

DEANMORE PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC

ANNUAL GENERAL MEETING

Monday 8 February 2016

MINUTES

- Present:** Troy Vukojevich (TV), Dan Rodgers (DR), Jo Marwick (JM), Greg Downes (GD), Louisa Walker (LW), Amanda Major (AM), Renee Connell (RC), Lisa Turner (LT), Lisa Dunstan (LD), Annabel Anderson-Nicholls (AAN), Steve Schupp (SS), Jane Spencer (JS), Janelle Haines (JH), Barbs Harvey (BH), Kaye Juracich (KJ), Karin Hunt (KH), Suzanne Croston (SC), Samantha Maddern (SM), Catherine Pfammatter (CP).
- Apologies:** Alison Murphy, Annaliese Chapman, Roberta Whittaker, Nici Ogle, Clare Lawson
- Confirmation of Minutes of Ordinary Meeting of 7 December 2015**
Resolution moved by Barbara Harvey, seconded by Annabel Anderson-Nicholls
“that the Minutes of the Ordinary Meeting of 7 December 2015 be accepted as true and correct”.
- Business Arising from Meeting of 7 December 2015**

Item No.	Action Required:	Action By:
10.4	Road Safety at Deanmore	All Deanmore has been in contact with the District office regarding the parking situation. Reminders have gone into newsletter about safe practices with cars and children.

5. Correspondence

Incoming:

- WACSSO:
 - P&C Voice Term 4
- ACNC Newsletter
- Canteen Supplies brochure, to Canteen Manager

- Canteen invoices, to Canteen Book-keeper
 - CGU Insurance:
 - Invoice for 2016 Employer Liability Insurance
 - Telstra Kids' Fund Grant: request for feedback/promotion (email to Annaliese Chapman)
- Jo Marwick informed the meeting that while Katrina Hunter had worked on this project last year, she then suffered a broken wrist and has now left the school. A new project leader needs to be found.

Outgoing:

- Payment for CGU Insurance

6. **President's Report**

Troy Vukojevich welcomed everyone to the new school year. Following last year's great fundraising effort, he would love to see a similar result this year. With the resignation of a number of office bearers, he expressed encouragement for new members to step forward to fill the roles necessary to the P&C's functioning. All help is welcomed!

7. **Principal's Report**

Jo Marwick reported a smooth start to the school year, despite a number of last minute enrolments and late staffing changes.

The placement of a new transportable classroom in the pre-primary area will involve some site works and should be ready for use in Term 2. Parents were thanked for the support and understanding they have shown.

The Principal's position has been readvertised and the school hopes to have a newly appointed Principal for the beginning of second term.

Emergency plans have been reviewed and a whole school evacuation drill took place in Week 1.

The school's wireless network system was upgraded during the holidays at a cost of \$11 000. Upgrading and maintaining technology will continue to be a priority in 2016 and the support of the P&C through its ICT funding will be welcomed.

Finally, JM thanked outgoing office bearers and welcomed new P&C members.

8. **Presentation and Adoption of Audited Financial Statements for 2015**

Annabel Anderson-Nicholls (Auditor: Ryan Hough)

The P&C's accounts and financial reports for 2015 have been independently audited and approved. Given the current balance of the P&C's principal account, the auditor raised the possibility of creating a Term Deposit account. AAN to look into the financials of this and compare rates and terms. Outgoing expenses for

2016 will also need to be determined prior to such a decision being made.

Other points raised by the Treasurer:

- EFTPOS terminal: fees = \$50/month. AAN drew the meeting's attention to the ongoing cost, which was discussed. As the association has not really been able to evaluate the benefits as yet, TV recommended that the service be kept for a year, then assessed as to whether its use is justified.

--> JM & TV will discuss fundraising priorities before next meeting on 22 Feb.

A query was raised regarding the funds donated by the P&C in 2015 for the purchase of trees for shade. JM indicated that the arborist's advice was to wait for autumn to ensure new trees take when planted.

- School banking – result included under “commissions received” in financial statement. AAN to identify amount for next ordinary meeting.
- New account signatories will be required following 2016 P&C elections – held over until all office bearer positions are filled.

9. Sub-Committee reports

- **Newsletter:** seeking new coordinator. Louisa Walker indicated she would be willing to take on the role in 2016 and will liaise with Roberta Whittaker for handover. It was suggested that the title of the role be altered to “Communications Coordinator”, to cover responsibility for social media too.
- **Fundraising:** BH thanked all members for their efforts in 2015, which was a really good year. She especially congratulated the ArtMarket team on an excellent outcome. CP to forward Artmarket Debriefing document BH & TV for consultation.
- **Uniforms:** KH indicated that the shop is fully stocked. Leavers polos have been delivered to Yr 6s. School bags are to be sold on Tuesday mornings with new uniforms.
- **Canteen:** Final cash statement for 2015 showed a loss of \$514.84. TV indicated that this was not of undue concern, as the overall trend for the year was upward, thanks to the revamped menu and the introduction of online ordering.
AAN raised the question of employment contracts for canteen staff. These need to be established/revised in 2016. Terms of employment are not very detailed in Canteen Policy.
Revised Canteen Policy (Sep 2015) was circulated by email and presented for approval: the points raised by City of Stirling have been addressed and

corrected (food store room plastered, etc.)

