

Subiaco Primary School P&C
Term 2 2023 General Meeting – Minutes
Monday 12 June 2023, 7pm, Subiaco Library

Attendees: Fiona Plant, Eleanor Stoney, Peter Schwarzbach, Melinda Harris, Rachel Feldhusen, Catherine Skreiner, Genelle Cox, Catie Parsons, Kanchana Karunaratna, Andrew Devitt, Sarah Keighery.

Apologies: Shan Carberry, Caro Bell, Tim Braslin, Louis Martin, Giselle Weybrecht, Dr Anjuman Arora Ahuja, Chloe Senior, Catherine Price, Anne Finch, Wicki Woods, Alex Hill, Tamara Brestovac, Joanne Wilkie, Katherine Vines, Sharon Lekawski, Veronica Wilshaw,

Minutes: Eleanor Stoney

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.

New members

- Welcomed new P&C member Catie Parsons and Sarah Keighery, who submitted her Membership Form and fee.

GM Minutes

Motion: That the minutes of the General Meeting on 8 May 2023 be taken as read and confirmed as a true and accurate record. **Carried**

Actions:

- Develop conflict of interest register (**Secretary**)

2 Principal's update

- Current business plan coming to an end in 2023. Entering new business plan cycle. David Price is facilitating the business plan development with board, P&C members, staff and parents.
- Pool rectification and aquatic electrical work ongoing.
- Semester 1 reports will be issued 30 June 2023
- School has welcomed a new Chaplin, Alyssia Princi.
- Aspirants – Heather, Nicky and Chris. Projects to be aligned with business plan.
- Upcoming school activities: Winter Carnival, Cross Country
- School Development Day: Monday 17 July 2023

3 Treasurers Report

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

- Drawing down from savings for pool and uniform shop expenses.
- Remaining expenses from 2022 funding round have been paid
- Other payments as per normal business – admin, fees, maintenance etc
- Uniform shop is operating as expected.

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

4 Appointments and Terms of Reference

Sustainability Committee

Motion: That Joanne Wilkie is appointed to the sustainability committee. **Carried.**

CLP Coordinator

Motion: That Catie Parsons is nominated as the CLP Coordinator. **Carried.**

Executive Committee

Motion: That the following members are appointed to the P&C Executive:

- Catie Parsons – CLP Coordinator
- Peter Schwarzbach – Pool Coordinator

Carried.

Actions:

- Provide additional Committee members to Joanne Dumaesq to upload to the school website (**Secretary**)

5 2023 Funding Round (Attachment 1)

- Discussed the proposed funding recommendations.
 - UV Meter - students looking to raise funds to purchase a meter
 - Year 1 New Mats - Query about the need for new mats/carpets. Stated that the mats are for the all of class sessions
 - Year 5 planting at Myalup. Opportunity will be for kids which have been involved in sustainability. Funding to support bus hire.
 - Kitchen hand washing sink to be part of a broader design with potential to instal a dishwasher instead and for P&C to support as a Strategic Project.
 - No funding allocated for Kindy. Could partially pay for the soft fall from the funding round or as part of strategic projects.
 - Drama workshop discussed as option for older kid year levels. Agreed it was a good idea for the older kids to be involved but need to understand potential options on the format of the program.
 - Discussed the allocation of the pool covers and rollers. Pool covers and blankets were damaged by vandalism. Blankets keep pool warm and limit water evaporation. Pool rollers will not be replaced. Noted that the pool covers are not covered by insurance but the new ones will be.
 - Noted that the amounts approved will take us over budget. Overspend will come out of the strategic spend budget.

Financial Motion:

- That the P&C fund initiatives to the value of \$50,742 for the 2023 funding round, as per the 'Recommended P&C Funding' attachment. (Note: the budget allowed for \$45,000). **Carried.**
- That the recommended \$5,000 for Drama Workshops or programme is subject to the final vendor and solution being agreed by both the school and P&C. **Carried.**
- That the Pre-Primary playground renewal submission is considered as part of the Playgrounds review, alongside the renewal of the Junior and Senior playgrounds to which \$50,000 has been allocated in the 2023 P&C budget under 'Strategic projects'. **Carried.**
- That \$5,000 for the soft fall for the Kindy Playground is also approved, with 'Strategic projects' 2023 budget to be reduced from \$50,000 to \$45,000. **Carried.**
- That the \$5,500 for a new kitchen sink is held over pending further discussions with the Subiaco Council re the requirements. If changes are required then a broader review / redesign of the kitchen is to be undertaken to define total works and funding required. **Carried.**

Actions:

- Record in financial motion register. (Secretary)

6 Tax and Accounting Services

- GST update – advice received at a cost of \$350+GST. P&C is not required to register for GST. Fund raising, uniform shop and pool revenue can be treated as 'input taxed' if a motion is passed.
- Bookkeeping and accounting services recommended to assist with bookkeeping and reporting.
- President has sought other quotes, but preferred contractor is familiar with the P&C organisation.
- Discussion on the options to outsource the accounting services. There are currently no available resources within the P&C with appropriate background/experience to support despite numerous requests for volunteers in the school newsletter.

