

Hawker Park Primary School Parents and Citizens' Association Incorporated



AGM

When 15-02-2023 at 19:30

Minutes

1. Meeting open

7.34pm

2. Present/apologies

Present - Rebecca Chamberlain, Renee Evans, Deb Ryan, Cassandra O'Sullivan, Claire Jones, Rebecca Valenti, Andrew Ethridge, Kristy Moss, Jesica Batista, Tarn Deere, Jacinta Davis, Kevin Rudd, Shen Puccio, Camille Gaudet, Sandy Huang

Apologies - Dan Vujcich, Emma Reed

3. Confirmation of minutes -

Minutes accepted:

1st - Rebecca Valenti

2nd - Cassandra O'Sullivan

[P_C_meeting_minutes_November_2022.pdf](#)

4. Inwards/outwards correspondence

Nil

5. Welcome and introduction from President

Rebecca Chamberlain welcomed parents attending the Annual General Meeting. She confirmed that membership was \$1. She outlined that the P&C works within WACSSO guidelines and that they provide the constitution, support and training relevant to the committee. WACSSO information can be tailored to meet the requirements of the individual P&C and the school. Training dates for P&C office bearer roles will be circulated. The AGM will focus on election of the office bearers and executive committee members as well as establishing sub-committees. Terms of reference for each committee have been prepared and will be provided to the sub-committee members for review. Andrew confirmed there are approx. 240 students at the school. Rebecca stated that a quorum of 5 members is required to make decisions and to vote.

Tasks

- ✓ Provide Terms of Reference to sub-committee members
Assignee: Renee Evans
Due date: 22-02-2023
- ✓ Circulate WACSSO training dates
Assignee: Cassandra O'Sullivan
Due date: 22-02-2023
- ✓ Sub-committees to consider Terms of Reference and provide feedback and final version of documents at next committee meeting
Assignee: Cassandra O'Sullivan
Due date: 17-03-2023

6. Finances

The financial reports were presented to the executive committee prior to the AGM and the Solvency Declaration was signed by Rebecca Chamberlain as the President in front of the AGM members. Deb requested endorsement to proceed with an audit of the financial accounts at a cost of \$490. This was endorsed by the committee. JD Accounting will undertake the audit as with previous years. Deb confirmed that we are holding a huge amount of uniform stock - \$16-20K based on sales prices. We are not allowed to make a profit on uniform or canteen which is why we use the sales price. Changes in personnel in the uniform shop. Core goals of the sub-committee will be to work out to get cash back into the P&C. To forward plan to be independent. Outsourcing, second-hand stock, only moving to a bulk order pre-paid style. P&C cash reserves would be better used to spend on kids rather than holding uniform stocks. Exec voted that the P&C is solvent. Have enough money to pay bills. No parent event in 2022 has had an impact and there is a cash flow management issue for term 1 and 2. Manage incoming and outgoings carefully. Definitely solvent but need to be more prudent.

- [📎 Asset_Register.pdf](#)
- [📎 Bank_Reconciliation_-_Canteen_Account.pdf](#)
- [📎 Bank_Reconciliation_-_Main_Account.pdf](#)
- [📎 Bank_Reconciliation_-_Uniform_Shop_Account.pdf](#)
- [📎 Profit_and_Loss_-_Canteen_and_Petty_Cash_....pdf](#)
- [📎 Bank_Reconciliation_-_Petty_Cash_Account.pdf](#)
- [📎 Profit_and_Loss_-_Uniform_Shop_Account.pdf](#)
- [📎 Profit_and_Loss_-_All_Accounts.pdf](#)
- [📎 Profit_and_Loss_-_Main_Account.pdf](#)
- [📎 Uniform_Stocktake.pdf](#)

Decision

Proceed with audit of financial accounts

Tasks

- ☑ Engage JD Accounting to undertake a review of financial accounts
Assignee: Deb Ryan
Due date: 17-03-2023

7. Executive committee

Rebecca Chamberlain outlined the roles of office bearers and executive committee members. She noted that as a P&C member you can contribute in many different ways. The committee members voted in favor of the following office bearers and executive committee members:

President - Cassandra O'Sullivan
Vice President - Rebecca Valenti
Treasurer - Deb Ryan
Secretary - Renee Evans
Executive committee member 1 - Claire Jones
Executive committee member 2 - Jesica Batista

Deb queried whether we could establish Kevin Rudd as a Co-Treasurer. Renee Evans and

Deb Ryan to investigate. Group supportive of this appointment to the Executive Committee. Rebecca and Cass tabled three sub-committees and members agreed on the following representatives:

Canteen Sub-Committee - Shen Puccio, Emma Reed, Kristy Moss, Cassandra O'Sullivan

Uniform Sub-Committee - Tarn Deere, Cassandra O'Sullivan, Kevin Rudd

Fundraising Sub-Committee - Kristy Moss, Jesica Batista, Tarn Deere, Rebecca Valenti, Cassandra O'Sullivan

The committee members noted that the Scholastic Book Club would be managed by Haj (Bridgette) Miller and acknowledged the contribution of Claire Butler-Ritchie.

Jacinta Davis agreed to manage Containers for Change. Rebecca Chamberlain confirmed that there is a bulk container in the parking bay off Sanday Place. Key chains with school id would be distributed to new families. Jacinta would need to arrange via email for the bins to be emptied. Collection bags to be distributed to parents. Money goes straight into bank account for school.

BFG in need to a big busy bee. Over the summer period and holidays has got overgrown. Very well stocked. Dan did get another grant. Have some new plants in there. In realistic terms teachers should be able to be used as a teaching resource and also the canteen can use produce. At least 10 normally at busy bees. Tarn busy bees are a great idea and a way of connecting as a community. Claire Jones agreed to take on management of the BFG with assistance from Camille.

