



**MINUTES - General Meeting
Monday 17 October 2022
Bayswater Primary School, Library**

1. **Meeting opened and Acknowledgement of Country – 7.00pm**
2. **Attendance and apologies**
 - **Attendees:** Suzanne Harmer, Chris Forte, Kylie Seal-Pollard, Bernadette O’Connell, Eleanor Reuvers, Lara Ellis, James Sawyer, Chris Cruickshank, Amy Hollingsworth, Johanna Lynch, Dayna Cenin, Chris Hennessy, Dan Saunders (chair).
 - **Apologies:** Damien Bosustow, Leanne Frisina.
3. **Acceptance of previous meeting minutes**
 - Monday 29 August 2022 (General Meeting) – *Moved Kylie Seal-Pollard, Seconded Dayna Cenin.*
 - Thursday 29 September 2022 (Executive Meeting) – *Moved Kylie Seal-Pollard, Seconded Dayna Cenin.*
4. **Safe Route to Schools Program**
 - Wei Fan from the City of Bayswater/Engage Bayswater was unable to attend. Engage Bayswater are seeking comment/consultation from the school community regarding improvements needed to ensure safe pathways/routes to school. They aim to identify work needed to improve conditions which will improve safety and therefore encourage walking, cycling and scooting to school - see email sent to Dan Saunders.
5. **Business arising from previous minutes**
 - **5.1 - ACTION: Lea and Bernadette to assess changes required for Canteen (Qkr finance system).** No update; carry forward to next meeting.
6. **Principal’s report**
 - Report tabled (see attached).
7. **Office Bearer reports**
 - 7.1 – President**
 - No report.
 - 7.2 – Treasurer**
 - Report tabled (see attached).
8. **Motions on notice**
 - **8.1 – MOTION: That the P&C approves funds (\$15,000) for various upgrades to the Library, including partitioning, student-friendly seating, shelving, mats, etc. to make this area functional and appealing.** *Moved Kylie Seal-Pollard. Seconded Suzanne Harmer. All in favour.*
 - **8.2 – MOTION: That the P&C approves funds (\$7,500) to replace old staging that has been disposed.** *Moved Amy Hollingsworth. Seconded Dayna Cenin. All in favour.*
 - **8.3 – MOTION: That the P&C approves funds (\$4,800) for four 4.5 m W x 4.5 m L mats (one per room).** *Moved Kylie Seal-Pollard. Seconded Dayna Cenin. All in favour.*

- **8.4 – MOTION: That the P&C approves funds (\$2,815) for white, aluminium automated roller shutters for the Canteen.** *Moved Dan Saunders. Seconded Bernadette O’Connell. All in favour.*
- **8.5 – MOTION: That the P&C approves funds (\$1,000) for supplies for painting doors, fencing, walls and ceiling in Junior Undercover Area (painting will be by volunteer labour in a busy bee).** *Motion discussed and removed from agenda. More information to be detailed and confirmed as to when volunteer work will take place.*
- **8.6 – MOTION: That the P&C approves funds (\$1,000) for supplies for painting interior of Canteen (painting will be by volunteer labour in a busy bee).** *Moved Bernadette O’Connell. Seconded James Sawyer. All in favour.*
- **8.7 – MOTION: That the P&C approves funds (\$874) for a lockable weather resistant noticeboard to be located outside Administration area (one side for school use; the other side for P&C).** *Motion removed from agenda - item previously approved and purchased.*
- **8.8 – MOTION: That the P&C approves funds (\$270) for a DJ for two hours the fundraising event (student disco at Bayswater Primary School) to be held on Friday 28 October 2022.** *Moved Lara Ellis. Seconded Dayna Cenin. All in favour.*

9. **Tabled sub-committee/representative reports**

9.1 – Canteen

- No report.

9.2 – Gardening and Sustainability

- Report tabled (see attached).
- Huge thanks to Kylie, Eleanor and Alex for coordinating the Busy Bee.

9.3 – Coordinator reports

- No reports.

10. **Other Business**

10.1 – Student Social Event – Disco – Update

- Coordinator, Lara Ellis, confirmed DJ has been booked.
- A raffle will be run in conjunction with the event as there were a number of prizes donated.
- Seeking a donor to supply glow sticks.
- Volunteers needed for various jobs on the night - to be circulated via Class Representatives.

