

Subiaco Primary School P&C
Term 4, Week 8 2023 General Meeting – Minutes
Monday 27 November 2023, 7-8.30 pm, School Library

Attendees: Fiona Plant, Eleanor Stoney, Tamara Brestovac, Kanchana Karunaratna, Andrew Devitt, Melinda Harris, Rachel Feldhusen, Catherine Skreiner, Genelle Cox, Jackie Trimby (via teams), Joanne Wilkie, Shan Carberry, Veronica Wilshaw.

Apologies: Wicki Woods, Dr Anjuman Arora Ahuja, Anne Finch, Peter Schwarzbach, Tim Braslin, Sharon Lekawski, Katherine Vines, Cath Price, Sarah Keighery, Caro Bell, Louis Martin, Giselle Weybrecht, Alex Hill, Catie Parsons,

Minutes: Tamara Brestovac and 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.

GM Minutes

Motion: That the minutes of the General Meeting on 23 October 2023 be taken as read and confirmed as a true and accurate record. **Carried**

2 Presidents' update

- Big thank you to all members for their dedicated contributions to the P&C and the remarkable achievements throughout the year.
- Roles & recruitment – known 2024 vacancies:
 - Treasurer
 - Co-Secretary
 - Events Committee members
- Emphasizing the importance of future succession planning, particularly for key roles, with a proposed shift in Office Bearer roles every 2-3 years to ensure a seamless transition.
- Kindy and pre-primary information sessions on the Pool and the P&C have been completed.
- Book lists issued for 2024 incorporating the new contribution information and communications issued to encourage parents and carers to pay their P&C voluntary contributions.

3 Principal's update

- Student numbers: 700 full-time, 74 part-time (excluding Kindy students); down from 715 last year.
- Positive outcomes in the 2024 P&C funding round
- Semester 2 reports to be issued on 14 December 2023.
- Student development days scheduled for 29 & 30 Jan, 26 April, 15 July, 7 October, and 12 December
- 30 classes planned for 2024
- Draft business plan is ready.
- Term dates for 2024 confirmed
- National Quality Standards achieved an outstanding level.
- Edu-dance concerts upcoming, generating excitement among students.
- Thanks to the P&C for a successful business year.

4 Treasurers Report

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

- Thanked the P&C for the past few years as intend to step down at the AGM
- Cash drawdown of P&C funds evident in accounts.
- Uniform shop stock increased, anticipating high sales in the upcoming year.
- Pool is in the negative, with \$7,500 Subiaco council grant not received and it remains unclear whether this can be paid to the P&C due to Department of Education advice

- Contributions just under \$60K, consistent with recent years.
- Fundraising yielded over \$22K; some movie night expenses pending.
- Banking reconciliation underway; minor discrepancies being addressed with accountants.
- Phoenix's work will streamline bookkeeping and remove manual processes going forward.
- Draft 2024 Budget:
 - \$50K contributions
 - Uniform shop aiming for a positive cash position.
 - Projected -\$12K for the pool.
 - Fundraising is lower than previous years.
 - Total contributions at \$55K, in line with 2021 and 2022 expectations.
 - \$5,500 allocated to ongoing P&C expenses (incl. Insurances).
 - Additional funds for accountants' expenses to ensure the books are appropriately managed.
 - Remaining funds allocated to funding requests and playgrounds.
 - Estimated end-of-2024 cash around \$14K, considering playground funding already approved and proposed spend across funding round / leavers book, . As the P&C has a minimum target cash holding of \$40k to cover working capital requirements proposed spend will need to be reduced in the final budget. Options discussed.
 - Emphasized the need to review proposed 2024 budget allocations.
 - Committed \$110K for PP and Senior Playground renewals. Unable to renew Junior playground for 5 years based on current saving rate.
 - Approval of 2024 budget at the AGM necessitates detailed budgets from uniform and pool
 - Confirmed that Fathering Project and Sustainability committees will not continue from 2024.

