

Banksia Park Primary School P&C Association Minutes



Held 19/3/24 in the Staffroom

Attendance: Melissa Hudson, Deleeni Bye, Alexis Catelli, Abby Conlon, Fransisca Kirana-Hird, Andrea Cooling, Tracey Beasley, Liana Tempest, Serena Gosnay, Elizabeth Pearce, Rebecca Chan, Prue Teather

Quorum reached meeting can proceed.

Meeting commenced at 7:05PM

Item & Topic	Owner	Details	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	
2. Apologies	Secretary	Read by Secretary	Melissa Kain Kelly Nightingall Theresa Wee
3. Confirmation of minutes of previous meeting	Secretary	The minutes of the previous General Meeting of Banksia Park Primary School P&C Association 27-02-2024 be taken as read and confirmed as a true and accurate record.	Motioned in: Abby Conlon Seconded: Deleeni Bye
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 P&C Handbook 1.2 WACSSO Newsletter 2. Correspondence Out 2.1 WACSSO Newsletter sent to all members	Motioned In: Melissa Hudson Seconded: Alexis Catelli Motioned In: Melissa Hudson Seconded: Deleeni Bye
6. Treasurer's Report	Treasurer	Distributed prior to meeting see separate email (please review in preparation).	Motioned In: Alexis Catelli Seconded: Abby Conlon

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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- Not received</i> 3. <i>Canteen- Not received</i> 4. <i>Events and Fundraising- Not received</i> 5. <i>School Board- Not received</i> 6. <i>Uniform Shop- Not received</i> 7. <i>WACSSO- Nothing to report</i> <p>Discussion points raised from reports above: N/A</p>	No reports received.
8. Discussion points		<ol style="list-style-type: none"> 1. Treasurer spreadsheet issues 2. Canteen training 3. Canteen Financial Review 4. Consolidating bank accounts 5. Fundraising ideas 	<p>Spreadsheet not balancing. Fran and Liz are currently working on this. See action item 12.</p> <p>Serena has advised the school can use the Healthways grant to reimburse canteen training and associated wages. Fran to provide Serena with receipts. See action item 13.</p> <p>Liana Tempest is currently investigating costs of menu items in the canteen. Fran to supply Liana with costs from suppliers. See action item 14.</p> <p>Fran to look at what accounts can be consolidated to simplify financials and make things easier. Move canteen long service funds. See action item 15.</p> <p>Serena advised pizza day requires lots of volunteers and will need to be held on a non-canteen day. Gold coin donation days may interfere with current mufti</p>

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		6. Year 6 Leavers Shirts	<p>days. Serena has advised parent night could be used for P&C fundraising.</p> <p>P&C to retain control of organizing the year 6 leavers shirts. The current organizer will need to become a member of the P&C.</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 donation of \$600 (or more) from P and C to year 6 graduation events 2024.</p> <p>Motion 3: Motion in Band Terms of Refences for 2024.</p> <p>Motion 4: Moving to Xero for accounting.</p> <p>Motion 5: Consolidating accounts – moving to five accounts.</p>	<p>Motioned in: Abby Conlon Seconded: Deleeni Bye</p> <p>Defer</p> <p>Defer</p> <p>Motioned in: Abby Conlon Seconded: Deleeni Bye</p> <p>Motioned in: Abby Conlon Seconded: Alexis Catelli</p>
10. General/Other Business	All		
10. Closure	President / Chairperson	<p>Date of next general meeting is:</p> <p>30 April 2024 at 7pm</p> <p>Meeting closed: 8:50PM</p>	

Action items from 19-3-2024

Meeting Date	Description	Person Responsible	Status
19-3-2024	<p>1. Fran to write up a compliance checklist for treasurer role.</p> <ul style="list-style-type: none"> - Gisele started a document and Fran will provide additional information for handover to Liz. 	Fran	In progress
19-3-2024	<p>2. WASCA advise on record keeping templates</p> <ul style="list-style-type: none"> - The canteen must be able to show that food is safe by maintaining records such as temperature controls. WASCA have provided templates to be used for this task. 	Abby	In progress - Abby is going to follow-up with Harini if she is using the templates for her record keeping.
19-3-2024	<p>3. Fran to investigate bank account change</p>	Fran	<p>In progress</p> <ul style="list-style-type: none"> - Waiting on resolution of ABN before account can be opened, will take 28 days.
19-3-2024	<p>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? Can the coordinator also hold secretary position?</p>	Alexis	<p>In progress</p> <ul style="list-style-type: none"> - Need to confirm with WACSSO if this can be changed.
19-3-2024	<p>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 P&C meeting</p>	<p>Abby (canteen) Andrea (fundraising)</p>	In progress

19-3-2024	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.	Abby	In progress <ul style="list-style-type: none"> - Abby to ask questions regarding fees setting up a Fundraising section in Quickcliq. Can Quickcliq give the P&C a deal to keep them as customers.
19-3-2024	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	Closed
19-3-2024	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	Closed <ul style="list-style-type: none"> - Fran and Liz to move to Xero. - See Motion 4
19-3-2024	10. Finance review <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>	Dee	Ongoing <ul style="list-style-type: none"> - Serena has suggested Dee look at what the school uses for budget tracking.
19-3-2024	11. Need to finalise the P&C calendar for fundraising events.	Andrea	In progress <p>Wish list:</p> <ul style="list-style-type: none"> - Roller door replacement with motors \$5-7k for just motors. - Upgrade of the kindy and early learning playground.
19-3-2024	12. Annual financial statement not balancing.	Fran	In progress <ul style="list-style-type: none"> - Fran and Liz working to balance the current statement.

19-3-2024	<p>13. School can reimburse P&C for Harini's training via the Healthways grant.</p> <ul style="list-style-type: none"> - Fran to supply Serena with receipts for training and associated wages. 	Fran	In progress
19-3-2024	<p>14. Liana currently investigating the canteen food costs looking at each menu item.</p> <ul style="list-style-type: none"> - Fran to supply Liana with supplier costs, i.e. Brownes. 	Liana & Fran	In progress
19-3-2024	<p>15. Consolidating bank accounts.</p> <ul style="list-style-type: none"> - Currently the P&C have seven different accounts. - Fran to look at simplifying and what accounts can be consolidated. - Look at moving the canteen long service funds. 	Fran	<p>In progress</p> <ul style="list-style-type: none"> - See Motion 5