Motion:

- That the P&C wishes to treat fundraising activities, uniform shop and pool revenues as 'input taxed', so is not required to remit GST on its sales and cannot claim GST credits for related expenses. **Carried.**
- That the P&C is not required to register for GST as the majority of P&C revenue is either exempt from the GST turnover assessment (e.g. voluntary contributions) or excluded as 'input taxed' (e.g. fundraising, uniform shop and pool revenues). **Carried.**

Financial motion:

- That the P&C approve up to \$3,000 in accounting fees with Phoenix Accounting to cover one-off activities at a cost of \$160+GST / hour including the following:
 - Health Check of QuickBooks and fixing of errors in Chart of Accounts etc.
 - Integration of a new Debit Card bank account into QuickBooks
 - Integration of uniform shop software, Shopify
 - Implementation of a stock management solution - stock is not currently tracked or reflected in the balance sheet
 - Automation of regular meeting and Annual reports, with appropriate documentation and training of P&C volunteers

Carried.

- That the P&C approve the outsourcing of bookkeeping services, including the following, at a cost of \$325+GST / month for a period of 3 months. At the end of this period, costings to be assessed and any extension brought back to the P&C for review and approval:
 - fortnightly payroll
 - quarterly super / PAYG
 - quarterly PAYG Activity Statements
 - monthly bank reconciliation
 - supplier invoice entry and uploading payments to bank account

Carried.

Actions

- Record in financial motion register. (**Secretary**)
- Update Affairs of the Association to reflect GST status. (**President**)
- Engage Phoenix Accounting. (**Treasurer / President**)

7 Building Fund

- Building fund no longer has DGR (Deductible Gift Recipient) status following ATO changes which now require registration as a charity with the ACNC.
- It will not be possible to request or receive cash into the fund at the end of the tax year.

Action:

- Investigate potential to regain DGR status and associated costs as part of charity registration process. (**President**)

8 Uniform Shop

- It is recommended that entertainment books are no longer offered.
- Stock management – recording the value of the stock in the balance sheet has not been managed to date. Need to discuss the process via Shopify. The revised process will require physical stocktakes twice a year. Noted that more work needed to manage stock.
- Insurance for uniform stock via WACCSO.

Motion:

- That the P&C will no longer offer Entertainment books with immediate effect. **Carried.**
- That the P&C authorise the uniform stock will be managed through Shopify with physical stocktakes undertaken twice a year. **Carried.**

Financial Motion:

- That the P&C authorise President to obtain insurance to cover stock up to at a replacement value of \$40,000 for a cost of \$600 p.a. through WACSSO, commencing 1 July. **Carried.**

Actions:

- Close and terminate the Entertainment Book arrangement (**Vice President**)
- Update P&C pages and Vice President Role Description to reflect. (**President**)
- Uniform stock to be reflected in the balance sheet from 12 June 2023 onwards. (**Treasurer**).
- Complete uniform shop stocktake (**Vice President/Shan Carberry**)
- Submit insurance application to broker by 30/6. (**President**)

9 Debit card

Motion:

- P&C authorise the debit card account to have one signatory rather than 2 as agreed at the previous meeting (8 May 2023). **Carried.**

10 Pool Update

Royal Life Saving Western Australia (RLSWA) contract

- Covering water safety and pool operations services expires on 30 June 2023. New draft contract provided for 1 July 2023 - 30 June 2024 with increased rates including:

Item	2022-23	2023-24
Pool operator	\$50/hr	\$55/hr
Pool lifeguard weekday	\$40.50/hr	\$45/hr
Pool lifeguard weekend	\$42/hr	\$45/hr

- Current estimates are that this is likely to result in an increase of \$8k in RLSWA costs over the 2023-24 season vs a 2023 budgeted operating loss of \$5k for pool operations.
- Outstanding issue re: Saturday opening times with the Subiaco Farmers Markets to be resolved prior to finalising the RLSWA contract. Discussion on start times for parties and general admission. Concerns raised around overlap between farmers market and opening time.

Motion:

- That the P&C authorises the Pool Coordinator and President to enter into a contract with RLSWA for the provision of water safety and pool operations services for the 2023-24 season, subject to confirmation of pool opening hours on a Saturday. **Carried.**

City of Subiaco Partnership Agreement

- City of Subiaco has provided a Draft Partnership Agreement covering the grant to support pool operations for the 2023-24 season, with the following key changes suggested:
 - Provision of 5 free passes to the City for distribution to disadvantaged and vulnerable Subiaco community members to be replaced with the provision of 5 free passes to the following schools for distribution to disadvantaged and vulnerable Subiaco community members - Subiaco, Rosalie and Jolimont Primary Schools, Shenton and Bob Hawke Colleges.
- Discussion on the appropriate amount to request from the Council given the pool is operating at a loss and increased pool costs. Potential for increased grant from the council to cover increased costs but to be discussed with the council prior to request.
- Contract will be entered into on behalf of the P&C (President and Pool Coordinator) but further discussions with School.

