

Banksia Park Primary School P&C Association General meeting minutes



Held 13-3-2023 in the staff room

Attendance: Serena Gosnay, Michael Foreman, Abby Conlon, Gisele Hernades, Melissa Kain, Tracy Beasly, Rebecca De Araujo, Nicole Everett, Fransisca Kirana-Hird, Sachelle Corbett

Quorum reached meeting can proceed

Meeting opened 7.03pm

Item & Topic	Owner	Details	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	
2. Apologies	Secretary	Read by Secretary	Amy Deuble Danielle Lock Melissa Hudson
3. Confirmation of minutes of previous meeting	Secretary	The minutes of the previous General Meeting of Banksia Park Primary School P&C Association 21-11-2022 be taken as read and confirmed as a true and accurate record.	Motioned by Gisele Hernades Seconded by Michael Foreman

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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"> 1. Serena has the final quotes and will be proceeding with this 2. Done and closed 3. Done and closed 4. Canteen and fundraising have submitted terms of reference Band has had a change of members so will look at this at the next band meeting 5. Done and closed 6. Done and closed
5. Correspondence	Secretary	<p>1. Correspondence In</p> <ol style="list-style-type: none"> 1.1 Fundraising and uniform shop catalogues 1.2 WASSCO newsletter 1.3 Dr Jags invite to IWD event. 1.4 Sockable fundraiser <p>Correspondence Out</p> <ol style="list-style-type: none"> 1.1 Fundraising and uniform shop catalogues given to Nicole and Kelly 1.2 WACCSO newsletter sent to all 2023 members 1.3 Dr jags invite sent to all members 1.4 Sockable fundraiser passed into F&E committee 	<p>Motion in by Melissa Kain Seconded by Abby Conlon</p> <p>Motion in by Melissa Kain Seconded by Sachelle Corbett</p>

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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 Gisele Hernandes seconded Michael Foreman
7. Other Reports	President Principal Convener	<p><i>Distributed prior to meeting (please review in preparation)</i></p> <ol style="list-style-type: none"> 1. Principal and School Board – Written copy provided at meeting 2. Band- attached 3. Canteen- attached 4. Events and Fundraising- attached 5. Uniform Shop- attached <p>Discussion points raised from reports above:</p> <ol style="list-style-type: none"> 1. Principal 2. Uniform 3. Canteen 4. Band 5. Fundraising 	<p>Motion that each report be adopted</p> <p>Motioned by Michael Foreman Seconded by Abby Conlon</p> <p>Band – Band has had changes to committee, Gisele Hernades offered to be Band treasurer and Margaret resigned from Band conveyor role See meeting minutes for full details and motion 10</p>

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8. Discussion Points	President	<p>Discussion Point 1: Easter Raffle</p> <p>Discussion point 2: Anzac Day cookie sale</p> <p>Discussion Point 3: Mothers day stall – change date to non-canteen day suggested 9-5-2023</p>	<p>Nicole has organized and promoted to parent body for egg donations and to buy raffle tickets, raffle to be drawn at easter hat parade</p> <p>Nicole has organized to sell cookies for Anzac day on Monday 24th April after school. As she has secured donations for the ingredients it was decided to sell these for a gold coin donation</p> <p>Mothers day stock ordered and Stall will be run on Tuesday 9-5-2023</p>

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		<p>Discussion Point 4 : Events planner dates-</p> <ul style="list-style-type: none"> - Disco – will the school be running this or P and C? - Major fundraiser, is the school doing one this year ie: colour run? - Is year 6 graduation committee planning a fundraiser and when? <p>Discussion Point 5: Leavers uniforms – order complete and year 6s are due to receive their leavers shirts and jumpers Monday 13-3-2023. One child left the school? Do we refund?</p> <p>Discussion point 6: canteen – compost bins, BPPS canteen page for newsletter, stainless steel bench top</p>	<p>Disco to be run as we run it in term 4 last year with Serena to lead the entertainment and P and C to organize lolly bags, tickets, glow sticks to sell- Serena will confirm a good date to do this Year 6 grad committee are trying not to do a fundraiser this year. will discuss doing a colour run again in term 4 date to be advised</p> <p>Year 6’s are very happy with their leavers uniforms, as the child who left the school order was cancelled in time we can offer her a refund of \$105</p> <p>Rebecca raised if canteen can use compost bins and this will be trialed next term, canteen page link to be advertised on BPPS parent page, will try to get funding for stainless steel bench tops need to confirm if it is a health department requirement by 2024</p>

