



# Deanmore Primary School P&C AGM Minutes

<b>Date</b>	Monday 25 February 2019	<b>Attendees</b>  Steve, Lisa, Wendy, Lisle, Clare, Nici, Amanda, Kate, Tania, Jason, George
<b>Time</b>	7:30pm	
<b>Location</b>	Deanmore Primary – Staff Room	
<b>Frequency</b>	AGM	
<b>Facilitator</b>	Steve	
<b>Note taker</b>	Lisle	

## WELCOME

Steve welcomed all attendees to the Annual General Meeting. He mentioned that the meeting would focus on getting through the formalities required in the AGM as the next P&C meeting is scheduled in March

**Apologies:** Nirmala, Jodie

## CONFIRMATION OF PREVIOUS MINUTES

Approved and accepted Steve and Clare (minor amendment to spelling of Alain)

## BUSINESS ARISING & DECISIONS OUT OF SESSION

- The audit report found that there were overruns. These needs to be corrected. Lisa motioned as follows

Request #	Date Requested	Date Captured in Minutes	Comment	Requested Amount \$	Actual Amount	Plus / (Delta)	Additional Fund Request Required	Seconded
1	4/9/2019	2/25/2019	2019 Final iPad Lease Payment (We will be getting refunded \$4,800 for over payment)	14,400				Amanda
2	2/25/2019	2/25/2019	2018 Artmarket Web hosting & Doman	113	113	-	N	Steve
3	2/25/2019	2/25/2019	2018 Bunnings Sausage Sizzle	1,078	1,078	-	N	Clare
4	2/25/2019	2/25/2019	2018 School Leavers / Hoodies	6,787	6,787	-	N	Nici
5	2/25/2019	2/25/2019	2018 Mother's Day Stall	990	990	-	N	Amanda
6	2/25/2019	2/25/2019	2018 Movie Night - additional amount over \$2k motion	905	905	-	N	Kaye
7	2/25/2019	2/25/2019	2018 Netball - additional amount over \$12.8k motion	1,249	1,249	-	N	Wendy
8	2/25/2019	2/25/2019	2018 School Disco - additional amount over \$900 motion	99	99	-	N	Kaye
9	2/25/2019	2/25/2019	2018 Sausage Sizzles - additional amount over \$450 motion	305	305	-	N	Steve
10	2/25/2019	2/25/2019	2019 Artmarket Web	50				Clare

## SUMMARY OF ACTIONS ARISING FROM LAST MEETING

Action number	Action required	person responsible
1.	Lisle to Validate paid up members of the P&C	Lisle
2.	<p>Decide on online solution for storage of documentation</p> <p>Steve thinking of using companion website to Skoolbag</p> <p>Taking longer than expected</p> <p>Catch up with Danielle (account contact for school bag)</p> <p>Steve reiterated consideration of office 365</p> <p>This action has been moved to Lisa</p> <p><b>25/02</b></p> <p><b>Motion to approve for on line storage. Steve Raised \$600 for online storage (s) Lisa</b></p>	<p><del>Steve</del></p> <p><del>Lisa</del></p> <p>Steve</p>
3.	<p>Steve to arrange a meeting with Toni Johnson from Ruby Advisory <b>and</b> have a Canteen catchup</p> <p><b>25/02</b></p> <ul style="list-style-type: none"> <li>• Did have a canteen meeting on Friday Lisa has been talking to Toni about the possibility of doing bookkeeping for the P&amp;C in the absence of a Treasurer filling the vacant role</li> <li>• Janina has also been engaged to discuss menu</li> <li>• Diarise a canteen meeting for term 2</li> </ul>	Steve
<sup>s</sup>	<p>Clubs. Request picture of activities for Facebook updates</p> <p><b>25/02</b></p>	Nici

	<ul style="list-style-type: none"> <li>Need someone to replace Jade. Potentially Kelly Keall – but not keen on creating content. Nici to speak to her to see if P&amp;C members create the content, will she post on our behalf?</li> </ul>	
4.	<p>Steve will still respond to the issue of “selling alcohol” open letter in the school newsletter</p> <p>The P&amp;C is committed to alcohol free P&amp;C events at school</p> <p>The P&amp;C strongly encourages alcohol free P&amp;C events where children are present</p> <p>The P&amp;C respects individual choice and supports responsible alcohol consumption at P&amp;C adult events (e.g. Quiz night)</p> <p><b>25/02</b></p> <p>To send to Yvette for next newsletter</p>	Steve

CORRESPONDENCE – SECRETARY	
Incoming	None
Outgoing	None

PRESIDENT’S REPORT
<p>Thank you to everyone for their effort in 2018, a very successful year in terms of community events and fund raising.</p> <p>This year, the key theme should be community participation:</p> <ul style="list-style-type: none"> <li>Involve many people doing smaller, defined roles: “run 1 cake stall” <ul style="list-style-type: none"> <li>Recognising the available time capacity of key people</li> <li>Changing nature of work/life for everyone: both parents working</li> <li>School community to share the load: or do we scale back P&amp;C activities</li> </ul> </li> </ul> <p>P&amp;C major activities:</p> <ul style="list-style-type: none"> <li>Artmarket: major event</li> </ul>

- Quiz night: annual community event and fund raiser
- Nature scape: incremental improvement
- Skoolbag: roll out and adoption
- P&C: online storage, website

Looking forward to:

- Running more online P&C meetings to make P&C more accessible
- The school community volunteering and supporting events

Would also like to take this opportunity to thank Lisa for the huge effort she put into the audit – she did an amazing job.

