KOORANA PRIMARY SCHOOL AND EDUCATION SUPPORT CENTRE PARENTS AND CITIZENS’ ASSOCIATION INCORPORATED

ANNUAL GENERAL MEETING
4:15PM, 15 FEBRUARY 2016
KPS STAFF ROOM

MINUTES

Open and confirmation of quorum opened at 4:16pm

**P&C Meeting code of Conduct**

**Members Present:** Margaret Gold, Marion Wright, Carolyn Fisher, Nadia August, Nicky Gitsham, Rachel Morris, Melissa Mokomoko, Janna Lansdell, Dominique Dyer, Paul Wilton, Rachel Wild, Alex Eccleshall

**Apologies:** Laura Crosby, Tammy Rodricks

Membership (admissions/resignations)

**Resignation:** Michelle Hall, Andrew Petrie, Marianne Spoons

Confirm minutes of previous meeting

- Minutes confirmed from General Meeting dated 7th December 2015
  - **Moved:** Janna Lansdell
  - **Seconded:** Margaret Gold
  - **Motion carried:** All in favor

Business arising –

- Business Arising Report discussed with tasks that have been completed and those still yet to be done. Tasks still to be completed in 2016 are:
  1. Pie Warmer to be picked up by Mrs Mac's.
  2. Officially close the two Canteen bank accounts with ANZ & return all deposit & cheque books
- **Business arising accepted**
  - **Moved:** Dominique Dyer
  - **Seconded:** Rachel Morris

Correspondence

- No correspondence received other than fundraising catalogues which were presented with the fundraising report.

Reports:

1. **Invitation to Principals to address**
   - **Margaret:** 368 enrolments, classes are full, school has welcomed new staff.
   - **Marion:** 18 students, 1 extra teacher and extra EA’s. Classes are border line full, not full enough for extra teachers.

2. **Treasurer Report**
   - Detailed Treasurer Report was presented and discussed. Contents in the report include:
     - Term 4 financial statements for the Uniform Shop, Canteen and P&C.
     - Asset Registers were created for the Uniform
Shop, P&C and Canteen.
- Canteen remaining Stock has been tabled.
- 2016 Fundraising Calendar of Events
- 2016 Fixed Operating Capital for the Uniform Shop and P&C.
- 2016 Association Budgets which include Profit & Loss Budgets and Balance Sheet Budgets for both the Uniform Shop & P&C.

- Audit Report from 4You! Accounting & Taxation was presented and discussed.
- 2016 School support projects were further discussed. It was decided that fundraising for larger projects such as playground material and sensory materials were most sought after. Small one off projects will be presented on a 'as they come' basis. Recurring projects for the graduating year group will continue.

**Motions**
1. The Audit Report from 4You! Accounting & Taxation has been accepted.
2. The following school projects to be funded using Term 4 and Term 1 available funds:
   - Graduating Class Camp Bus - $1,000
   - Graduating Class Gift - $50
3. 2016 Fundraising Calendar of Events to be followed by the new Fundraising Committee. Other fundraising events require pre-approval from General Meetings throughout the year.
5. The P&C and Uniform Shop adopt the presented Budgets for 2016.
6. The books exhibit a true and fair view of the financial position of the Association.

**Moved:** Nicky Gitsham  
**Seconded:** Paul Wilton  
**Motion carried:** All in favor

### 3. Fundraising Report

- **Koorana Disco** has been booked with Chipmunks Port Kennedy for Thursday 3rd March. Flyers to be distributed Wednesday 17th February (Purchase Order to be approved). Volunteers required for selling wristbands. Names and days available were recorded. The P&C need to supply 1 more coloured wristband as Chipmunks only supplied 2. Discussed volunteers required on the night, particularly the senior disco where the ratio is 1:15 for volunteers. Will ask parents whilst selling tickets if they can volunteer for session. Money collected during the week selling tickets will be taken to the admin of the school to be placed in the safe to then be banked at the end of the week. Ticket sales will not be available on the night. Dom to create a spreadsheet of students attending
disco to be marked when children arrive.