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		<p>Discussion Point 7: sub committees:</p> <p>F&E sub committee formed: Nicole Everett Melissa Hudson, Abby Conlon, Gisele Hernandes</p> <p>Canteen sub committee formed: Rebecca De Araujo, Amber Williams, Lauren Taylor, Jan Adams</p> <p>Terms of reference for Band, Canteen, F&E committee.</p> <p>Discussion Point 8: Implementation of a compliance checklist regarding treasurer’s duties</p>	<p>Members of sub committees voted in All in favor</p> <p>Terms of refence submitted by canteen and fundraising committees band deferred to next meeting due to member changes in committee</p> <p>Gisele suggested we have a compliance checklist for treasurer much like the operational plan the school uses, Gisele and Fran to put together so future treasures have a list to follow</p>
9. Motions	President		

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		<p>Motion 1: motion to approve \$250 for mothers day float</p> <p>Motion 2: motion to approve any profit from year 6 leavers orders to go to year 6 graduation events</p> <p>Motion 3: Motion to approve P and C to donate \$600 to year 6 end of year graduation events.</p> <p>Motion 4: Motion in purchase of 5 iPads as per yearly agreement with the P and C and school</p>	<p>Motion in by Nicole Everett seconded by Abby Conlon</p> <p>Motioned in by Gisele Hernades, seconded by Michael Foreman</p> <p>Motioned by Gisele Hernades, seconded by Michael Foreman</p> <p>Motioned in by Michael Foreman Seconded Abby Conlon</p>

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		<p>Motion 5: Motion to accept terms of reference for 2023 for:</p> <p>Fundraising and events committee</p> <p>Canteen Committee</p> <p>Motion 6: Motion in \$150 for Anzac day cookie sale expenses</p> <p>Motion 7: Motion to pay Canteen Manager Jan Adams outstanding Annual Leave plus leave loading</p> <p>Motion 8: Motion in to add to canteen contract that- The canteen manager is paid annual leave and leave loading at the end of each year - the full entitlement amount for the year, or the balance of it if any leave had been taken during that year.</p>	<p>Motioned in by Nicole Everett seconded by Melissa Kain</p> <p>Motioned by Rebecca De Araujo seconded by Melissa Kain</p> <p>Motioned in by Nicole Everett Seconded by Michael Foreman</p> <p>Motioned in by Gisele Hernandes seconded Michael Foreman</p> <p>Motioned in by Gisele Hernandes seconded Michael Foreman</p>

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		<p>Motion 9: Motion in \$1500 to pay deposit for Band camp</p> <p>Motion 10: Motion to accept changes to Band committee as per their report Band Convenor – Tracy Beasley Band Treasurer – Gisele Hernades Margret Brunt – General committee</p>	<p>Motioned by Tracy Beasley Seconded by Sachelle Corbett</p> <p>Motioned in by Tracy Beasley Seconded by Melissa Kain</p>
10.General Business	Any Attendee	Nil	
11.Other business	Any Attendee	Nil	
12 Closure	President / Chairperson	<p>Date of next general meeting is 8th May</p> <p>Meeting closed at 9.08pm</p>	

BPPS P&C General Meeting Action Items (updated on 13-3-2023)

Meeting Date	Description	Person Responsible	Status
13-3-2023	1. Serena to send quotes for stage 2 of library up to \$35,000 as approved at meeting 20-6-2022	Serena	Ongoing
13-3-2023	2. Gisele to organise a handover of treasure role to Fran and add her to signatories	Gisele Hernades	Done and closed
13-3-2023	3. Melissa Kain to contact previous fundraising co Ordinator Andrea to organise a handover of the role to Nicole	Melissa Kain	Done and closed
13-3-2023	4. 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	Canteen and events closed, band deferred to next meeting
13-3-2023	5. 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	Done and closed
13-3-2023	6. Melissa Kain to merge the secretary and social media roles and add this to job description	Melissa	Done and closed
13-3-2023	7. Gisele to write up a compliance checklist for treasurer role	Gisele	Open