

DEANMORE PRIMARY SCHOOL  
PARENTS AND CITIZENS ASSOCIATION INC

## ANNUAL GENERAL MEETING

Monday 9 February 2015 at 7.30pm

### MINUTES

1. **Present:** Bruce Johnson, Nicolien Ogle, Karin Hunt, Suzanne Croston, Lisa Dunstan, Roberta Whittaker, Samantha Maddern, Jeanette Metcalf, Joanne Marwick, Greg Downes, Dan Rodgers, Annabel Anderson-Nicholls, Katrina Hunter, Alison Murphy, Sonja Bennetto, Troy Vukojevich, Jodee Eaves, Barbara Harvey, Kaye Juracich, Lisa Turner, Bree Day, Michelle Jahn, Jo Haigh, Fran Judges, Catherine Pfammatter.
2. **Apologies:** Annaliese Chapman, Annie Willis, Jess Allen
3. **Confirmation of Minutes of Ordinary Meeting of 20 October 2014**  
Resolution moved by Sonja Bennetto, seconded by Dan Rodgers "*that the Minutes of 25 August 2014 be accepted as true and correct*".
4. **Business Arising from Meeting of 20 October 2014**

Item No.	Update:	Action:
8.1	P&C donation to assist with 2014 Book Award costs?	School confirmed that this was not necessary.
8.2	Bunnings Sausage Sizzle Dates for 2015 – 14 March and 7 November	Catherine Pfammatter March date confirmed with Bunnings Activity Organiser. Need to find a sausage sizzle coordinator.
11.2	artMarket – felt to be a successful and innovative event. Made a profit of \$6 480. Lisa Monahan has indicated that she will pass on information file as no longer at Deanmore.	Troy Vukojevich will contact Lisa Monahan in February re debrief and handover.
12.1	Deanmore Running Club – was enjoyed by many children in Term 4. Janine Kaye is looking at whether/when to start it up again in 2015.	Annaliese Chapman / Janine Kaye to advise.
12.2	Traffic around Deanmore – Jeannie Metcalf drew attention to the significant efforts made by staff and parents at the end of last year, adapting to the closure of the on-school carparks. However, with the increase in school	Karin Hunt pointed out that this issue was on the agenda last year and suggested it should be a priority for 2015. Road Safety Coordinator will contact City of Stirling re

	<p>population, this is an on-going issue. In the near future, the vacant block opposite the main entrance will be built on, meaning a further loss of parking as well as competition for remaining spots from those working on site.</p>	<p>traffic management plans during building.</p>
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## 5. Correspondence

### *Incoming:*

- Various Fundraising publications:
  - The Fundraising Group – Fun Run and Readathon
  - EZ Cover – Covers for exercise books
  - Additive Alert workshop – Julie Eady
- WACSSO:
  - P&C Voice Term 4
  - Special Edition Conference 2014
  - Notice of election of new WACSSO State Councillor, John Gregg
- City of Stirling:
  - Letter re: Inspection carried out in Sept 2014. Forwarded to Canteen Committee.
  - Letter re: artMarket, permission for food stalls. Forwarded to Lisa Monahan.
- Bunnings: notice of allocated dates for sausage sizzles. Acceptance confirmed, filed.

### *Outgoing:*

- November 2014 - Letter to Bunnings requesting sausage sizzle dates for 2015

*Motion to accept correspondence moved by Bruce Johnson, seconded Annabel Anderson-Nicholls.*

6. **President's Report:** The outgoing President, Bruce Johnson, thanked all those present for attending. He especially welcomed new faces and encouraged them and any others who may wish to become involved to see the P&C as a vehicle to making your voice heard. He emphasised that membership remains open throughout the year (fee: \$1.00, payable to secretary or treasurer).

7. **Principal's Report** Jeanette Metcalf welcomed all present to Deanmore for 2015. The school population has increased significantly this year and is nearing capacity. No further out of boundary applications will be considered.

Some parents have raised the issue of lack of shade. The school is working to improve this situation by installing shade cloths and replacing some of the existing trees with leafier varieties. This is identified as an area with which P&C funding could assist in 2015.

Class meetings with teachers are being offered in week 3 and a new Parent-Teacher interview evening will be introduced in May to coincide with the evening opening of the book fair.

