



MINUTES - General Meeting
Monday 25 July 2022
Bayswater Primary School, Library

1 Meeting opened – 7.00pm

2 Attendance and apologies

- **Attendees:** Damien Bosustow, Dayna Cenin, Leanne Collova, Alex Ellis, Marlen Fahuas, Tanith Forte, Leanne Frisina, Suzanne Harmer, Chris Hennessy, Bernadette O’Connell, Belinda Rickert, James Sawyer, Dan Saunders (chair), Kylie Seal-Pollard, Suzie Wass.
- **Apologies:** Lara Ellis, Amy Robinson.

3 Acceptance of previous meeting minutes

- Monday 13 June 2022 (General Meeting) – *Moved Dane Saunders, Seconded Suzanne Harmer.*
- Monday 28 June 2022 (Executive Meeting) – *Moved Dane Saunders, Seconded Suzanne Harmer.*

4 Business arising from previous minutes

- **ACTION: Lea and Bernadette to assess changes required for Canteen (Qkr finance system).** No update; carry forward to next meeting.
- **ACTION: Damien to investigate “Your Move” community programme.** Bethany Sawyer investigated. P&C can support, but requires a staff member to coordinate. No update; carry forward to next meeting. Chris Hennessy to investigate.
- **ACTION: Damien to liaise with Amy Hollingsworth re updates to website.** In progress; carry forward to next meeting. **COMPLETE.**
- **ACTION: Damien to liaise with Rod Arnold re saving of 2021 Fete info on P&C SharePoint.** In progress; carry forward to next meeting.

5 Principal’s report

- Welcome
 - Very excited to be selected as new Principal for Bayswater PS. Looking forward to the change and the challenge.
 - First impressions – Dedicated staff working well with whole school programs and impressive growth in student achievement. Students are delightful – kind, respectful, engaged in learning, parents supportive and involved. Calm, friendly and positive vibe to the school. Love the focus on creativity and Imaginature playground.
 - Acknowledgement to Paul Biemmi for his leadership of the school over the last 6 months.
 - Will be looking to continue to embed whole school programs, ensure staff are supported to do their jobs well. Plan to develop school branding and marketing and ensure a tidy, well organised school environment (upgrade furniture and resources, ensure building maintenance is actioned)
- Staffing Term 3
 - Michael McGeever – Science. Setting up Science room and resources. Preparing for Science Week
 - Tania Keally Rm 12 Year 1/2, Sarah Guillot, Rm 6 Year 3 (Fridays), Mark Kessell Rm 5 Year 5 (Fridays)

- NAIDOC Day – a lovely whole school event, organised by Mrs Wilson. Walking on Country supported by lots of parent helpers, despite the rain a really engaging experience for the students.
- Year 5/6 Camp – Year 5/6 students off to camp this week. Hopefully weather holds off so all activities can run as planned.
- Tree Planting Day – Thank you to Alex Ellis and Karen Winterburn for organising this event for Friday. Additional weeding being done to ensure areas are ready for planting on Friday.
- COVID Update – Department of Education is strongly encouraging staff and students to wear masks. Currently not many wearing masks, but as case numbers rise this may have more impact.
- Parent Teacher Interviews – School closing at 12pm next Tuesday to provide time for teachers to conduct interviews. Bookings are made online.

6 Office Bearer Reports

6.1 – President

- No report.

6.2 – Treasurer

- Report tabled (see attached).

