



Banksia Park Primary School P&C Association Agenda

Held 27-02-2024 in the Year 6 Outdoor Area.

Attendance: Rebecca Chan, Theresa Wee, Melissa Kain, Abby Conlon, Alexis Catelli, Deleeni Bye, Kelly Nightingall, Andrea Cooling, Fransisca Kirana-Hird, Prue Teather, Elizabeth Pearce, Melissa Hudson

Quorum reached. Meeting can proceed.

Meeting opened 7:10pm

Item & Topic	Owner	Details	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	
2. Apologies	Secretary	Read by Secretary	Sachelle Corbett, Tracy Beasley, Brendan Robins
3. Confirmation of minutes of previous meeting	Secretary	The minutes of the previous General Meeting of Banksia Park Primary School P&C Association 22-11-2023 be taken as read and confirmed as a true and accurate record.	Motion: Abby Conlon Seconded: Kelly Nightingall
4. Business arising from previous minutes	President	Refer to the Open Action Item list at the end of this agenda prior to the meeting. (please review in preparation)	
5. Correspondence	Secretary	1. Correspondence In 1.1 WACSSO Newsletter 2. Correspondence Out 2.1	Motion correspondence in: Abby Conlon Seconded: Melissa Kain
6. Treasurer's Report	Treasurer	Distributed prior to meeting see separate email (please review in preparation).	Motion that the Treasurer's Report be adopted: Fransisca Kirana-Hird Seconded: Deleeni Bye

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7. Other Reports	President Principal Convener	<p>Please review in preparation.</p> <ol style="list-style-type: none"> 1. <i>Principal- To be distributed at meeting</i> 2. <i>Band- Discussed at AGM</i> 3. <i>Canteen- Awaiting</i> 4. <i>Events and Fundraising- to be advised</i> 5. <i>School Board- Awaiting</i> 6. <i>Uniform Shop- Emailed to P&C 26/2/24</i> 7. <i>WACSSO- Nothing to report</i> <p>Discussion points raised from reports above: 2. Band</p>	<p>Motion that each report be adopted: Alexis Catelli Seconded: Abby Conlon</p>
8. Discussion points		<p>Discussion Point 1: Sub committees to be formed for canteen, fundraising and events and Terms of References to be updated and submitted with names of members for approval at next general meeting</p> <p>Discussion Point 2 – Band have formed their sub-committee would like to change Terms of Reference.</p> <p>Discussion Point 3: The raffle prices have been the same price for the last 10 years – vote in a new raffle price for car park raffle, easter raffle ETC. Currently \$2 a ticket or \$5 for 9 Suggest \$5 per ticket or 4 for \$20</p> <p>Discussion Point 3: Phase in of Spriggy.</p>	<p>No committee yet for canteen. Defer to next meeting. See action item list.</p> <p>No band representative. Defer to next meeting. See action item list.</p> <p>Change prices for different raffles, i.e. more expensive for Easter and keep car park the same. To be decided by fundraising team and P&C. If Quickcliq is not fit for purpose can investigate other methods of running the raffles.</p> <p>Not suitable for uniform shop. Need to list each size individually rather than a drop-down menu. See action item list.</p>

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		<p>Discussion Point 4: School hats – which hats do the children need to wear - there are currently two styles and do we have enough supplies in the uniform shop? Can we make the hats easier to access such as leaving a supply in the office for sale in between uniform shop being opened? Will the year 6s need to buy as it was mentioned they might do something special for them at the first assembly on the first day of school.</p> <p>Discussion Point 5: Bookkeeping via online service software i.e. Xero.</p> <p>Discussion Point 6: Finance review - Need to setup/view the detailed p&l for the canteen. - Budget tracker for the fundraising committee. - Is this in place for the band and uniforms?</p> <p>Discussion Point 7: Need to finalise the P&C calendar for fundraising events.</p> <p>Discussion Point 8: Set up of bank accounts – need a date committed to get this done and transfer of money.</p>	<p>Two school hat styles available – bucket and legionnaire. Need to determine if all students (including Year 6) are required to wear a school branded hat. See action item list.</p> <p>There is an extra cost associated with this software. See action item list.</p> <p>Quickcliq can show gross and net cost for items. Uniform is set up with this but not canteen. See action item list.</p> <p>Need to get Serena’s wishlist. See action item list.</p> <p>Fran has sent forms to members to be signatories. See action item list.</p>
9. Motions	President	<p>Motion 1: Motion to approve purchase of 5 iPad as per yearly agreement to the school</p> <p>Motion 2: Motion in that the profit of leavers uniforms to go to year 6 graduation</p>	<p>Defer to next meeting.</p> <p>Motion: Melissa Kain Seconded: Kelly Nightingall</p>

