



**MINUTES - General Meeting
Monday 21 November 2022
Bayswater Primary School, Library**

1. **Meeting opened and Acknowledgement of Country – 7.00pm**
2. **Attendance and apologies**
 - **Attendees:** Damien Bosustow, Marlen Fahaus, Leanne Frisina, Chris Hennessy, Bernadette O’Connell, Eleanor Reuvers, Belinda Rickert, Amy Robinson, James Sawyer (chair), Susie Wass.
 - **Apologies:** Dayna Cenin, Lara Ellis, Suzanne Harmer, Dan Saunders, Kylie Seal-Pollard,
3. **Acceptance of previous meeting minutes**
 - Monday 17 October 2022 (General Meeting) – *Moved James Sawyer, Seconded Bernadette O’Connell.*
 - Wednesday 26 October 2022 (Executive Meeting) – *Moved James Sawyer, Seconded Bernadette O’Connell.*
4. **Business arising from previous minutes**
 - **5.1 - ACTION: Lea and Bernadette to assess changes required for Canteen (Qkr finance system).** Planning visit to bank next week; carry forward to next meeting.
5. **Principal’s report**
 - Report tabled (see attached).
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 approves funds (\$528.26) for the purchase of Christmas books for the Kindy and Pre-Primary areas (less than \$4 per student).** *Moved Amy Robinson. Seconded Bernadette O’Connell. All in favour.*
 - **7.2 – MOTION: That the P&C approves funds (approx. \$150) for a prize (whole class pizza lunch) for the highest fundraising class in the Colour Run.** *Moved James Sawyer (for Suzanne Harmer). Seconded Bernadette O’Connell. All in favour.*
 - **7.3 – MOTION: That the P&C approves funds (\$120) for two additional Square Readers.** *Moved James Sawyer. Seconded Bernadette O’Connell. All in favour.*
8. **Tabled sub-committee/representative reports**
 - 8.1 – **Canteen**
 - No report.
 - 8.2 – **Gardening and Sustainability**
 - Report tabled (see attached).

8.3 – Coordinator reports

- No reports.

9. Other Business

9.1 – Student Social Event – Disco – Update

- Lara Ellis coordinating
- Very successful event. Well done Lara and team.

9.2 – Fundraising Event – Colour Run - Update

- Suzanne Harmer coordinating.
- No update.

9.3 – Meeting schedule for 2023

- Draft meeting schedule for 2023 tabled (see attached). No objections.

Next meeting – General Meeting. 7.00pm Monday 13 February, 2023

Meeting closed - 8.00pm



P&C Principal's Report

Monday 21 November 2022

1. End Of Year Events

We have quite a few events still to happen this term. Swimming lessons went well and we have the Swimming Carnival on Friday. Kindy Orientation was an opportunity to greet new parents into the school and promote the activities of the P&C and School Board. Year 2/3 classes are finally getting to have an Author visit on Friday that was postponed during Book Week. The Catch A Hacker afternoon for Year 4 students and families is on next week, with the Year 5-6 students having the opportunity to participate in a STEM Challenge day using our new microbits next Thursday.

2. Data Analysis

The teachers have been busy collecting assessment data in Literacy and Numeracy this term. This allows us to collate and analyse the data at a whole school level to determine areas of strength and weakness, and to track student progress over time. Karen Winterburn, our Data leader has developed excel spreadsheets that colour code students results for teachers to easily identify individual and group progress and achievement. We will continue to build on this data collection and analysis next year to ensure that data informs the teaching and learning programs and we are accountable to all student's progress.

3. Planning for 2023

We will have around 460 students next year, and year group numbers are proving a little tricky to evenly allocate into classes. We will require an additional classroom next year. A transportable will be installed in the Inspire Zone, near the senior classes. Unfortunately this means that most of landscaping in this area will be removed. One third of the gazebo will be also be removed, along with the old stage. A new grassed area will be created and some of the trees will be able to be retained. We are hoping for the installation to be completed by the start of school next year. This will be the Science Room for 2023.

4. Dress Code

The School Board addressed the concerns raised by parents regarding the changes to the Dress Code Policy. It was suggested that the P&C may be able to assist in sourcing maroon leggings and/or tights and make them available through the Second Hand Uniform Shop. Champion will be at the school on Thursday 24 January for parents to pick up booklists. The P&C may like to be available to sell uniform items on this day too.

5. P&C Funded Projects

We are very grateful for the tremendous support of the P&C in providing funding for a number of projects around the school. The sandpit in the Kindy area has finally been filled in with concrete, indoor and outdoor mats for the ECE classes have been ordered and the new roller door to the canteen will be installed over the holidays. The school has paid the additional \$1219 for this. \$15 000 for the Library furniture upgrade has been ordered, along with a new library desk and book return station which has been paid by the school. The portable stage will unfortunately not be available for the end of year concert but should arrive early in the new year. We may need to borrow or hire a stage for this year.