Rebecca Chamberlain noted that the executive is a touch point in the school community. New office bearers signed bank authorities.

Tasks

- ✓ Return bank authorisation to Bankwest
Assignee: Rebecca Chamberlain
Due date: 21-03-2023
- ✓ Liaise with fundraising committee regarding parents night
Assignee: Rebecca Valenti
Due date: 21-03-2023
- ✓ Investigate list of works for early learning area
Assignee: Deb Ryan
Due date: 21-03-2023
- ✓ Confirm interest of Karina Pledge in joining uniform sub-committee
Assignee: Cassandra O'Sullivan
Due date: 03-03-2023
- ✓ Confirm whether a Co-Treasurer can be appointed
Assignee: Renee Evans
Due date: 03-03-2023

8. Administration report

Welcome picnic went well. The school has applied for a government grant for \$25,000 to upgrade the bike racks including extending the concrete pad, installing a roof and additional bike racks. The school has obtained quotes for all components, including planting of vegetation around the bike rack area. The upgraded bike rack area should comfortably house 40 bikes undercover. The outcome of the grant application will be known in May 2023. The school has applied for a grant for a science room upgrade including new sinks, splash backs, painting, flooring and \$20,000 worth of new equipment. Andrew will keep the committee updated.

There will be a riding to school day this term and the walking school bus is being organised. The laptop information evening is being rescheduled. It will occur on the 21st February. Playgroup commencing on Monday at 8.35am. There has been some interest from parents. The playgroup provides no financial benefit to the school but is a great community initiative. The first assembly of 2023 is on Thursday 23 February. Naplan is in week 7 and 8 of Term 1. Year 6 leaders to attend a leadership seminar. 6th April ANZAC ceremony will be held. Swimming in Term 4 (weeks 7 and 8). The school ran evacuation drills with students this week. The Easter raffle last day of term. Class rep meeting in week 5. A class rep is a messenger or communicator with people in that class. They are not an advocate. Swimming bus subsidies are a priority for the school. In previous years proceeds from the parent night has provided funding of around \$5,000. Lessons are free but the school has to pay to for each student to access the pool and travel to and from the swimming venue. Most Year 4 students have selected Apple Mac laptops. Individual desktops provided with those without.

9. Introduction of new President

Cassandra O'Sullivan stated that we are here for one common goal and that is our kids - to thrive and have the best opportunities and to laugh and learn along the way. She noted that by parents attending the P&C they also had the opportunity to meet people and to do things that they may not otherwise do, get new perspectives on volunteers.

Cass acknowledged the work of the P&C and asked members to speak with friends and family and other parents and ask them to do one thing to help. Cass referred to the volunteer information sheet. Some people have put it into the P&C post box. Confidential info contained within the form will be kept with Cass.

Andrew suggested an open day for staff and P&C to meet and greet interested parents. Cass requested that the volunteer flyer be distributed as a school bag message to ensure that everyone will see it. Tarn asked if there was an option to email it back. Cass communicated that the P&C would focus on school bag notices and Facebook posts. Andrew noted that a learning plan would be implemented this year for Connect to replace Class Dojo.

10. Calender of events

Cass confirmed that indicative dates for fundraising and events would be discussed at the next meeting including parent night, school disco, sports carnival stall, election (referendum) stall.

Andrew emphasised that the importance of the P&C was in bringing people together with a vested interest in the school. He stated that the money P&C raises is the cream that the school gets in relation to funding.

BFG busy bee date to be determine and confirmed.

11. Next meeting

The committee agree to schedule P&C meetings in weeks 3 and 8 on alternating Tuesday and Wednesdays commencing at 7.00pm.

Decision

Next meeting - Term 1 Tuesday 21 March 2023, 7pm

Tasks

- ✓ Circulate P&C meeting schedule for 2023 to members
Assignee: Renee Evans
Due date: 03-03-2023

12. Meeting close

8.45pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of AGM on 15-02-2023

Summary of Matters Arising

Decisions

Item Decision

6. Proceed with audit of financial accounts

11. Next meeting - Term 1 Tuesday 21 March 2023, 7pm

Tasks

Item	Task	Assigned to	Due date
5.	Provide Terms of Reference to sub-committee members	Renee Evans	22-02-2023
5.	Circulate WACSSO training dates	Cassandra O'Sullivan	22-02-2023
5.	Sub-committees to consider Terms of Reference and provide feedback and final version of documents at next committee meeting	Cassandra O'Sullivan	17-03-2023
6.	Engage JD Accounting to undertake a review of financial accounts	Deb Ryan	17-03-2023
7.	Return bank authorisation to Bankwest	Rebecca Chamberlain	21-03-2023
7.	Liaise with fundraising committee regarding parents night	Rebecca Valenti	21-03-2023
7.	Investigate list of works for early learning area	Deb Ryan	21-03-2023
7.	Confirm interest of Karina Pledge in joining uniform sub-committee	Cassandra O'Sullivan	03-03-2023
7.	Confirm whether a Co-Treasurer can be appointed	Renee Evans	03-03-2023
11.	Circulate P&C meeting schedule for 2023 to members	Renee Evans	03-03-2023

Summary of Attachments

Attachments

Item	File Name
3.	P_C_meeting_minutes_November_2022.pdf
6.	Asset_Register.pdf
	Bank_Reconciliation_-_Canteen_Account.pdf
	Bank_Reconciliation_-_Main_Account.pdf
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	Profit_and_Loss_-_Canteen_and_Petty_Cash_....pdf
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	Profit_and_Loss_-_Uniform_Shop_Account.pdf
	Profit_and_Loss_-_All_Accounts.pdf
	Profit_and_Loss_-_Main_Account.pdf
	Uniform_Stocktake.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [AGM](#)