

# Banksia Park Primary School P&C Association General meeting Minutes



Held 21-11-2022 in the staff room

## Attendance

Michael Foreman, Serena Gosnay, Abby Conlon, Gisele Hernandes, Melissa Kain, Andrea cooling, Danielle Lock, Sachelle Corbett, Jan Adams, Cassandra Elliot, Maria Wilson, Lauren Taylor, Gisele Hernandes, Melissa Hudson

Quorum reached and meeting can proceed

Item & Topic	Owner	Details	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	
2. Apologies	Secretary	Read by Secretary	Tracy Beasley Tania Quantin Carla Verkerk
3. Confirmation of minutes of previous meeting	Secretary	The minutes of the previous General Meeting of Banksia Park Primary School P&C Association 24-10-2022 be taken as read and confirmed as a true and accurate record.	Motioned in by Danielle lock Seconded by Michael foreman

Item & Topic	Owner	Details	Comments / Actions / Resolutions
4. Business arising from previous minutes	President	<p><i>Refer to the Open Action Item list at the end of this agenda prior to the meeting</i>            (please review in preparation)</p>	<ol style="list-style-type: none"> <li>1. Serena has just about finalised quotes and will be moving forward with this in 2023</li> <li>2. To finalise asset list and send to Michael</li> <li>3. Confirmed wording for website – Michael to send to Serena</li> </ol>
5. Correspondence	Secretary	<p><i>1. Correspondence In</i></p> <p>1.1 Invite to the P and C to attend Dr Jags Community champions sundowner</p> <p><i>Correspondence Out</i></p> <p><b>1.1.</b> <i>Invite to Dr jags community champions sundowner sent to all p and c members</i></p>	<p>Motioned in Andrea Cooling            Seconded by Laura Taylor</p> <p>Motioned in by Danielle lock            Seconded by Abby Conlon</p>
6. Treasurer's Report	Treasurer	<p><i>Distributed prior to meeting see separate email</i>            (please review in preparation)</p>	<p>Motion that the Treasurer's Report be adopted by Melissa Hudson            seconded by Cassandra Elliot            All in Favour</p>

Item & Topic	Owner	Details	Comments / Actions / Resolutions
7. Other Reports	President Principal Convener	<p><i>Distributed prior to meeting (please review in preparation)</i></p> <ol style="list-style-type: none"> <li>1. <i>Principal and School Board – Written copy provided at meeting</i></li> <li>2. <i>Band- pending</i></li> <li>3. <i>Canteen- attached</i></li> <li>4. <i>Events and Fundraising- verbal</i></li> <li>5. <i>Uniform Shop- verbal</i></li> </ol>	<p>Motion that each report be adopted by Gisele Hernades            Seconded by Jan Adams            All in favour</p>
	President	<p>Discussion points raised from reports above:</p> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Uniform</li> <li>3. Canteen</li> <li>4. Band</li> <li>5. Fundraising</li> </ol>	<ol style="list-style-type: none"> <li>1. Nil</li> <li>2. Last day of uniform shop for year is 14<sup>th</sup> dec and will reopen 1<sup>st</sup> feb</li> <li>3. Jan will be doing a christmas brownie special</li> </ol>

Item & Topic	Owner	Details	Comments / Actions / Resolutions
8. Discussion Points		<p>Discussion Point 1: sunshine Fm broadcast from the school and BBQ</p>	<p>week 9 leeming primary school have been in contact to see if they can come in and watch and observe how we do things as we have such a successful canteen.as first day back at school is a Wednesday Jan requested to only do lunch orders that day so she can have time to prep after the xmas break P and C suggested we close that day and Jan can use that time to prep for the year</p> <p>4. Nil 5. Nil</p> <p>Serena has asked for P and C help to put on a breakfast BBQ when sunshine FM are broadcasting – secured donations for supplies from Dr Jags office and will promote in the school – decided to do this for a gold coin donation Melissa to make a messenger group with people who want to help to organize</p>

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		<p>Discussion Point 2 : P and C content for website</p> <p>Discussion point 3: extra funds transferred to the school which was thought to be for the carwash proceedings.</p> <p>Discussion Point 4: Position descriptions to be confirmed for 2023</p> <p>Discussion point 5: Asset register</p>	<p>Wording confirmed and email addresses are correct</p> <p>There was a mistake with the car wash funds and there was \$1,056 extra money that needs to come back to the P and C – Giselle suggested that instead of the funds coming back the school keep it and use as needed all in favour see motion 1</p> <p>All positions looked at no changes to be made add except to add in leavers co Ordinator position</p> <p>Finalize assets and send to Michael</p>

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		Discussion Point 6: Tea and coffee sales at assemblies	Decided that this was not viable and to donate the coffee machine to the teachers for the staff room see motion 2

Item & Topic	Owner	Details	Comments / Actions / Resolutions
9. Motions	President	<p>Motion 1: Motion in \$1,506 that was thought to be from the carwash to go back to the school</p> <p>Motion 2: Motion that the P and C will donate the coffee machine to school</p>	<p>Motioned in by Giselle seconded by Maria</p> <p>Motioned in Michael foreman seconded by Danielle Lock</p>
10.General Business	Any Attendee	Michael thanked all members of the P and C for their commitment and hard work through the year he made a special note to farewell our year 6 parents Cassandra Elliott, Kirsten Holmes and Maria Wilson and thanked them for their wonderful contribution to the school	
11.Other business	Any Attendee	Time permitting	
12 Closure	President / Chairperson	Date of next general meeting is <b>13-3-2023</b> AGM set for 13-2-2023	

BPPS P&C General Meeting Action Items (updated on 21-11-2022)

Meeting Date	Description	Person Responsible	Status
21-11-2022	1. Serena to send quotes for stage 2 of library up to \$35,000 as approved at meeting 20-6-2022	Serena	Ongoing
21-11-2022	2. Send in any other assets to be added to register by next meeting	All members	Open
21-11-2022	3. Michael to add suggestion to website content draft	Michael Foreman	Open
	4.		
	5.		
	6.		
	7.		