## PRINCIPAL'S REPORT

- It's been a smooth start to the year. Reasons for this include distributing the class lists before the end of the year – (which meant any restructuring could be done before the start of the school year) and the use of Ziggy's. 80% of all orders are send directly to homes
- 501 students are enrolled this year (of which 25 are new to the school -excluding Kindy) 9 of those students are pre-primary.
- A small turnover of staff. Two new staff members joined our school community.
  - Mrs. Anh Naicker is the new LOTE teacher
  - Mrs. Megan Chestnut -working on Thursdays and Fridays
  - Mrs. Anne Motherway has returned.
- Focus is being maintained on the ERG review and school improvement plan.
- The year started with the introduction of Positive Behaviour Support (PBS). The first 6 months is an establishment period for the teachers as they get familiar with the theory behind it. It will be launched to the parent's mid-year (the first 6 months is about establishment – the theory behind it constantly changing. There will be a big launch for parent's mid-year. George has been "blown away" at how good it's been so far, as the students have embraced it really well.
- Supporting this is the use of Dojo. This system is an internal one – that supports and monitors 'start and stop' behaviours
- Dojo points are internal and not for parents.
- There is a PBS assembly every week – where all students have lunch together. Teaching kids the "Magic 123"
- George mentioned he would like his updates to be meaningful and invited the P&C to communicate with them if they wanted specifics covered.

## TREASURER'S REPORT

The Audit was completed

Overall everything was fine with a few actions and improvements for next year

## 2018 Final Numbers

- Main - Account \$44,325; surplus \$7k after donation of \$31k to school  
**Canteen** - Bank Account \$317; Loss \$2k. After meeting with Toni and Janina its felt that this will be a non-issue going forward, due to price list updates, task changes to reduce wage costs and re-introducing term based sausage sizzle run by canteen.
- **Feb 2019 Accounts** - Main - Account \$31,335; deficit \$13k after donation of \$14.4k to school for online resources, in advance of fundraising.
- Canteen - Bank Account \$441; Profit \$129 including Jan Bookkeeping fee with no income
- Predominant spend to date is:
- Ipad lease, Mathletics, Reading Eggs
- 

### **Suggested Improvements for Next Year –**

- Event Coordinators to manage Budget and if go over to raise motion at next P&C Meeting
- Treasurer/Secretary to keep summary and check against each month
- Suggest implementing a RACI (responsibility assignment matrix) to ensure all activities and decision makers are included in the financial transitions of fundraising
- Auditor for 2019 / 2020 - Ryan Hough has done it for 5 Years. It is recommended that he stops doing it after 2019
- There were overruns in spending. Need to close out with approval for these
- We need to go paperless this year. No paper will be accepted unless its unavoidable. Scan documents and receipts at the source (not by the Treasurer) and email.
  
- Whilst the P&C engage the community to find a Treasurer, Lisa is willing to provide a caretaker role. Processing of accounts every fortnight.
  
- It was suggested the role would be filled if people understood what is expected of them, Lisa will compile a job description. She has invited the other roles to do the same.

(Lisa has also volunteered to document all processes)

## **Elections 2019**

- Meeting was handed over to George Craig, all positions become vacant and invited nominations for the President
- 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	Steve Schupp	Nominated by: Wendy Seconded by: Clare
Vice-President	Nici Ogle	Nominated by: Steve Seconded by: Amanda
Secretary	Lisle Nurse	Nominated by: Lisa Seconded by: Steve
Treasurer	Vacant – to be carried over	Nominated by: Seconded by:
<b>EXECUTIVE COMMITTEE (at least 3)</b>	<b>Nominee(s)</b>	
Executive Committee 1	Lisa O' Callaghan	Nominated by: Steve Seconded by: Lisle
Executive Committee 2	Tania Wilson-Brown	Nominated by: Lisa Seconded by: Amanda
Executive Committee 3	Jason Quinn	Nominated by: Steve Seconded by: Lisle
Executive Committee 4	Clare Lawson	Nominated by: Clare Seconded by: Lisa
Executive Committee 5	Kate Bothwell	Nominated by: Steve Seconded by: Lisa

