

Banksia Park Primary School P&C Association AGM Minutes held 13-2-2023 in the staffroom



Attendees: Serena Gosnay, Michael Foreman, Abby Conlon, Gisele Hernades, Melissa Kain, Danielle Lock, Tracy Beasley, Kelly Nightingall, Melissa Hudson, Calry Mouritz, Rebecca De Araujo, Nicole Everett, Fransisca Kirana-Hird, Stephen Adams, Jan Adams

Quorum reached meeting can proceed

Meeting opened 7.05pm

Item & Topic	Owner	Details	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	
2. Apologies	Secretary	Read by Secretary	Amy Deuble Carly Verkerk Sachelle Corbett
3. Confirmation of minutes of previous meeting	Secretary	The minutes of the previous Annual General Meeting (AGM) of Banksia Park Primary School P&C Association 8th February 2022 be taken as read and confirmed as a true and accurate record.	Motioned by Abby Conlon Seconded by Danielle Lock
4. Business arising from previous minutes	President	<i>Refer to the Open Action Item list at the end of this agenda prior to the meeting</i> (please review in preparation)	1. Library upgrade being finalised and will be moving ahead this year 2. Asset register done to be added to google drive
5. Correspondence	Secretary	1. <i>Correspondence In</i> The WACSSO State Council Election nominations Email from Deputy principle Albert CIANFRINI to advise of costs for upkeep of defibrillator 2. <i>Correspondence Out</i> 2.1. <i>nil</i>	Motioned in by Melissa Kain Seconded Michael Foreman Motion in by Melissa Kain Seconded by Abby Conlon

Item & Topic	Owner	Details	Comments / Actions / Resolutions
6. Treasurer's Report	Treasurer	<i>Distributed prior to meeting see separate email (please review in preparation)</i>	Motion that the Treasurer's Report be adopted by Michael Foreman Seconded by Jan Adams
7. Other Reports	President Principal Convener	<i>Distributed prior to meeting (please review in preparation)</i> <ol style="list-style-type: none"> 1. <i>Principal/School board - verbal</i> 2. <i>Band- see AGM minutes</i> 3. <i>Canteen- verbal</i> 4. <i>Events and Fundraising - nil</i> 5. <i>Uniform Shop- nil</i> 	Motion that each report be adopted Motioned by Michael Foreman Seconded by Danielle Lock
6. Election of office Bearers	President/chair person to declare all positions vacant and call for nominations from the floor	Election of Office Bearers all positions declared vacant and called for nominations from the floor. President: Michael Foreman – nominated by Gisele Hernandes seconded by Abby Conlon – All in Favour Vice President: Abby Conlon - nominated by self seconded by Danielle Lock All in favour Treasurer: Fransisca Kirana-Hird nominated by Gisele Hernandes seconded by Abby Conlon, all in favour Secretary: Melissa Kain nominated by Gisele Hernandes, seconded by Danielle lock all in favour	Michael Foreman declared all positions vacant and called for nominations from the floor

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		<p>Band Convener: Margert Brunt nominated and voted in at BAND AGM</p> <p>Canteen Convener: Rebecca De Araujo – nominated self, seconded by Danielle lock - All in favour</p> <p>Events and Fundraising Convener: Nicole Everett nominated self seconded by Melissa Hudson – All in Favour</p> <p>Uniform Shop Coordinator: Kelly Nightingall nominated self seconded by Melissa kain – All in Favour</p> <p>Leavers uniform co ordinator: Carla Verkerk nominated self seconded by Michael foreman – All in Favour</p> <p>Newsletter Coordinator: Sachelle Corbett nominated self seconded by melissa kain – All in Favour</p> <p>Parent Representative Coordinator: Danielle lock nominated self, seconded by Gisele Hernades – All in Favour</p> <p>Social Media Coordinator: to be merged with secretary role, Melissa kain</p> <p>Sports Parent Liaison: Amy Deblue nominated self seconded by Abby Conlon – All in Favour</p> <p>Executive Committee: Michael Foreman, Abby Conlon, Fransisca Kirana-Hird, Melissa Kain, Rebecca De Araujo, Tracy Beasley, Nicole Everett, Kelly Nightingall, Melissa Hudson</p>	

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		<p>Note: As per WACSSO requirements and the P&C Constitution, the President, Treasurer and Secretary automatically form part of the Executive. Three additional members are then elected to the Executive. All Subcommittee Conveners also become part of the Executive. Note: Each Subcommittee need not be formed at the AGM in accordance with the Constitution and By-Laws. This may occur before or after the P&C General</p>	
7. Appointment of Auditor	President/treasurer	Motion to appoint Craig Brotherson as Auditor	<p>Motioned in by Gisele Hernandes, seconded by Tracy Beasley All in Favour</p>
10 Appointment of Signatories	Executive committee	2023 signatories: Michael Foreman, Tracy Beasley, Melissa Kain, Abby Conlon, Fransisca Kirana-Hird, Gisele Hernandes	Gisele to arrange forms for new signatories

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		<p>Motion 1: Motion to approve a \$200 for defibrillator upkeep (previous passed motion \$400... this motion \$200 giving a total for defib upkeep as \$600)</p> <p>Motion 2: motion to sell the saxophone for \$30</p>	<p>Motioned by Michael Foreman Seconded by Gisele Hernades</p> <p>Motioned by Michael Foreman Seconded by Tracy Beasly</p>
<p>14 General business 15 Other business</p>	<p>President</p>	<p>Discussed start times of meetings in 2023 Melissa kain moved to have general meetings start at 7pm all in favour</p>	
<p>16 Next AGM date</p>	<p>Secretary</p>	<p>Proposed for term 1 week 3 – 12th February 2024</p>	
<p>15 Closure</p>	<p>President / Chairperson</p>	<p>Date of next general meeting is 13th March 2023 at 7pm</p> <p>Meeting closed 8.05pm</p> <hr/>	

BPPS P&C General Meeting Action Items (updated on 13-2-2023)

Meeting Date	Description	Person Responsible	Status
13-2-2023	1. Serena to send quotes for stage 2 of library up to \$35,000 as approved at meeting 20-6-2022	Serena	Ongoing
13-2-2023	2. Send in any other assets to be added to register by next meeting	All members	Done and Closed
13-2-2023	3. Gisele to organise a handover of treasure role to fran and add her to signatories	Gisele Hernades	Open
13-2-2023	4. Melissa Kain to contact previous fundraising co Ordinator Andrea to organise a handover of the role to Nicole	Melissa Kain	Open
13-2-2023	5. Convenors to organise their sub committees, have their first meeting and go over the terms of reference to be approved at next general meeting	Rebecca, Nicole	Open
13-2-2023	6. Melissa Kain to add new members to email list and email P and C constitution, code of conduct/house rules and terms of reference to sub committees	Melissa	Open
13-2-2023	7. Melissa kain to merge the secretary and social media roles and add this to job description	Melissa	Open