7 Motions on Notice

- **7.1 – MOTION: That the P&C approve funds (up to \$500 - from the volunteer grant) to purchase a cordless vacuum cleaner for the canteen.** *Moved Bernadette O’Connell. Seconded Leanne Frisina. All in favour.*
- **7.2 – MOTION: That the P&C approve funds (\$935) for initial outlay for entertainment for parent social event. This will be in two payments – a 30% deposit of \$280.50 to reimburse Leanne Collova and the remaining 70% (\$654.50) by 6 August 2022 (two weeks prior to the event).** *Moved Bernadette O’Connell. Seconded Leanne Frisina. All in favour.*
- **7.3 – MOTION: That the P&C approve funds (\$587) for initial outlay for venue hire for parent social event.** *Moved Bernadette O’Connell. Seconded Leanne Frisina. All in favour.*
- **7.4 – MOTION: That the P&C approved funds (up to \$500) for supplies for Busy Bee.** *Moved Kylie Seal-Pollard. Seconded Dan Saunders. All in favour.*
- **7.5 – MOTION: That Busy Bee planned for Friday 30 July 2022 be approved for coverage by P&C insurances.** *Motion withdrawn, due to delay in Busy Bee.*
- **7.6 – MOTION: That the P&C approves a fundraising event (parent social at Bayswater Bowling & Recreation Club) to be held on Saturday 20 August 2022.** *Moved Bernadette O’Connell. Seconded Leanne Frisina. All in favour.*
- **7.7 – MOTION: That the fundraising event (parent social at Bayswater Bowling & Recreation Club) planned for Saturday 20 August 2022 be approved for coverage by P&C insurances.** *Motion withdrawn, due to venue having own insurances.*
- **7.8 – MOTION: That the P&C approves a fundraising event (student disco at Bayswater Primary School) to be held on Friday 28 October 2022.** *Motion withdrawn, carry forward to next meeting.*
- **7.9 – MOTION: That the fundraising event (student disco at Bayswater Primary School) planned for Friday 28 October 2022 be approved for coverage by P&C insurances.** *Motion withdrawn, carry forward to next meeting.*
- **7.10 – MOTION: That the P&C approves a fundraising event (Colour Run at Bayswater Primary School) to be held during Term 4 2022.** *Moved Suzanne Harmer. Seconded Dan Saunders. All in favour.*

8 Tabled sub-committee/representative reports

8.1 – Canteen

- Report tabled (see attached).

8.2 – Gardening and Sustainability

- No report.

8.3 – Coordinator reports

- No report.

9 Other Business

9.1 – Acknowledgement to Country - Update

- Form of wording tabled and accepted for use at future meetings.

9.2 – Fundraising opportunity – Colour Run – Update

- Suzanne Harmer investigating fundraising mechanism/platform.

9.3 – Student Social Event – Disco - Update

- Lara Ellis coordinating. Date confirmed: 28 October 2022.

9.4 – Parent Social Event – 80s Night – Update

- Bernadette O’Connell coordinating. Date confirmed: 20 August 2022. Venue confirmed: Bayswater Bowling & Recreation Club.

9.5 – WACSSO – P&C Training Session

- Dan Saunders advised that training was available via WACSSO for P&C roles. Previous participants in the training advised it was very helpful. See <https://www.wacssso.wa.edu.au/pc-training/pc-training/> for more information.

9.6 – Protocols for Motions

- Chris Hennessy confirmed that teacher request for P&C financial support should be directed through the Principal.

Next meeting – General Meeting. 7.00pm Monday 29 August, 2022

Meeting closed - 8.15pm

TREASURER'S REPORT FORM

DATE:	25 July 2022
PREPARED BY:	James Sawyer

POINTS OF INTEREST

- Allocated Funds **\$43,855.69** (See Spreadsheet) / Available Funds **\$26,864.98**
- Gardening Committee Balance **\$5,230.26** (**\$2,632.00** of which has been allocated)
- KPC Balance **\$7,469.55** (**\$3,750.00** of which has been allocated)
- Canteen is running at a modest loss of **\$657.55** for the first half of the year.
- YTD income from Secondhand Uniform sales is a health **\$1,272.49**
- P&C Membership Fees & Volunteer Contributions 2022 **\$4,701.00.**

ITEMS FOR AGENDA / Comments

- Financial reports and summaries have been provided as at 30 June to capture a clean month-end and to demonstrate reconciliation with bank statements. Very little movement since 30 June in any event due to school holidays.
- No expenditure incurred so far on any financial motion proposed at the last meeting and executive meeting.
- Qkr! set-up still progressing slowly, Leanne & James will continue to work on this.
- Fete 2021 Auction Items - \$620 Outstanding - Still awaiting information from Rod Arnold.
Propose repurposing any tangible unclaimed auction items that have not been paid for the next fundraiser.