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		<p>Motion 3: Motion in donation of \$600 (or more) from P and C to year 6 graduation events 2024</p> <p>Motion 4: Motion in Band Terms of Refences for 2024</p> <p>Motion 5: Reimburse three volunteers money for food and safety course \$35 per person.</p>	<p>Defer to next meeting once committee have met.</p> <p>Defer to next meeting.</p> <p>Motion: Deleeni Bye Seconded: Abby Conlon</p>
10. General/Other Business	All	<ol style="list-style-type: none"> 1. Easter Egg Raffle 2. Mother's Day Stall 3. Newsletter on parents page 	<p>Andrea and Shannon to coordinate raffle. Look to see if it should be drawn separate to Harmony Day Assembly. Need to start advertising to the school community and start collecting donations at office.</p> <p>Change to an alternative format this year, something different from a stall. Look at a breakfast event or afternoon tea on a Friday. Discuss with Serena.</p> <p>Melissa Hudson to see if newsletter can be posted on the parents page.</p>
10. Closure	President / Chairperson	<p>Date of next general meeting is:</p> <p>Tuesday 19th March 2024</p> <hr/> <p>Meeting Closed 8:40pm</p> <hr/>	

Action items from 27-2-2024

Meeting Date	Description	Person Responsible	Status
27-2-2024	1. Gisele to write up a compliance checklist for treasurer role	Gisele	In progress
27-2-2024	2. WASCA advise on record keeping templates	Serena	Board will need to have this certification Received – Open. Peter Hammer
27-2-2024	3. Fran to investigate bank account change	Fran	Open Fran to set up account and signatories prior to closing Bankwest. President, VP and Secretary to fill out forms and go to Westpac.
27-2-2024	4. Band to look if they can change their terms of refence - Currently need 6 members, can it be changed to 5? And can quorum be changed from 4 – 3?	Band committee	Open
27-02-2024	5. Sub committees to be formed for canteen, fundraising and events. Terms of References to be updated and submitted with names of members for approval at next general meeting	Abby (canteen)	Open
27-02-2024	6. Phase in of Spriggy. Determine whether significant money would be saved by using two systems (Spriggy and Quickcliq). Decide whether to proceed with Spriggy in the future or remain with Quickcliq exclusively.	Fran	Open
27-02-2024	7. School hats – Discuss with Serena if all students are required to wear the school branded hats and if it's it worth keeping a supply at the front office.	Kelly	Open
27-02-2024	8. Bookkeeping via online service software i.e. Xero. Fran to decide whether it would be easier and more useful to learn or remain with excel.	Fran	Open

<p>27-02-2024</p>	<p>10. Finance review</p> <ul style="list-style-type: none"> - Need to setup/view the detailed P&L for the canteen. - Budget tracker for the fundraising committee. - Is this in place for the band and uniforms? <p>Dee to start a template for canteen to use and other groups to use to keep track of costs.</p>	<p>Dee</p>	<p>Open</p>
<p>27-02-2024</p>	<p>11. Need to finalise the P&C calendar for fundraising events.</p> <p>Dee to meet with Serena to discuss the school's wishlist and fundraising aims for the year.</p>	<p>Dee</p>	<p>Open</p>