<b>SUB-COMMITTEES</b>	<b>Nominee(s)</b>	
Canteen Volunteers Coordinator	Yvette	Nominated by: Steve Seconded by: Clare
Newsletter Coordinator	Yvette	Nominated by: Steve Seconded by: Clare
Fundraising Coordinator	Clare Lawson Shadowed by Tania	Nominated by: Steve Seconded by: Nici
Uniform Coordinator	Steph Arnold	Nominated by: Steve Seconded by: Lisa
Roadwise Coordinator	Not Required	
Naturescape	Nirmala Stevenson	Nominated by: Steve Seconded by: Lisa
School Banking Coordinator	Kaye Chapman	Nominated by: Steve Seconded by: Lisle
<b>APPOINTMENTS</b>		
Honorary Auditor	Ryan Hough	Nominated by: Steve Seconded by: Lisle
WACSSO Representative Delegates to WACSSO Conference	Lisle Nurse	Volunteered

Class Representatives are still needed

25/02/2019 AGM



## Class Reps 2019

		ROOM-		TEACHER-	
Teacher	Room	Class Reps 1 name	Class Rep email	Class Rep 2 name	Class Rep e-mail
Anna Crockett & Smallwood	G1 PP	Sophie Harvey	sophieharvey1703@gmail.com		
Kim Foster	G2 PP				
Virginia Prescott	G3 PP/K				
Kelli Mann & Emily Richards	G4 K				
Angela Williams	K1 Yr. 1	Alex Bradley	Alexandria.Bradley@rac.com.au		
Annie Motherway	K2 Yr. 1				
Gilliam Henry	K3 Yr 2	Jo Dyson	joanne.dyson@iinet.net.au		
Carol Griffiths & Megan Chestnut	K4 Yr. 2				
Lisa Sampey	M1 Yr 3/4	Jessica Kohlhagen	<a href="mailto:jessica.m.kohlhagen@gmail.com">jessica.m.kohlhagen@gmail.com</a>		
Claire Martin	M2 Yr 4				
Jo Hassan-Raiyat	M3 Yr 2				
Victoria Unwin	M4 Yr 3	Lana Bullock	jandlbullock@yahoo.com.au		
Liz Jerrat	M5 Yr 2/3	Jess Yates (Gaudet)	jegaudet@outlook.com		
Megan Tetley & Jenny Hancock	M6 Yr 3	Joanne Hough	travelleruk2002@yahoo.co.uk		
Ashlee Brydon	D1 Yr 5				
Claire Pratley	D2 Yr 5				
Tracey Wacker	D3 Yr 6	Wendy Reubens	<a href="mailto:warubens@bigpond.com">warubens@bigpond.com</a>		
Chloe Liebeck	D4 Yr 6	Clare Lawson	clarelawsonc4@gmail.com		
Graeme Morgan	D5 Yr 4	Alex Bradley	Alexandria.Bradley@rac.com.au		

## SUB COMMITTEE REPORTS

### FUNDRAISING

- Fundraising meeting on Wednesday 6th March at 7.30
- The year's events will be discussed and accounted for.
- Movie night on the 22<sup>nd</sup> of March is fast approaching. Will need volunteers
- Clare wanted to sincerely thanks George for allowing the Art Market.

Motions raised for the following

- **Movie Night \$4000 raised (Nici) (s) Steve**
- **Mothers day \$1000 raised Clare (s) Amanda**
- **Hoodies \$4000 raised Clare (s) Amanda**

Lisa to provide a list of people who have paid for the Hoodies

### COMMUNICATION

#### Skoolbag

- The rollout of Skoolbag will continue. Will raise a motion for payment. P&C cannot use class Dojo for communication.

### DEANMORE DADS

- No update

### UNIFORM

- No Update

## CANTEEN

- No update

## SCHOOL BANKING

- School banking is a topic under scrutiny now. The school banking program will be discussed at the School Board to ensure it meets the student's needs.

## SUSTAINABILITY

- No Update

## NETBALL

- **A discussion was Started. I have no motions**

## NATURE PLAY

- Nirmala Stevenson will be heading up this sub committee

## SCHOOL BOARD REPORT

- No update

## P&C AND PARENT COMMUNICATION AND INVOLVEMENT

- Steve mentioned that we need to engage the Deanmore community more. The intention of the P&C is to create a sense of community – not just raise funds. If the proposed events show little or no interest from community members, then they should be reconsidered. The goal is to get at least “one hour” from each family.
- A suggestion was to canvas what special talents Deanmore Parents and caregivers have – that we could utilize. I.e. a schedule of what you can “offer”

## GENERAL BUSINESS

- Kate mentioned in general it's difficult for parents new to the school to know where to source information. Even simple things like a newsletter would be helpful in orientating new families. George noted this valuable feedback

## NEXT MEETING

- P&C Meeting 25 March 2019

## MEETING CLOSE

- Meeting closed at 9:00pm

DRAFT