
- Apply to register the P&C as a charity with the ACNC. **(President)**
- If charity status is granted, apply to the ATO to have charity status endorsed and apply for available tax concessions. **(President / Secretary)**
- If charity status is granted, update the Affairs of the Association to reflect registration and requirement to submit an Annual Information Statement annually by 30 June. **(Secretary)**
- If charity status is granted, add requirement to submit an Annual Information Statement by 30 June to the P&C Internal Activity Calendar and Secretary Role Description. **(Secretary)**
- If charity status is granted, update the Treasurer Role Description. **(Treasurer)**

13 Debit card

- 'Debit Card Terms of Operation' was circulated prior to meeting. Currently a number of payments requires use of a member's personal card which require reimbursement from the P&C. There are also challenges when office bearers change. Use of a P&C debit card, would only be used for ongoing payments, not event costs.

- **Motion:** That a debit card account be opened and be called “Subiaco Primary School Council and Parents and Citizens’ Association Inc. debit card account”, and that the signatories to the account are the Office Bearers, with any two to sign:
 - Kanchana Karunaratna, Treasurer
 - Fiona Plant, President
 - Joanne Wilkie, Vice-President
 - Eleanor Stoney, Co-Secretary
 - Tamara Brestovac, Co-Secretary

Carried

- **Motion:** That use of the debit card be initially limited to automated recurring payments (e.g. software accounts) where card details are required to operate the account and pay accounts, and not to facilitate payment of P&C expenses. **Carried.**
- **Motion:** That the Debit Card and Account Usage Policy dated 8/5/2023 be adopted for the year 2023, noting the allowance of payments up to \$1,000. **Carried**

ACTIONS:

- Open new bank account with signatories. **(Treasurer)**
- Transfer \$1,000 to the account and ensure that this balance is maintained. **(Treasurer)**
- Add new bank account to Quickbooks. **(Treasurer)**
- Once the account is opened and the Debit Card received, update Shopify account payment details. **(Vice President and Treasurer)**
- Establish a debit card control register. **(Secretary)**
- Add new account and Debit Card details to the Affairs of the Association. **(Secretary)**

14 Funding round

- ‘Process to spend P&C funds (P&C version)’ and ‘Funding Request Form’ circulated prior to meeting. Fiona provided any overview of the process and requested any feedback from the P&C on the process.
- P&C discussed the “Process to spend P&C funds (P&C version)” and ‘Funding Request Form’ circulated prior to the meeting.
- **Motion:** That the P&C authorises the P&C spend process as submitted. **Carried.**
- **Financial motion:** That the P&C authorises the payment of up to \$3,000 to cover pool lane hire and coach expenses for swimming training, with this sum to be funded from the \$40,000 funding round budget. **Carried.**

ACTION:

- Record in financial motion register. (Secretary)

15 Events Plan 2023 Overview

- The 2023 Events Plan was circulated prior to this meeting.
- Focus of events to build community spirit rather than fundraising. General discussion on the 2023 Events Plan and upcoming events:
 - Telethon fundraiser cannot be run through the P&C but can be run by parents in their individual capacity (with funds not deposited to the P&C bank account and without P&C volunteers insurance coverage).
 - Parents Night – venue and food options discussed. Need to communicate date and venue with parents shortly.

- Colour Run – require support from an external company to facilitate the event but they will not be utilised for commercial fundraising.
 - Movie night – potential for sponsorship to cover some or all of the ticket prices. Food trucks and PP parents to run the sausage sizzle. The School’s Sponsorship Policy is being submitted to the Board for approval shortly.
 - Splash Party – to be organised by the Year 3 parents / carers rather than the P&C.
 - Kindy Tea-towels
- **Motion:** That the P&C approves the P&C Events Plan 2023 subject to the above changes.
 - **Financial Motion:** That the P&C authorises Events Committee to incur spend as outlined in the ‘P&C Events Budget 2023’ in support of the approved Events plan.

ACTIONS:

- Record in financial motion register (**Secretary**)
- Update P&C Calendar (**President**)
- Share the School Sponsorship Policy with the P&C when available. (**Principal**)
- Communicate changes to CLPs and Year Group parents / carers (**CLP Coordinator / President**)
- Update P&C Events page on school website (**Events Coordinator**)
- Submit Colour Run Events Budget Estimate for 2023 by 5 June 2023 for approval at General Meeting 12 June. (**Events Coordinator**)

16 Updates

Online document storage / Microsoft

- The migration of P&C mailboxes from Google to Microsoft was not successful. No updates regarding the online document storage.

ACTIONS:

- Discuss next steps for the migration of P&C Mailboxes and establishment of P&C online document storage. (**Andrew Devitt / President**)
- Provide an update at next meeting. (**Andrew Devitt**)

Playground update

- Playground – grant not successful.

ACTIONS:

- Playground Terms of Reference to be drafted and discussed at the next meeting.

Facebook page update

- Facebook page for the P&C set up, with its own logo. The Principal confirmed that we are able to use the image of the science block mural and can now ‘launch’ the site. Will commence promoting the page via the CLPs. P&C Committee members to use form for any posts on the page.

17 Other business

- No other business discussed.

Meeting Closed: 8:30pm.

Next Meeting: Monday 12 June 2023, 7pm, School Library