Motion:

- that the P&C authorises the Pool Coordinator and President to enter into a Partnership Agreement with the City of Subiaco for the pool 2023-24 season:
 - with a request for an increase in the grant from \$5,000 to \$7,500 to partially cover increased RLSWA costs

- with a request for a one-off contribution of \$5,000 towards the c. \$8,700 cost of replacing the pool covers
- with the suggested changes to free passes (as outlined above)

Actions:

- Understand why pool covers are not covered by the school insurance or the Education Department. Consider potential for P&C to insure directly. **(President)**
- Identify other pool assets and confirm whether they are covered by the school's insurance or the Education Department. **(Pool Coordinator / President)**
- Reforecast 2023 pool operating expenses and operating loss based on revised costs and present at the next P&C GM. **(Pool Coordinator)**
- Finalise & execute RLSWA contract. **(Pool Coordinator / President)**
- Finalise & execute City of Subiaco Partnership Agreement. **(Pool Coordinator / President)**

11 Other business

- No other business discussed.

Meeting Closed: 8:38pm.

Next Meeting: Monday 31 July 2023, 7pm, School Library

Attachment 1: Subiaco Primary School P&C - 2023 Funding Round - APPROVED

Funding Submissions	Stakeholder	Business plan alignment	Requested P&C funding	Recommended P&C Funding	Kindy	PP - Yr 6	Grounds & infrastructure	Notes
Swimming lane hire & coaching	Teacher	PE & Health	\$2,942	\$2,942		\$2,942		
Garden beds	Social Justice Group	Social Justice Group - Sustainability	\$200	\$200		\$200	\$200	
MiniLit box	School	Literacy target in Business Plan	\$2,400	\$2,400		\$2,400		
EALD (English as an Additional Language or Dialect) Support Kits	School	Targeted initiative in Business Plan/cultural responsiveness	\$3,000	\$3,000		\$3,000		
UV Meter	School	Sun safe school	\$6,000	-				Potential to consider part funding in future years if students raise funds towards.
New mats / carpets for year 1 class Mat Sessions	Year 1 teachers	Class environment - explicit teaching on mat	\$3,117	\$3,300		\$3,300		Submission for \$3,117. Recommend \$3,300 approved to allow for potential cost increase.
Year 5 planting at Myalup	Sustainability	Environmental, sustainability focus	\$4,000	\$,500		\$1,500		c. 40 Year 5 kids participating following expressions of interest from year 5 for kids who have been involved in sustainability committee. Recommend P&C to fund \$1,500 for the bus.
PP Aboriginal / native garden	PP/Cultural responsiveness	RAP Plan - cultural responsiveness	\$500	\$500		\$500	\$500	
Kitchen hand washing sink	School	Council requirement for food prep and selling	\$5,500	n/a				Kitchen is used every day by special needs students for cooking skills and by Yr 6 students in Term 3 (c. 4 occasions) for economics and business. Recommend further discussions with Council over requirements for ongoing Food Business Registration given limited use with food not for sale. If new sink or dishwasher and other changes are required, broader design of kitchen to be looked at with potential for P&C to support as a Strategic Project.

Soft fall for Kindy Playground	School		\$5,000	\$5,000	\$5,000			Immediate need. Funding to reduce Strategic Project allocation.
Barking Gecko drama workshops for Year 4 students	Parents	The Arts focus	\$3,500	\$5,000		\$5,000		Recommend P&C funding of \$5k to fund drama workshops or programme. Barking Gecko workshops proposed for Year 4 students. Potential for a broader drama 'Artist in Residence' programme in 2023 which could be incorporated into the curriculum to be considered with vendor & solution to be agreed between the School and P&C prior to confirmation of funding. In addition, a teacher has volunteered to run Debating Club during lunchtimes with the potential for parents to support.
Pre-primary Playground upgrade	School		\$10,000	n/a				Recommend inclusion in the Playgrounds review to assess priority alongside Junior & Senior Playground review, which will be funded as a Strategic Project rather than the annual funding round review.
Uniform Shop shelving	P&C		\$1,800	\$1,800			\$1,800	
Pool covers and rollers	P&C	Pool	\$15,000	\$8,700			\$,700	\$8,700 for covers, \$5,800 for rollers. Subject to insurance claim not being successful and grant not being successful.
New kitchen oven and pots	P&C	Healthy Hub	\$2,800	\$1,400			\$1,400	Fund portable induction and pots but not oven pending kitchen review.
Housing for kiln	Art	The Arts focus	\$10,000	\$10,000		\$10,000	\$10,000	
Artist in residence	Art/Science teachers. STEAM Focus in Business Plan	Learning area integration	\$5,000	\$5,000		\$5,000		Detail about year groups, classes covered and length of programme to be provided.
School TV	School		\$2,000	-				School to fund and share usage report with P&C so that the P&C can look at potential to promote key content through Facebook or other channels.
TOTAL			\$82,759	\$50,742	\$5,000	\$33,842	\$22,600	

NOTES:

P&C Contributions - 2023:

As at 8/5/2023

Kindy	\$1,675	4%
PP-Year 6	\$25,210	60%
Infrastructure & Grounds	\$15,170	36%
TOTAL	\$42,055	