DRAFT AND CONFIDENTIAL MINUTES BASSENDEAN PRIMARY SCHOOL P&C ASSOCIATION INC.

Meeting held at Bassendean Primary School Library
Tuesday, 10 May, 2016
GM

Start Time: 6.35pm

1. Attendance

Jacqueline Varris (JV) [Principal], Jeanette Maddison (JM) [President], James West (JW) [Secretary], Carolyn Warr (CW) [Treasurer], Jacinta Baptiste-Nelmes (JBN), Margo Ferguson-Hunt (MFH), Jaye Crawford-Moore (JCM), Kim Veale (KV), Anne Phillips (AP), Marnie Giles (MG)

2. Apologies

• Reiya Hurry, Janet Criddle Simon Zammit, Thea Verral, Emma Slavin, Kylie Barr, Sue Bartley, Pamela Hahnel

3. Visitors

• None

4. Elections

• School Principal (Jacqueline Varris) called for appointments of the President and Vice President roles.

4.1 Elected Office Bearers 2016

• President – Jeanette Maddison
• Vice President – Position not filled, carried over to the next meeting

5. Call for amendments to Draft and Confidential Minutes March 2016

• Nil amendments tabled


• The minutes of the meeting of Bassendean Primary School P&C Association held on 22nd March 2016 are taken as a true and accurate record. Carried.

7. Business Arising

• Easter Raffle – JBN advised that enough donations were received to create 18 baskets. Event raised close to $1,000. Item Closed.
• Mother’s Day Stall – JCM stated that the Mother’s Day stall was a great success with very little left over. Event raised $1,356.20. Item Closed.
• **OT Sessions** – KV advised that the Occupational Therapy session was organised for 11th May in the Bassendean Town Hall. Approx. 50 people had registered, but more were expected on the night. Entry will be gold coin donation (to cover the hire of the hall), and the P&C will sell tea/coffee/cakes. KV requested cake donations from members. KV thanked Jane Dundas for all of her hard work in getting this event off the ground. A $2,500 grant from Swan Districts Hospital has been applied for to fund the running of further sessions. This initiative has been supported by other P&C’s in the area.

• **Bendigo Bank Account** – JW advised that the Bendigo Bank account linked to the $1,500 grant had yet to be opened and that CW, as the new Treasurer, should be one of the signatories. A motion was tabled stating that “on the meeting held on 10th May 2016, it was agreed that a Bendigo Bank cash management account would be opened having Carolyn Warr (Treasurer) and James West (Secretary) as signatories with access to Internet banking. The address for the account would be Bassendean P&C Association, Bassendean Primary School, West Road, Bassendean, WA 6054, and the primary contact person would be Carolyn Warr”. Carried. The meeting minutes are to be signed by two committee members, and taken to the bank as part of the application.

• **Beyond Blue** – JW reminded the group that Eden Hill Dads were hosting a Beyond Blue seminar on 11th May. JW thanked KV and Cardi Bates for advertising the event through Skool Bag.

• **Fundraising Sub-Committee** – At the AGM, it was suggested that a sub-committee be formed to plan fundraising activities for the year. CW, JBN, AP and MG volunteered to be on the committee with JW representing the Executive. The sub-committee will meet as soon as possible, and report to the next General Meeting. **Item Closed.**

• **AiR Grant Donation** – During the AiR Grant presentation at the AGM, Kylie Barr stated that there was an opportunity to extend the engagement with one of the artists (Paula Hart) for an extra week to continue working with the students. Kylie asked the P&C to consider funding the additional time. The concept received good support from members, and a motion was tabled for the P&C to donate $3,000 to allow Paula to continue her engagement for an extra week. **Carried.**

8. **Correspondence**

8.1 **IN**

• Children’s Crossing Letter (WA Police)
• Joint P&C Meeting (Dave Kelly)
• State Council Elections (WACSSO)
• Fundraising Brochure (Australian Fundraising Specialists)
• Fundraising Brochure (Cadbury Fundraisers)
• Bank Statement (Commonwealth Bank)
• Uniform Catalogue (Permapleat)

8.2 **OUT**

• Office Bearer’s Form (WACSSO)
9. Reports in Agenda

9.1 President

- No report received.
- KV thanked everybody for their support during her presidency, and said that she thoroughly enjoyed the experience.
- KV will meet with JM to complete a handover of the role.

9.2 Principal

- Report accepted.
- JV presented a wish list from the school outlining items that were in need of funding. The list will be assessed by members, and money directed to items considered as providing the greatest benefit to students.
- JV advised that the former front office and Registrar’s office is available to be used by the P&C as the Uniform Shop, and for school banking. This will allow the canteen to be used solely for food preparation.

9.3 Treasurer

- Report accepted.

9.4 Canteen Coordinator

- No report received.

9.5 Uniform Shop Coordinator

- No report received.
- KV advised that there was plenty of stock, particularly older garments. The school leaver’s shirts are being designed, and should be ready for printing soon.

9.6 School Banking Coordinator

- No report received.

9.7 School Council Representative

- No report received.
- AP stated that the School Council had approved the School Budget, and the School Plan. The Annual Report was also tabled at the meeting.

9.8 Scholastic Book Club Coordinator

- Report accepted.
9.9 Gardening Club Report
   • No report received.

10. General Business
    • None

11. Other Business
    • None

12. Next Meeting
    • Next meeting to be held 6.30pm Tuesday, 7th June 2016 in the school library.

Meeting closed: 7:50pm