P&C Meeting - Reconciliation of Available Funds & Allocations - 30 June 2022

Reconciliation of Allocated Funds Since Previous Meeting (13 June 2022)

Funding/Allocation Description	Meeting	Motion	Opening	Raised	Spent	Closing	Allocated	Available
Gardening Committee								
- Shade Tree Wicking Beds	13/06/2022	7.7					2,632.00	
Total Gardening Committee			5,230.26	-	-	5,230.26	2,632.00	2,598.26
KPC								
- Sandpit/Softfall Project	13/06/2022	7.4					3,000.00	
- Mud Kitchen	13/06/2022	7.9					750.00	
KPC Balance			7,469.55	-	-	7,469.55	3,750.00	3,719.55
Hardship Fund - CBA School Banking								
Total Hardship Fund			1,572.08	-	-	1,572.08	-	1,572.08
Volunteers Grant								
- Canteen Equipment	13/06/2022	7.1					100.00	
- Canteen Uniforms	13/06/2022	7.2					250.00	
- GSC Gardening Equipment	13/06/2022	7.6					820.00	
- Stick Blender	28/06/2022	3.4					99.00	
Total Volunteers Grant			2,758.80	-	-	2,758.80	1,269.00	1,489.80
Other General Allocations								
- Operating Expenses (Safety Buffer)	N/A	N/A					10,000.00	
- Prize from Lisa Baker Donation	N/A	N/A					500.00	
- Snap Display Frames for Canteen	14/03/2022	5.1					100.00	
- ECE Garden Improvements	13/06/2022	7.5					7,425.00	
- Spelling Mastery Books	28/06/2022	3.1					4,000.00	
- Literary Resources	28/06/2022	3.2					4,000.00	
- Teachers' Hub	28/06/2022	3.3					800.00	
Total Other General Allocations							26,825.00	
			17,030.69	-	-	17,030.69	34,476.00	

Reconciliation of Available Funds

Description	Balance
General Bank Account	55,711.30
Term Deposit	15,009.37
Cash On Hand	-
Total Cash*	70,720.67
Add Accounts Receivable	-
Less Creditors & Payroll	-
Less Quarantined Funds (ie: KPC & GC)	(17,030.69)
Less Other Gernal Allocations	(26,825.00)
Total Available Balance	26,864.98

*Excludes Canteen Account balance of \$5,685.07



CANTEEN SUB-COMMITTEE REPORT – BPS P&C

SUB-COMMITTEE:	Canteen
DATE:	25 th July 2022
PREPARED BY:	Bernadette O’Connell

POINTS OF INTEREST

1. Quotes have been provided for uniform just waiting for invoice with final pricing to be provided (previous staff member has left so there have been some delays with this)
2. New Monday special – noodle bowls
3. Sue has been experiencing some issues with the laptop – may be time to upgrade
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)

- | | |
|--|---|
| <ul style="list-style-type: none"> • MONEY SPENT | |
| <ul style="list-style-type: none"> • FUNDS REQUIRED | Motion for funds to be released to purchase new cordless vacuum for the canteen – up to \$500 |

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ITEMS FOR AGENDA

- FOR DISCUSSION

Crunch and Sip – update from school?

New roller doors - update from school?

Security light – update from school?

Sports carnival – do we want to offer a special menu for that day?

Previously was sushi, sausage sizzle, burgers and corn cobs, can also add soup

Cake stall – do we want to run at sports carnival?

Halloween disco – special menu, sausage sizzle and Halloween themed treats eg: jelly cups

Friday morning and special event coffee – do we want to trial?

- FOR APPROVAL

Sue to work Friday 19th August – Staff Development day no students but she has been asked to cater.