

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



## Held 8-5-2023 in the staff room

Attendance: Serena Gosnay, Michael Foreman, Abby Conlon, Melissa Kain, Tracy Beasly, Rebecca De Araujo, Nicole Everett, Fransisca Kirana-Hird, Sachelle Corbett, Melissa Hudson, Jan Adams, Kelly Nightingall, Danielle Lock

Quorum reached meeting can proceed

Meeting opened 7.02pm

Item & Topic	Owner	Details	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	
2. Apologies	Secretary	Read by Secretary	Amy Deuble Gisele Hernandes
3. Confirmation of minutes of previous meeting	Secretary	The minutes of the previous General Meeting of Banksia Park Primary School P&C Association 13-3-2023 be taken as read and confirmed as a true and accurate record.	Motion Abby Conlon Seconded 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"> <li>1. Library upgrade complete invoice to be sent to P and C for payment</li> <li>2. Gisele is still working on this and doing handover as the bank is yet to complete the transfer to Fran</li> <li>3. Terms of reference for Band submitted see motion 1</li> </ol>
5. Correspondence	Secretary	<ol style="list-style-type: none"> <li>1. Correspondence In               <ol style="list-style-type: none"> <li>1.1 WASCCO newsletter</li> <li>1.2</li> </ol> </li> <li>Correspondence Out               <ol style="list-style-type: none"> <li>1.1 Email to Coles and Woolworths asking for donations of fresh fruit and veg for use in the canteen</li> </ol> </li> </ol>	<p>Motion correspondence in            Melissa Kain            Seconded Michael Foreman</p> <p>Motion correspondence out            Melissa Kain            Seconded Sachelle Corbett</p>

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 Fran Kirana-Hird seconded Danielle lock
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. Principal and School Board – Written copy provided at meeting</li> <li>2. Band- attached</li> <li>3. Canteen- attached</li> <li>4. Events and Fundraising- attached</li> <li>5. Uniform Shop- attached</li> </ol> <p>Discussion points raised from reports above:</p> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Uniform see discussion point 3</li> <li>3. Canteen see discussion point 1</li> <li>4. Band nil</li> <li>5. Fundraising see discussion point 4</li> </ol>	<p>Motion that each report be adopted</p> <p>Motioned by Michael Foreman Seconded by Abby Conlon</p> <p>Principle report -</p> <p>Computer lab is now finished, and Serena would like to invite the P and C and parent community to an opening and tour to coincide with P and C day on Friday 19<sup>th</sup> May</p> <p>Happy to have some kind of fundraising at the edu dance concert</p> <p>Robotics club equipment can be replaced but won't be received to term 4 working on ideas to open club next term with different robotics already available in the school</p> <p>The business plan is now complete</p>

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8. Discussion Points	President	Discussion Point 1: canteen – changes coming in from WACSA and health department – Jan	<p>Jan informed us that the health department will be implementing by December 8<sup>th</sup> 2023 a new national food safety standard 3.2.2A this will mean that</p> <ol style="list-style-type: none"> <li>1. ALL staff and Volunteers must complete FoodSafe Food handler training - free online</li> <li>2. Jan as the canteen food safety supervisor must complete accredited Food safety supervisor training – cost involved</li> <li>3. the canteen must be able to show that food is safe by maintaining records such as temperature controls – will need to buy thermometers</li> </ol> <p>Jan will look into supervisor course with dates and costs, plus costs of thermometers, will also keep an eye out for any future WACSA advise or training in regards to templates for record keeping</p>



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		<p>Discussion Point 4: fundraising event dates and budgets Nicole</p>	<p>Mothers day stall is ready to go for Tuesday 9<sup>th</sup> May all stock has arrived and parent helper roster full</p> <p>Disco date to be confirmed with Serena for term 3 28<sup>th</sup> July</p> <p>Fathers day stall for Tuesday 29<sup>th</sup> August</p> <p>Tentative date for quiz night was 16<sup>th</sup> September however it was decided this may be too much as it is the week of sport carnival. The week before was unavailable due to band fundraiser. It was suggested that if we are doing a colour run term 4 we risk getting some fundraising fatigue with too many events, instead we could look at doing a community movie night at the start of term 1 as a replacement to the welcome morning tea and picnic on the green.</p> <p>We could look at other fundraising ideas such as doing something at the edu dance concert, something at the P and C day event of opening of the computer lab, a referendum BBQ. Doing something at the colour un such as afternoon tea, raffles, icy poles to sell</p> <p>F&amp;E committee to discuss and bring ideas to next meeting with budgets</p>

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9. Motions	President	<p>Motion 1: Motion to accept terms of reference for 2023 for: band</p> <p>Motion 2: motion to pay Jan's annual leave balance up to December 22 for the amount of - \$1,613 and Jan to have her leave be paid out annually. From FY23 onwards the annual leave accrued for the year will be paid in full plus loading, just after the last day of term 4.</p> <p>Motion 3: motion to replace 4 uniforms due to the staining.</p>	<p>Motioned in by Tracy Beasley Seconded by Michael Foreman</p> <p>Motion in by Michael foreman And seconded by Kelly Nightingall</p> <p>Motioned in Kelly Nightingall Seconded by Abby Conlon</p>
10.General Business	Any Attendee	nil	
11.Other business	Any Attendee	Time permitting	

Item & Topic	Owner	Details	Comments / Actions / Resolutions
12 Closure	President / Chairperson	Date of next general meeting is <b>12<sup>th</sup> June</b> Meeting closed – 8.27pm	

BPPS P&C General Meeting Action Items (updated on 8-5-2023)

Meeting Date	Description	Person Responsible	Status
<b>8-5-2023</b>	1. Serena to send quotes for stage 2 of library up to \$35,000 as approved at meeting 20-6-2022	Serena	Ongoing
<b>8-5-2023</b>	2. Gisele to write up a compliance checklist for treasurer role	Gisele	Ongoing
<b>8-5-2023</b>	3. Band committee to submit terms of reference	Band committee	closed
<b>8-5-2023</b>	4. Jan to look into food supervisor course dates and costs, costs of thermometers and any further WASCA advise on record keeping templates	Jan	Ongoing
<b>8-5-2023</b>	5. Kelly to contact parents with stained uniforms to organise replacements	Kelly	Open
<b>8-5-2023</b>	6. Fundraising committee to submit ideas and budgets for events for the rest of the year	F&E committee	Open