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

Action: Detailed budgets for pool and uniform (Pool Coordinator & Vic President)

Action: Discussion with Year 6 teachers re leavers book in early 2024, prior to AGM.

5 Events

- 2024 movie night will be replaced with a daytime colour run to encourage broader family participation.
- Year Group allocations
 - Yr 4 – Sundowner and family welcome on a Sunday (rather than Friday afternoon / evening) for increased attendance and volunteer support.
 - Yr 2 – Swimming carnival
 - Yr 3 - Splash party
 - Yr 5 – Athletics carnival food stall
 - Yr PP and Yr 1 - Colour fun run – 24 March. Potential for BYO picnics and sponsorship.
 - Kindy – Tea towels
 - Mothers day afternoon tea – fundraising for a raffle. Ticketed event.
 - Fathers day breakfast run by P&C / Dad's
 - Art fundraisers include an Art Auction for Parents night and art books for each year group.
- Aiming to finalize the events plan and distribute it to year groups early in 2024 for effective management.
- Seeking endorsement for the 2024 budget to initiate spending preparations for the new year.
- Acknowledged the concern that Yr 4s will repeat the athletics carnival in Yr 5; discussed the Yr 5s also supporting the Yr 6 morning tea (school rather than P&C event). Emphasized that the athletics carnival requires less effort than some other options.
- Noted the success of previous quiz nights and recommended their consideration in 2025 as a fundraiser.

Financial Motion: That the P&C approve the 2024 Events Plan & Budget as submitted to allow:

- Year event comms to be issued to all year groups at start of year
- Allow P&C Welcome to be organised and associated expenses incurred
- Allow bookings & deposits to be paid

Carried.

Action: Events committee to write to potential sponsors to be approached to support 2024 events, particularly Colour Run and Parents Night

6 Funding Round

- Discussed the potential for the funding round commencing in Term 1.
- Discussed the preference for the funding round to commence after the AGM.

Motion: That the 2024 Funding Round is held in Term 1, commencing after the AGM.

Carried.

Financial Motion: That the P&C approve \$3k to fund swimming lane hire & coaching as part of the 2024 funding round. **Carried.**

7 P&C 2024 Plans

- P&C Calendar 2024
 - Proposes scheduling general meetings for week 4 and 9, except for Term 4, which will be in Week 8 (not week 9).
- AGM Planning
 - Noted that all coordinators will receive a specific email in preparation for the 2024 AGM planning.

8 Playgrounds

- Update
 - PP: Playmaster will preparing a quote and design. Noted it's been difficult to get companies to quote at this time of the year.
 - Senior: Difficult to quote this time of year. We were hoping to have a better resolution.
- Community Survey
 - Survey results and comments have been collated. Analysing the data and comments. Noted that interest in the soft fall type. Will look at different suppliers and soft fall options and costs.

9 Pool Update

- Subiaco council have approved grant \$7500 , but not received and discussions ongoing; allocation not confirmed due to Department of Education advice.
- Unable to allocate family passes initially planned to be funded from council funding.
- Sold 104 season passes.
- Booked 16 pool parties.

10 Uniform Shop

- Thank you to Shan for continuous support in the uniform shop.
- Intending to maintain a \$100 cash float to assist Shan during peak periods when cash payments are preferred.

Financial Motion: That the P&C approve \$100 cash float at the uniform shop to cater for cash sales. **Carried.**

11 CLP

- Planning an early start in 2024 with a drafted communications plan set for early issuance, aiming to enhance the role's appeal to a broader audience.
- Introducing an "opt-in" system for class contact lists, allowing individuals to sign up without a CLP being assigned.
- Discussed the importance of CLPs, aiming to have them in place early in the school year. Considering the use of CLP morning teas to raise awareness of P&C activities.

12 Healthy Hub

- Term 1 will be participating in the swimming carnival.
- Colour run – sun safety campaign with coloured zinc

13 Other Business

- Nothing to report

Meeting Closed: 8:32 pm.

Next Meeting: Monday 26 February 2024, 7pm, School Library