## 8. **Presentation and Adoption of Audited Financial Statements for 2014** (see attached)

Annabel Anderson-Nicholls presented the bank reconciliation report and fundraising summary for 2014. As required, these have been audited and a signed statement of approval provided (Honorary Auditor: Gary Whittaker).

*Moved Barbara Harvey, seconded Samantha Maddern. All in favour.*

Points of note:

- Account Balance as at 31/12/2014: \$31 731.39
  - New netballs to be bought this season, with monies held in trust
  - Monies left over from Yr 6/7 camp (\$447.00) to be transferred to Year 6 camp this year.

Other points raised by the Treasurer:

- Transition to 'Xero' book-keeping software for managing P&C Main account has been carried out. Thanks to Toni Johnson for time spent transferring main account to Xero.
- New account signatories will be required following 2015 P&C elections. Treasurer will advise on process to be followed.

## 9. **Sub-Committee reports**

9.1 **Bulletin:** As the Bulletin has been largely superseded by other means of communication (school website, newsletter, facebook page), it is felt that a review of P&C communication is required. To be held over to next Ordinary meeting (23 Feb).

### 9.2 **Fundraising:**

Barbs Harvey advised of the following dates on the Term Planner:

- School sausage sizzles – 25 Feb, 18 Mar
- Senior Pod Cake Stall – 13 March

Discussion to be had re Easter raffle. Held over.

**Entertainment books** – Katrina Hunter indicated that she was willing to coordinate the sale of Entertainment books again in 2015. Accepted by meeting.

**Naturescape** - A request was formulated for a picture to be used in fundraising, to help visualise “the goal”.

**Faction tshirts** – More are required, especially in small sizes for Kindy/PP. To be reordered, amount to be confirmed; BH to check sizes and provide figures.

**Book fairs** – the question was raised of whether 1 or 2 book fairs should be held in a year. Sonja Bennetto indicated that data from Scholastic showed that the amount raised at one book fair remains similar, whether one or two are held. She underlined the carry-on effect of the fairs to our school library, as we earn gift books by having a

greater volume of sales. The meeting felt that the literacy message should continue to be reinforced by maintaining 2 book fairs in 2015.

### 9.3 **Uniforms**

Lisa Dunstan circulated a request to for funds to the Executive (\$500 approved) to enable the purchase of more Leavers polos.

- 9.4 **Canteen** – Report prepared by Solution 42 Book-keeping and presented to the meeting by the Treasurer (see attached). In 2014, the Canteen made a loss of almost \$3 000. The treasurer requests that a Canteen sub-committee meeting be convened and that the Canteen book-keeper also attend.

## 10. Elections 2015

*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.*

<b>OFFICE BEARERS</b>	<b>Nominee(s)</b>	
President	Troy Vukojevich (elected)	Nominated by: Suzanne Croston Seconded by: Barbara Harvey
	Roberta Whittaker	Nominated by: Annabel Anderson-Nicholls Seconded by: Sonja Bennetto
Vice-President	Suzanne Croston (elected)	Nominated by: Barbara Harvey Seconded by: Katrina Hunter
	Roberta Whittaker	Nominated by: Annabel Anderson-Nicholls Seconded by: Sonja Bennetto
Secretary	Catherine Pfammatter	Nominated by: Annabel Anderson-Nicholls Seconded by: Karin Hunt
Treasurer	Annabel Anderson-Nicholls	Nominated by: Sonja Bennetto Seconded by: Catherine Pfammatter
<b>EXECUTIVE COMMITTEE (at least 3)</b>	<b>Nominee(s)</b>	
Executive Committee 1	Annaliese Chapman	Nominated by: Catherine Pfammatter Seconded by: Bruce Johnson
Executive Committee 2	Karin Hunt	Nominated by: Nici Ogle Seconded by: Lisa Dunstan
Executive Committee 3	Lisa Dunstan	Nominated by: Suzanne Croston Seconded by: Samantha Maddern
Executive Committee 4	Jodee Eaves	Nominated by: Karin Hunt Seconded by: Bruce Johnson
Executive Committee 5	Samantha Maddern	Nominated by: Suzanne Croston Seconded by: Jeannette Metcalf