10.2 – Fundraising Event – Colour Run - Update

- Suzanne Harmer coordinating.
- Fundraising platform has been activated.
- More information to be come after the Disco.

10.3 – WACSSO Conference 2022 - Update

- Attended by Lara Ellis and Bernadette O’Connell.
- Attendees reported that they visited various vendors on display and spoke to various P&C committee members from schools from all over Western Australia.
- Discussed possibility of holding a whole school Wellness Day using funds from Disco.
- Containers for Change - discussion as to why the Scouts manage the bins at Bayswater Primary School and not the school. The Scouts organise the bin collection, without their support it would mean another responsibility for the school/P&C. The school has their own Containers for Change Scheme ID (C10277186) for those who wish to donate directly at a Collection Point.

10.4 – Fundraising Event for Year 6 (2023) Camp

- Amy Hollingsworth is wanting to organise a fundraiser on behalf of the current Year 5 cohort. Proposing possible cake stall and an upcoming local market and/or an event at the Morley Rollerdrome on a Student Development day early in 2023.

10.5 – Position Vacating - Book Club Coordinator

- A big thank you to outgoing volunteer Book Club Coordinator Michelle Rivers.
- A big welcome to incoming volunteer Book Club Coordinator Johanna Lynch.
- The P&C and the school community appreciate all of our volunteers for the time and effort they give to ensuring our students enjoy a variety of resources and events.

10.6 Uniform

- Discussion initiated by Secondhand Uniform Coordinator, Lara Ellis, regarding current supply of navy blue shorts. Recommended by Chris Hennessy that these items be donated to local secondhand shops as navy blue bottoms are not in the school uniform policy.

10.7 Your Move Program - Ride to School Day

- Chris Forte advised that a Ride to School Day has been scheduled for Friday 4 November.
- Students are encouraged to ride, scoot or walk to school.
- Discussion regarding other initiatives to encourage active commuting to school such as a Walking School Bus.

Next meeting – General Meeting. 7.00pm Monday 21 November, 2022

Meeting closed - 8.15pm

TREASURER'S REPORT FORM

DATE:	17 October 2022
PREPARED BY:	James Sawyer

POINTS OF INTEREST
<ul style="list-style-type: none"> • Allocated Funds \$43,787.27 (See Spreadsheet) / Available Funds \$29,105.04 • Gardening Committee Balance \$5,155.24 (\$2,632.00 of which has been allocated) • KPC Balance \$7,642.87 (\$3,000.00 of which has been allocated) • Volunteer's Grant balance of \$2,209.38 (\$1,068.58 of which has been allocated) • Canteen is running at a modest profit of \$68.65 • YTD income from Secondhand Uniform sales is a healthy \$1,560.12 • P&C Membership Fees & Volunteer Contributions \$4,703.00 • Cake stall brought in net income of \$1,565.74 in September • Fathers' day raffle brought in net income of \$923.32 in September
ITEMS FOR AGENDA / Comments
<ul style="list-style-type: none"> • All balance sheet numbers are as at 30 September 2022 to ensure consistency with bank statements. All profit and loss numbers are as at 3 October as this allowed me to capture a perfect cutoff of canteen income and expenditure as at the end of Term 3. • \$599.25 of the previously approved expenditure was spent during the period (see the allocations summary for more details). 12 financial motions with a value of \$23,408.28 still remain open pending further expenditure. • The unspent portion of the Volunteers Grant at 31 December needs to be returned to the provider. As such I would urge that all committed funds be spent ASAP, and that the remaining unallocated amount of \$1,140.80 be considered for appropriate uses.

