AGENDA
Annual General Meeting
Tuesday, 22 March 2016

Start Time: 6.30pm

1. Attendance

2. Apologies

3. Visitors

4. Elections
   4.1 Office Bearers
      i. President
      ii. Vice President
      iii. Treasurer
      iv. Secretary
   4.2 Co-ordinators
      i. Canteen Co-ordinator
      ii. Uniform Shop Co-ordinator
      iii. School Banking Co-ordinator
      iv. Scholastic Book Club Co-ordinator
   4.3 Executive Committee Members (minimum of 2 in addition to Office Bearers)
   4.4 School Council representative

5. Appointments
   5.1 Appointment of Honorary Auditor
   5.2 District Council representatives
   5.3 Additional Signatory (one member of the Executive Committee)

Meeting proceeds from this point on as a General Meeting

6. Call for amendments to Draft and Confidential Minutes February 2016

7. Acceptance of Draft and Confidential Minutes February 2016 - with amendments

8. Business Arising
   8.1 Easter Raffle (JBN/MFH/CM)
   8.2 Mother’s Day Stall (KV)
   8.3 OT Sessions with Natalie Martin (KV/JD)
   8.4 Upcoming Meeting Dates (JW)
9. Correspondence

9.1 IN
- SDERA News (SDERA)
- 2016 Affiliate Guide (WACSSO)
- Clothing Flyer (Drybodz)
- Catalogue (Felton Industries)
- Children’s Crossing Letter (WA Police)
- Fundraising Brochure (School Fun Run)
- P&C Voice – Term 1 (WACSSO)

9.2 OUT
- None

10. Reports

10.1 President
10.2 Principal
10.3 Treasurer
10.4 Grants Co-ordinator
10.5 Canteen Co-ordinator
10.6 Uniform Shop Co-ordinator
10.7 School Banking Co-ordinator
10.8 School Council Representative
10.9 Book Club Co-ordinator
10.10 Gardening Club

11. General Business

11.1 Joint Fundraising Activity with Ashfield (JW)
11.2 Fathering Project (JW)
11.3 Gardening Project (JDE)

12. Other Business

13. Next Meeting – TBA

Meeting Closed
8.1 President’s Report

Hi Everyone,

I want to take this opportunity to say what a pleasure it has been getting to know all the members of our P&C through my role as President, and would like to thank you all for the hard work and dedication you’ve demonstrated over the past 12 months.

We’ve accomplished a HUGE amount during this time including raising money for literacy and numeracy resources, making a significant contribution to the completion of the undercover area, purchasing key rings and book prize for the 6 graduation ceremony as well as providing icy poles and prize ribbons for the athletics carnival. We held many successful fundraising events including the mothers and father’s day stalls, Easter raffle, aerial fun fundraiser, Guilty Pleasures quiz night, Halloween disco, entertainment books, grants submissions, flower bulb fundraiser, gardening working bees, Lapathon, fairy floss stalls and of course countless sausages sizzles and cake stalls!!!

Fantastic job on these achievements everyone!

I will be more than happy to assist the new P&C President settle in to their new role, and will continue to be involved with the P&C as the Uniform Shop Co-ordinator. We will also need to organise new administrators for updating the P&C Facebook page, and signature for the P&C bank account.

Upcoming Fundraising events

Easter Raffle Fundraiser

Update from Jacinta, Margo and Carina.

Early Childhood Development Talk

We have booked a date for this event on Wed 11th May from 6.15 - 8.30pm at the Bassendean Community Hall. Natalie Martin will be talking about the importance of play to develop foundational skills, and Belinda DuBois - our local OT will be talking about encouraging healthy sleeping habits for young children. Entry will be via gold coin donation (to cover cost of venue hire) and the P&C can sell cakes and tea/hot chocolate on the night to fund raise for our school. Both the speakers have generously offered to donate their time for free. Kim and Jane Dundas will be coordinating this event, however we will need a couple of extra helpers on the night, as well as lots of cakes donated as we expect to have over 100 people attending.

Mother's Day Stall

Next term we plan on holding the much-loved Mothers Day Stall on Friday 29th May, and currently need a couple of volunteers to coordinate this event. We need 350 donations to ensure each child can purchase something special for their Mum

Uniform Shop

Sales are going well....in fact we've sold out of some winter stock already! More polo shirts are expected to be delivered by mid-April (cost $1374) I would like to ask permission from the P&C to buy some more zip jackets and tracksuit pants (approx. $1000).
Future P&C Meetings

James has suggested we consider having just two P&C meetings per term, and choose dates which are consistent (i.e. 3rd week and 7th week of term) Additional meetings may be required for various fundraising committees which they can organise of their own accord. What do other members think?

Cheers,

Kim
8.2 Principal’s Report

Reticulation

The school oval is currently watered through a water cannon system. Over the past number of years we have worked towards sourcing a better watering system. Recently we were notified that the Department will reticulate the school oval. Work will commence to reticulate the school oval during week 10 of this term. This has a three week work schedule and as such work will continue over the school holidays. Consideration will be given to whether we can move and/or reuse the concrete blocks which currently house the pipes and cannon. Alternative play options will be considered for week 10 where necessary.

Computers

The school received a State Government incentive for $9240, as part of the Primary School Device program. With this funding and additional school budget funds we have purchased a bank of 28 laptop computers and a computer trolley. This will enable teachers to use laptops as part of the teaching and learning programs along with the existing desktop computers in classrooms and in the computer lab. This will increase student’s access to ICT to address the West Australian Curriculum and readiness for online NAPLAN testing which is currently being trailed in some schools around Australia.