- **Mothers Day** Three catalogues have been received and presented. Mellissa also presented some items that could be sold at a Mothers day stall. Mellissa’s items were highly favorable over the catalogues, need to work out if any funds are required to make enough stock to sell to students. To be further discussed at a Fundraiser Meeting.

- **Movie Fundraiser** Have details for hiring a cinema at United Cinemas Rockingham. Paul to enquire at Ace Cinemas for their pricing/movie releases. To be further discussed at next meeting with all information.

**Motion**

1. 400x A4 Koorana Disco Flyers to be printed in black and white.
2. Wristbands of one colour to be purchased to the value of $19, to be reimbursed on presentation of the receipt.

*Moved:* Nadia August  
*Seconded:* Janna Lansdell  
*Motion carried:* All in favor

**ADJOURNED**- The AGM was officially adjourned at 5:45pm to be followed with a Continuing Meeting on Friday 19th February at 8:30AM in the KPS Staff Room.

**CONTINUING MEETING Friday 19th February 2016, 8:30am in the KPS Staff Room**

Open and confirmation of quorum opened at 8:33am  
P&C Meeting code of Conduct  

*Members Present:* Margaret Gold, Marion Wright, Graham Buttery, Sharon Desai, Dominique Dyer, Vanessa Davies, Janna Lansdell, Tamara Rodricks, Rachel Wild, Alex, Eccleshall, Carolyn Fisher, Amy Mackenzie, Mellissa Mokomoko, Jessie Smith, Annette Thompson, Elizabeth Weir, Paul Wilton, Xiang Yan Shi (May)  

*Attendees Present:* Nadia August, Nicky Gitsham  

*Apologies:*  

Membership (admissions/resignations)  

**Resignation:** Nadia August, Nicky Gitsham

- **Brief introduction about the P&C and what part it plays within the school.**
- **Brief introduction on P&C roles and responsibilities.**

**Elections**

- **President:** Graham Buttery
- **Vice President:** Sharon Desai
- **Secretary:** Dominique Dyer
- **Treasurer:** Vanessa Davies
- Executive Members x3: Tamara Rodricks  
  Janna Lansdell  
  Rachel Wild
- Fundraising Committee Members
  - Paul Wilton - Convenor
  - Janna Lansdell
  - Mellissa Mokomoko
  - Tamara Rodricks
  - Alex Eccleshall
  - Annette Thompson
  - Sharon Desai
  - Jessie Smith
  - Carolyn Fisher
- School Banking Coordinator: VACANT
  Position to remain vacant until next General Meeting
- Uniform Shop (helpers when required)
  - Tamara Rodricks
  - Sharon Desai
  - Alex Eccleshall

### General Business

1. **Bank Account Signatories**
   New signatories for the two P&C bank accounts are confirmed as:
   - Graham Buttery
   - Sharon Desai
   - Dominique Dyer
   - Vanessa Davies
   The following need to be removed from the two P&C bank accounts:
   - Nicole Gitsham
   - Rachel Morris
   - Laura Crosby

2. **Closing Canteen Bank Accounts**
   As per Business arising, the P&C still require the two Canteen bank accounts to officially close with ANZ.
   The account numbers being:
   - 340844007
   - 266493148

   **Motion 1:** The bank signatories are added and removed as per names above.
   **Motion 2:** The above Canteen Accounts (numbered above) be officially closed.

   **Moved:** Vanessa Davies  
   **Seconded:** Rachel Wild

3. **Honorary Auditor**
   4You! Accounting & Taxation will continue to be the honorary auditor for the Koorana Primary School P&C Association in 2016.
**Moved:** Vanessa Davies  
**Seconded:** Rachel Wild

4. **Meeting Schedule**  
*Discussed throughout the meeting was flexibility around General Meetings. As most of our members are new, we still need to work out what’s suitable for everyone.*

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<tr>
<th>Next meeting arrangements</th>
<th>To Be Advised</th>
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<tr>
<td>The next P&amp;C Association General Meeting will be held <strong>TBA</strong> in the KPS Staff Room.</td>
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<td><em>Will try to confirm what ends up being a suitable time for members in the upcoming weeks. Should still remain roughly Week 3 of Term 2.</em></td>
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CLOSE  
9:30AM