<b>SUB-COMMITTEES</b>	<b>Nominee(s)</b>	
Canteen Volunteers Coordinator	Yvette McBain	Nominated by: Barbara Harvey Seconded by: Suzanne Croston
Newsletter Coordinator	Roberta Whittaker	Nominated following discussion of sub-committees (see below 14.1)
Fundraising Coordinator	Barbara Harvey	Nominated by: Karin Hunt Seconded by: Bruce Johnson
Uniform Coordinator	Karin Hunt	Nominated by: Barbara Harvey Seconded by: Karin Hunt
Roadwise Coordinator	Michelle Jahn	Nominated by: Michelle Jahn Seconded by: Karin Hunt
<b>APPOINTMENTS</b>		
Honorary Auditor		To Be Advised by Treasurer
WACSSO Representative Delegates to WACSSO Conference (August)		To Be Advised

**Class Representatives** are being actively sought and will be indicated at the next P&C Meeting (23 Feb.). Interested parties should contact Barbara Harvey (see notices outside classrooms).

#### 11. Naturescape Playground Committee Update – Joanne Marwick

Work on the Naturescape was halted last year due to access issues with the proposed site. A modified design has been developed, but the project management is being outsourced to Building Management and Works and progress is slow.

Funds donated for the Naturescape by the P&C are being held by the school until it can be actioned. A new sub-Committee of Troy Vukojevich and Roberta Whittaker will liaise with Jo Marwick. Sonja Bennetto requested to review paperwork prior to finances being paid out. (1<sup>st</sup> stage money is ready). Karin Hunt suggested a temporary maze with tyres and planks be installed in the meantime, perhaps through a parent-run busy bee.

#### 12. School Board Report

Samantha Maddern, Chair of the School Board reported that in 2014, 2 board meetings had been held per term, mostly in preparation for the IPS Independent Review (copy available on school website). In 2015, this will probably only be 1 per term. To take place in week 7/8, it will focus on a new business plan for the school. The Open Board meeting will be scheduled to avoid term 4 this year, as no non-members attended in 2014. Any queries can be sent to Sam Maddern by email ([sam5m@iinet.net.au](mailto:sam5m@iinet.net.au))

### 13. General Business

13.1 **P&C Meetings:** Sam Maddern requested that the change implemented in October 2014 be reversed, moving meetings back to the last Monday of each month, as there were a number of calendar clashes with 2<sup>nd</sup> Tuesday meetings. All in favour.  
**School Farm:** Nici Ogle commented on the need to carry out garden maintenance. Jeanette Metcalf indicated that teachers do not have the time to do so at this point in the year. Nici accepted the role of school farm coordinator, and will liaise with Wes Buzza (staff). Regular weeding sessions to be held, all welcome! See newsletter/email for details.

**Thanks to Bruce Johnson:** Sam Maddern thanked the outgoing president for his long and dedicated service to Deanmore, over 10 years, and the meeting heartily concurred.

### 14. Sub-Committee Reports

14.1 **Bulletin:** Suzie Croston gave a brief history of the Bulletin in past years. Times and means of communication have changed. Catherine Pfammatter suggested that a P&C page in the school newsletter may be the best way to reach the largest number of school families. Roberta Whittaker agreed to coordinate P&C infos for newsletter.

14.2 **Fundraising:** Following discussion of the Easter raffle, it was agreed not to hold this in 2015. Instead, Yr 6 will be asked to organise an Easter bonnet parade, with a gold coin donation.

**artMarket:** This event will be discussed at the ordinary meeting on 23 Feb. Troy Vukojevich to contact Lisa Monahan re: handover.

14.3 **Uniforms:** Karin Hunt will open the second-hand shop at 8.15am this Friday 13.

14.4 **Canteen:** A Committee meeting with Jeannie Metcalf (or staff member), Suzie Croston, Yvette McBain, Janina Dowling, Troy Vukojevich, Annabel Anderson-Nicholls, Toni Johnson (book-keeper) is to be convened in February.

DATE OF NEXT ORDINARY MEETING: 23 Feb 2015

DATE OF NEXT ANNUAL GENERAL MEETING: 08 February 2016