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

Reconciliation of Allocated Funds Since Previous Meeting (29 August 2022)

Funding/Allocation Description	Meeting	Motion	Opening	Raised	Spent	Closing	Allocated	Available
Gardening Committee								
- General Operating Costs	N/A	N/A			75.02			
- Shade Tree Wicking Beds	13/06/2022	7.7					2,632.00	
Total Gardening Committee			5,230.26	-	75.02	5,155.24	2,632.00	2,523.24
KPC								
- Fundraising	N/A			1,049.10	125.78			
- Sandpit/Softfall Project	13/06/2022	7.4					3,000.00	
KPC Balance			6,719.55	1,049.10	125.78	7,642.87	3,000.00	4,642.87
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					350.00	
	29/08/2022	7.4						
- GSC Gardening Equipment	13/06/2022	7.6					519.58	
- Stick Blender (Canteen)	28/06/2022	3.4					99.00	
- Vacuum Cleaner (Canteen)	25/07/2022	7.1			249.00		-	
Total Volunteers Grant			2,458.38	-	249.00	2,209.38	1,068.58	1,140.80
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	
- Busy Bee Supplies	25/07/2022	7.4			117.30		382.70	
- Parent's Social Expenses	29/08/2022	7.3			232.95		-	
Total Other General Allocations							27,207.70	
			15,980.27	2,098.20	1,249.85	16,579.57	33,908.28	

Reconciliation of Available Funds

Description	Balance
General Bank Account	59,666.70
Term Deposit	15,009.37
Cash On Hand	-
Total Cash*	74,676.07
Add Accounts Receivable	-
Less Creditors & Payroll	(1,783.76)
Less Quarantined Funds (ie: KPC & GC)	(16,579.57)
Less Other Gernal Allocations	(27,207.70)
Total Available Balance	29,105.04

*Excludes Canteen Account balance of \$7,546.40



GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 17 October 2022

Prepared by: Kylie Seal-Pollard

POINTS OF INTEREST	
1. Hillside Harvest crew meet on Wednesday afternoons to care for the garden. All are welcome.	
2. Busy Bee 2022 is done! The 20 odd families who attended put in an extraordinary effort. We sanded, painted, lifted, weeded, glued and mulched, reinvigorated the frog pond and created a campsite for the Kindy and Pre-Primary kids. Special mention to David Dique, Liz Olsen and Kristy Hamilton who came along and represented the school staff.	
3. No progress on the Kindy Sandpit Project.	
4. A reminder about school recycling facilities: <ul style="list-style-type: none">• Containers for Change: The blue recycling bins are located near Room 15. Refunds can also be donated to the school via our Scheme ID C10277186.• Baysie Recycling Hub accepts Aluminium and Steel bottle tops and lids, bread tags, plant labels, oral care items, e-waste, batteries, pens and markers, as well as takeaway cups, lids and straws.	
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	<p>\$69.32 (gloves and hedging shears from Volunteers Grant as approved)</p> <p>\$315.92 (for supplies for the Busy Bee funds)</p> <p>\$65.50 (for paint for the cubby, from ECE Garden Improvements)</p>
<ul style="list-style-type: none">• FUNDS REQUIRED	N/A
ITEMS FOR AGENDA	
<ul style="list-style-type: none">• FOR DISCUSSION	<p>1. In consultation with Christine, we will be re-establishing a more formal committee in 2023, with participants from the GSC, the P&C and school staff. Hopefully this will cut down on excessive meetings and miscommunication. Interested parties should get in touch if they would like to participate, meetings currently proposed to be held once a term on a Tuesday after school.</p> <p>2. Most of the previously approved plans for the school grounds are not going ahead. As such, most of the allocated funds can be returned to the General Account.</p> <p>2a. For all the ECE projects, we had \$7425 approved (meeting 13/06/2022, motion 7.5), however we only need to keep enough to do the tree and shrub plantings in autumn 2023 – for this we will need \$3425, and the remaining \$4000 can be returned to the General Account.</p>

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 17 October 2022

Prepared by: Kylie Seal-Pollard

	<p>2b. We also had a Shade Tree Wicking Bed project approved (Meeting 13/06/2022, Motion 7.7) for \$2632.00. This is also unlikely to go ahead. Can this money be spent elsewhere on garden projects? If not, it can be returned to the general Garden Committee fund.</p>
	<p>3. We may need some urgent additional funds to change the safety arrangements around the Frog Pond – we will need approximately \$400 quickly (for a new cover and stabilising plants). How is it best to organise this funding? Can we be reimbursed from the Gardening Committee’s \$5000 allocated funds without a motion? The money has already allocated so presumably there has already been a motion at some point?</p>
<ul style="list-style-type: none">• FOR APPROVAL - FINANCIAL	N/A
<ul style="list-style-type: none">• FOR APPROVAL - GENERAL	N/A