Artist in Residence Project (AiR)

Last year the school was notified that its application to be part of the AiR Grant Project was successful. The grant for $30 000 is to be used for an Artist in Residence program. Kylie, myself and our three artists in residence; Chris Nixon, Paula Hart and Roly Skender attended a workshop at the Department of Culture and the Arts on February 26 as part of the AiR Grant induction. The Artists will workshop with staff in June. The project will commence in Term 4 and run from October 10 to November 9. The Open Night Event will be held at school on November 9 2016.

Administration Upgrade

Work continues on the Administration building. The administration is expected to be operational for the commencement of Term 2. Information will be sent home about gates, bikes and pedestrian traffic by the end of the term.

Cross Walk Attendant

The school and P& C have received acknowledgement of the application for a Cross Walk Attendant. Over the next couple of weeks personnel from the Children’s Crossing and Road Safety Office will complete their own road count and site surveys. The application along with their data will go to the next Committee Meeting in May.
Traffic on West Road

We continue to liaise with the Town of Bassendean on the traffic management issues surrounding the school. The other week the Town of Bassendean temporarily installed the speed messaging sign on West Road. This installation is viewed by the Town as an educative one to assist motorists to be aware of their speed and to change their habits where needed.

As part of a Government initiative the electronic speed zone signs were recently installed on West Road. These signs are activated on school days between 7.30 – 9.00am and 2.30 – 4.00pm indicating a 40kph speed in a school zone.

Ride2School

In November 2015 a survey of students indicated that 174 of 307 (number of students at school on survey day) were driven to school. Ride2School Day 2016 the survey was repeated and 78 of 304 students (number of students at school on survey day) indicated they were driven to school. The most significant shift was the increased number of students who rode or scootered to school. While the school promotes a number of similar days during the year, in 2016 the sustainability committee will take carriage of such events. We will be initiating a series of ‘Fume Free Fridays’ to encourage parents and students to be walkers or wheeler.

Thank you 2015

Thank you to the P&C of 2015 for your event and fundraising activities and for your support of the school; the students, the staff and the numerous special events throughout the year. While many parents are very supportive and promote the great work of the staff, I would especially like to thank and acknowledge the Executive, and in particular Kim and Reija for their support, their commitment to the school, and for their leadership of the P and C. I would also like to acknowledge the wonderful work and dedication of all the staff in educating the students at Bassendean Primary School.

Jacqueline Varris
PRINCIPAL

22 March 2016
8.3 Treasurer’s Report

Financial Position

To the best of my knowledge, as at 15th March 2016, a summary of the current financial position is as follows:

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<tbody>
<tr>
<td>Cash Book balance as at 15th March 2016</td>
<td>26,475.97</td>
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<tr>
<td>Distribution of funds:</td>
<td></td>
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<tr>
<td>Pledges not yet paid:</td>
<td></td>
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<tr>
<td>Creditors not yet paid:</td>
<td></td>
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<tr>
<td>Permapleat</td>
<td>2,806.98</td>
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<td>Operating Surplus:</td>
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<tr>
<td>Uniform Shop</td>
<td>2,000.00</td>
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<tr>
<td>Canteen</td>
<td>2,000.00</td>
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<tr>
<td>General</td>
<td>2,000.00</td>
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<tr>
<td></td>
<td>6,000.00</td>
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<tr>
<td>Funds available to pledge</td>
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<tr>
<td>Balance of Reserve Funds:</td>
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<td>Academic</td>
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<tr>
<td>Arts Festival (1st Quarter 2016)</td>
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<tr>
<td>Infrastructure</td>
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<td>$16,668.99</td>
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The detailed audited accounts for the Year 2015 are attached but in brief, $26,557.39 was raised by all your fantastic fundraising and grants. As a result of this, the P&C were able to donate $19,246.75 to the school to help pay for work to the undercover area. Well done everyone!

The P&C finances for 2015 have been audited by Mr Glen Nordsvan CPA, and found to be in order. The Audit Certificate has been attached for reference.
8.4 Grants Report

• No report received.

8.5 Canteen Report

• No report received.

8.6 Uniform Shop Report

• No report received

8.7 School Banking Report

• No report received.

8.8 School Council Representative’s Report

• No report received.

8.9 Book Club Report

• No report received.

8.10 Gardening Club Report

• No report received.

I have audited the Statement of Receipts and Payments for the year 1 January 2015 to 31 December 2015.

The members of the Bassendean Primary School Parents and Citizens Association are responsible for the preparation and true and fair presentation of the Statement of Receipts and Payments and the information contained therein. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error.

Audit Approach
I have conducted an independent audit in order to express an opinion to the members of the Bassendean Primary School Parents and Citizens Association, and to provide reasonable assurance as to whether the statement is free from material misstatement and presents fairly the Association’s financial position and results of operations. The nature of an audit is influenced by such factors as the use of professional judgement, selective testing, the inherent limitations of internal control and the availability of pervasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

The audit opinion expressed in this report has been formed on the above basis.

Qualification
I have obtained appropriate audit evidence regarding the receipts from cash collections and fundraising activities in respect to the income recorded in the statement. As it is impracticable to establish control over the collection of receipts from these sources prior to entry into the accounting records, the audit examination is necessarily limited to those receipt amounts actually recorded.

Qualified Audit Opinion
In my opinion, except for the limitation referred to in the qualification paragraph, the Statement presents fairly the financial position of the Bassendean Primary School Parents and Citizens Association as at 31 December 2015 and the result of its operations for the period 1 January 2015 to 31 December 2015.

[Signature]
Glenn Nordsvan
CPA
15 March 2016