Moved by TV, seconded CP. **All in favour.**

- **Fathering Project:** Steve Schupp agreed to chair this sub-committee in 2016.

10. Elections 2016

Please Note: All positions become vacant at the AGM. Voting is open to all financial members of the P&C. Subscription of \$1.00 is due at the AGM. Correct change is appreciated.

OFFICE BEARERS	Nominee(s)	
President	Troy Vukojevich	Nominated by: Barbara Harvey Seconded by: Karin Hunt
Vice-President	Barbara Harvey	Nominated by: Samantha Maddern Seconded by: Suzie Croston
Secretary	[No nominations received]	
Treasurer	[No nominations received]	
EXECUTIVE COMMITTEE (at least 3)	Nominee(s)	
Executive Committee 1	Steve Schupp	Nominated by: Dan Rodgers Seconded by: Troy Vukojevich
Executive Committee 2	Karin Hunt	Nominated by: Suzie Croston Seconded by: Annabel Anderson-Nicholls
Executive Committee 3	Lisa Dunstan	Nominated by: Barbara Harvey Seconded by: Troy Vukojevich
Executive Committee 4	Lisa Turner	Nominated by: Troy Vukojevich Seconded by: Annabel Anderson-Nicholls
Executive Committee 5	Catherine Pfammatter	Nominated by: Troy Vukojevich Seconded by: Renee Connell

SUB-COMMITTEES	Nominee(s)	
Canteen Volunteers Coordinator	Yvette McBain	
Communications Coordinator	Louisa Walker	
Fundraising Coordinator	Barbara Harvey	Committee – Lisa Dunstan, Nici Ogle, Amanda Major, Janelle Haines

Uniform Coordinator	Karin Hunt	
Roadwise Coordinator	[No nominations received]	
School Banking Coordinator	Louisa Walker, Kaye Juracich	
Fathering Project Coordinator	Steve Schupp	
APPOINTMENTS		
Honorary Auditor	[AAN to approach Ryan Hough]	
WACSSO Representative Delegates to WACSSO Conference	Catherine Pfammatter, Troy Vukojevich.	

As not all Class Representative positions have been filled, it was decided to hold this point over until the next ordinary meeting.

11. General Business

- Fundraising:** BH raised the question of whether the Easter raffle is to be held. TV believes it should go ahead. JH brought up issues of complaints: too much chocolate, having to buy raffle tickets, etc. It was agreed to hold a raffle, but the organisation will be reviewed by the fundraising committee (perhaps by pod, rather than class). LW: reminder to remain nut aware.

School sausage sizzle: date to be fixed by fundraising committee. BH will contact Peter Merralls, with a view to involving grandads in this event.

Entertainment books: seeking new coordinator - Kaye Juracich agreed to take on this role.

CP raised the idea of a welcome afternoon/morning tea for kindy/PP parents. BH to investigate potential dates with teachers and TV.
- Heatwave:** Sam Maddern suggested that the P&C could offer icy poles to students? BH commented that it may be difficult to freeze adequate quantities by Friday. JM indicated that while some teachers provide icy poles, school policy is not to use sweets as a reward. Motion for the P&C to fund the purchase: Moved Lisa Dunstan, seconded Louisa Walker. BH to purchase.

- YR 6 Area:** KH raised the possibility of shade provision for the Yr 6 area, via trees or shade sail. JM indicated that nothing permanent could be added as the area is marked for a transportable.

GD indicated he is looking at augmenting play spaces for Yrs 3-6 with swings, forts, climbing equipment, etc. LW suggested holding a design competition for to engage kids. JM recommended looking at look at a video by Booragoon Primary on their development. SS indicated that this could be a project to which the Fathering Project could contribute. TV: interested parties could look at forming a sub-committee.
- Pre-Primary:** KJ queried the new transportable situation. RC questioned whether the placement of the new building would mean that play area was reduced below the National Quality Standard's recommended surface area per child for play. JM will check requirements and report back.
- School banking:** LW thanked Roberta Whittaker for establishing and running this service. A profit of \$2100 has been generated to date. LW will contact all new parents to explain procedures.
- Unfilled Committee Positions:** SM suggested that 2015 Board candidate Lena Ladhams might be someone to contact as a potential P&C committee member. TV underlined importance of filling office bearer roles in order for the association to function properly.

Meeting closed at 8.55pm

DATE OF NEXT GENERAL MEETING: 22 February 2016

DATE OF NEXT ANNUAL GENERAL MEETING: 13 February 2017