Meeting held at Bassendean Primary School Library  
Tuesday, 23 June, 2015  
GM

Start Time: 6.10pm

Quorum for General Meeting not met, converted to Executive Committee Meeting

1. Attendance

   Jacqueline Varris (JV) [Principal], Kim Veale (KV) [President], Amanda Ricciardi (AR) [Treasurer], James West (JW) [Secretary], Ngaire Kasdorf (NK), Margo Ferguson-Hunt (MFH), Thea Verrall (TV), Tamsin Woodward (TW), Shane Nelson (SN), Jane Dundas (JD), Linda McMahon (LM)

2. Apologies

   • Janet Criddle, Simone Zammit, Tammy McEwan, Reija Hurry, Emma Slavin

3. Visitors

   • None

4. Call for amendments to Draft and Confidential Minutes May 2015

   • Nil amendments tabled


   • The minutes of the meeting of Bassendean Primary School P&C Association held on 26th May 2015 are taken as a true and accurate record. Carried.

6. Business Arising

   • Appointment of Treasurer – AR nominated for the vacant Treasurer position, seconded by KV. Carried.
   • Purchase/installation of dishwasher for canteen – TW advised that the new dishwasher had been installed and was being used. JV confirmed that the installation was completed at no cost. Item Closed.
   • Lyreco Trolley for Scholastic Book Club – No change. New trolley will become more important when the Book Fair is on. Item to remain on agenda.
   • Honey Drive – No decisions made as RH was not in attendance. The logistics of getting the honey jars to parents was discussed. It was proposed that order forms with delivery options be sent home with students.
   • Busy Bee – A small number of volunteers completed the bulk of cleaning around edges; however, SN advised that the central area of the floor is a concern. TW suggested a professional cleaner come in over the holidays to complete the job. Action: JV to ask Spotless for an opinion on the lino.
• **Nesting Boxes** – No update as MG not in attendance. JV reiterated that the River Rangers would be heavily involved in this project, and that considerable thought had to go into the size and positioning of the boxes.

• **Entertainment Books** – MFH advised that the books would sell for $65 with the school keeping $15 of the sale price. Books can be sent home with students for a 2 week trial period, after which parents either buy the book, or return them to the school (Entertainment Book organisation will accept the risk of non-returned books). It was agreed that an expression of interest form would be sent home with students. Books to go home to parents who want to partake in the trial.

• **Disability Commission** – JD to draft an article for the school newsletter enquiring about children with disabilities who may benefit from programs that could be funded through grant money. It was also mentioned that an asthma feasibility study may be possible.

• **Council Funding for Community Events** – JD advised that the Quiz Night did not qualify for the Council grant as it was a fundraising event. Eligibility is based around non fundraising events that benefit the community.

• **Guilty Pleasures Quiz Night** – Organising committee held final meeting on 22nd June to finalise planning. Steve Veale has been confirmed as the Quiz Master. Fourteen (14) tables confirmed, and platter sales have been good. Good response from families and local businesses with regard to prize donations.

### 7. Correspondence

#### 7.1 IN

- P&C Voice – Term 2 (WACSSO)
- Annual Information Statement Reminder (ACNC)
- Fundraising Brochure (Unique Elegance)
- Clothing Brochure (LW Reid)
- Bank Statement (Commonwealth)
- Annual Conference Form (WACSSO)

#### 7.2 OUT

- Change of Registration Details (ATO)

### 8. Reports in Agenda

#### 8.1 President

- Report accepted.
- NK and TW volunteered to run the Father’s Day stall. A letter to be sent to Bunnings (Kirstie Green) asking for donations.
- Second sausage sizzle to be held at Masters in Term 3 - MFH to coordinate.
- Cake stall to be held at sports carnival – volunteer required.
- Art Open Day is on the agenda for later in the year. P&C may be able to piggy back off this event.
- KV advised that she wants to transition out of the Uniform Coordinator role. Volunteer needed to fill this position.
8.2 Principal

- Report accepted.
- JV advised that new Atlases are the number one wish list item.
- WA Govt Schools Music Society has allocated $500 for choir function at UWA, and Eisteddfod at Joondalup. Tickets for UWA event are priced at $20, and will be subsidised by the school. A violin program is possible if there is enough demand.
- JV advised that the school would be locked down by 3:30pm for security reasons, and to allow after school care to use the school facilities.

8.3 Treasurer

- Report accepted.
- Change of Registration details lodged with the ATO.
- Annual Information Statement to be submitted to the ACNC by 30th June. The 2014 statement requires more detailed information with regards to finances, governing documents, and Executive Committee members.
- AR, KV and JW to complete ‘Authority for Business Account’ form to become signatories of the P&C bank account.

8.4 Canteen Coordinator

- No report received.

8.5 Uniform Shop Coordinator

- No report received.

8.6 School Banking Coordinator

- No report received.

8.7 School Council Representative

- Report accepted.
- Presentation by Colin West of ‘The Fathering Project’ well received. A small group of Dad’s are keen to establish a Steering Committee to launch this project into the school community.

8.8 Scholastic Book Club Coordinator

- Report accepted.
- Reminder that the Book Fair is run in Term 3. JC to confirm how many volunteers will be required to help run the event.

8.9 Gardening Club Report

- No report received.
9. General Business

- **WACSSO Annual Conference** – JW advised that the payment of WACSSO fees entitle one person to represent the P&C at the Annual Conference. It was agreed that RH would attend the conference on our behalf. *Action:* JW to pass on registration information to RH to register by 24th July.
- **Joint P&C Meeting** – An invitation was received from Dave Kelly MLA for a Joint P&C Meeting to be held at Lockridge Primary School on 25th June. A call was put out for a representative of the P&C to attend - no interest shown on this occasion.

10. Other Business

- No items.

11. Next Meeting

- Next meeting to be held 6.00pm Tuesday, 28th July 2015 in the school library.

Meeting closed: 7:30pm