Thank you for your ongoing support and involvement in your child's education

Ms Chris Hennessy
Principal

TREASURER'S REPORT FORM

DATE:	21 November 2022
PREPARED BY:	James Sawyer

POINTS OF INTEREST
<ul style="list-style-type: none"> • Allocated Funds \$48,740.00 (See Spreadsheet) / Available Funds \$6,344.35 • Gardening Committee Balance \$5,155.24 (\$0.00 of which has been allocated) • KPC Balance \$7,642.87 (\$3,000.00 of which has been allocated) • Volunteer's Grant balance of \$1,705.06 (\$0.00 of which has been allocated) • Canteen is running at a solid profit of \$2,340.50 with the Halloween Disco having provided a notable boost in profits. • YTD income from Secondhand Uniform sales is a healthy \$2,191.12 • P&C Membership Fees & Volunteer Contributions \$4,703.00 • Halloween Disco brought in net income of \$2,189.60 (excluding at least of \$1,500 of additional net profit earned by the canteen as a result of sales on the night).
ITEMS FOR AGENDA / Comments
<ul style="list-style-type: none"> • \$10,355.74 of the previously approved expenditure was spent since the previous meeting (see the allocations summary for more details). 10 financial motions with a value of \$38,240.00 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 the remaining unallocated amount be considered for appropriate uses.

P&C Meeting - Reconciliation of Available Funds & Allocations - 15 November 2022

Reconciliation of Allocated Funds Since Previous Meeting (17 October 2022)

Funding/Allocation Description	Meeting	Motion	Opening	Raised	Spent	Closing	Allocated	Available
Gardening Committee								
- General Operating Costs	N/A	N/A						
Total Gardening Committee			5,155.24	-	-	5,155.24	-	5,155.24
KPC								
- Fundraising	N/A							
- Sandpit/Softfall Project	13/06/2022	7.4					3,000.00	
KPC Balance			7,642.87	-	-	7,642.87	3,000.00	4,642.87
Hardship Fund - CBA School Banking								
- Hardship Grant	N/A				697.00			
Total Hardship Fund			1,572.08	-	697.00	875.08	-	875.08
Volunteers Grant								
- Canteen Equipment	13/06/2022	7.1			86.00		-	
- Lara WACSSO Conference	11/08/2022	3.1			250.00		-	
- GSC Gardening Equipment	13/06/2022	7.6			69.32		-	
- Stick Blender (Canteen)	28/06/2022	3.4			99.00		-	
Total Volunteers Grant			2,209.38	-	504.32	1,705.06	-	1,705.06
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					3,425.00	
- Canteen Uniforms	13/06/2022	7.2					350.00	
	29/08/2022	7.4						
- 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			381.42		-	
- Library Upgrades	17/10/2022	8.1					15,000.00	
- Moveable Staging	17/10/2022	8.2					7,500.00	
- Kindy/Pre-Primary Mats	17/10/2022	8.3					4,800.00	
- Canteen Roller Doors	17/10/2022	8.4					2,815.00	
- Canteen Interior Painting	17/10/2022	8.6					1,000.00	
- DJ for Student Disco	17/10/2022	8.8			270.00		-	
- Supplies for Disco	26/10/2022	3.1			400.00		-	
- Frog Pond Upgrades	26/10/2022	3.2					250.00	
Total Other General Allocations			16,579.57	-	11,052.74	15,378.25	48,740.00	

Reconciliation of Available Funds

Description	Balance
General Bank Account	52,964.50
Term Deposit	15,016.94
Cash On Hand	-
Total Cash*	67,981.44
Add Accounts Receivable	-
Less Creditors & Payroll	(518.84)
Less Quarantined Funds (ie: KPC & GC)	(15,378.25)
Less Other General Allocations	(45,740.00)
Total Available Balance	6,344.35

*Excludes Canteen Account balance of \$7,966.46



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. Kindy sandpit has been concreted!	
3. The 'Inspire Zone' is being replaced by a demountable classroom during the holidays. Aside from three trees closest to the verandas, the entire area will be removed to make way for the new classroom and some grass, including the stage and 1/3 of the gazebo. The green mural panels will be retained. There are two trees which can be relocated if we have the resources/inclination.	
4. <i>A reminder about school recycling facilities:</i> <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)	
• MONEY SPENT	N/A
• FUNDS REQUIRED	N/A
ITEMS FOR AGENDA	
• FOR DISCUSSION	
• FOR APPROVAL - FINANCIAL	
• FOR APPROVAL - GENERAL	



P&C MEETING SCHEDULE 2023

7pm on Mondays in Weeks 2 and 7 of each term

Term 1	13 February 2023*	General Meeting
	13 March 2023	Annual General Meeting & General Meeting
Term 2	1 May 2023	General Meeting
	12 June 2023**	General Meeting
Term 3	24 July 2023	General Meeting
	28 August 2023	General Meeting
Term 4	16 October 2023	General Meeting
	20 November 2023	General Meeting

* *Week 3 (term commences Wednesday 1 February)*

** *Week 3, as Monday 5 June in Week 2 is WA Day public holiday*