



**MINUTES - General Meeting
Monday 1 May 2023
Bayswater Primary School, School Library**

1. **Meeting opened and Acknowledgement of Country – 7.00pm**
2. **Attendance and apologies**
 - **Attendees:** Dan Saunders (chair), Suzanne Harmer, Chris Hennessy, Belinda Rickert, Bernadette O’Connell, James Sawyer, Sneha Shankar.
 - **Apologies:** Damien Bosustow, Kylie Seal-Pollard, Megan Bastian.
3. **Acceptance of previous meeting minutes**
 - Monday 13 March 2023 (General Meeting) – *Moved James Sawyer, Seconded Bernadette O’Connell.*
4. **Business arising from previous minutes**
 - Letter sent to Rita Saffioti MLA (Minister for Transport) regarding safety concerns about pedestrian safety at Whatley Crescent Crossing and Murray and Leake Street Intersection.
 - No response as yet from the Minister.
 - Dan reached out to St Columbus P&F to seek support, however, no response was received.
 - Mrs Hennessy said that the school’s Master Plan Sub Committee would be meeting soon to discuss short to medium term options for things such as parking, that would be achievable through department/government funding.
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**
 - **MOTION: That the P&C approves funds (\$465) for the purchase of seeds for the fundraising event.**
Moved Dan Saunders. Seconded Suzanne Harmer. All in favour.
8. **Tabled sub-committee/representative reports**
 - 8.1 – **Canteen**
 - Report tabled (see attached).
 - Thank you for the donation of a freezer to the canteen from a generous school community member.
 - 8.2 – **Gardening and Sustainability**
 - No report.
 - 8.3 – **Coordinator reports**
 - No reports.

9. Other Business

9.1 – Fundraising Event - Seeds

- Didn't raise as much as last year. Consider running this fundraiser every second year or so.

9.2 – Fundraising Event – Easter Raffle

- Coordinator not in attendance.

9.3 – Fundraising Event – Hot Cross Runs

- The Year 5s ran the Hot Cross Bun fundraiser to raise proceeds for their Year 6 camp in 2024.
- A last minute decision to run the fundraiser left many unaware of the event. Advance notice needed in the future.
- Mrs Hennessy raised the concern that there have been too many fundraisers occurring at the same time and a need for a more coordinated schedule of events throughout the year, which the P&C agree - see 9.5.

9.4 – Fundraising Event - Mothers Day - update

- KPC Coordinator not in attendance.

9.5 – Fundraising calendar

- To ensure a coordinated and consistent approach to fundraising and social events, the need for a fundraising events calendar has been proposed by members of the P&C.
- A list of regular events has been noted. Events need to be planned with consideration of current school commitments.
- Scaling down of this year's Fete to a mini market stall set up has been proposed. To be discussed further at the next meeting.

9.6 – Kiss 'n Drive Zone

- Concerned school parent, Megan Bastian, has submitted communication to request clear signage be placed in the Kiss'n Drive as cars are continually parking and leaving their vehicle, causing dangerous situations for other vehicles and students using this zone.
- Megan Bastian was not in attendance.
- This is not the first issue of concern raised about the Kiss 'n Drive.
- Not sure that additional signage will be effective as current signage and reminders are ignored.
- Ranger is infrequent therefore unable to consistently issue infringements.
- The space is inadequate.
- Mrs Hennessy advised that a parking audit has been sent to the Department of Education on behalf of the school.

9.7- Appointment of new Vice President

- A call for any nominations for President or Vice President. Sneha Shankar nominated herself for the role of Vice President. *Moved by Suzanne Harmer. Seconded by James Sawyer. All in favour.*

Next meeting – General Meeting. 7.00pm Monday 12 June, 2023

Meeting closed - 8.05pm

TREASURER'S REPORT FORM

| | |
|--------------|--------------|
| DATE: | 1 May 2023 |
| PREPARED BY: | James Sawyer |

| | |
|------------------------------------|---|
| POINTS OF INTEREST | |
| | <ul style="list-style-type: none"> • Allocated Funds \$35,462.73 (See Spreadsheet) / Available Funds \$26,622.94 • Gardening Committee Balance \$5,155.24 (\$0.00 of which has been allocated) • KPC Balance \$4,070.66 (\$0.00 of which has been allocated) • Volunteer's Grant balance of \$364.99 (\$90.00 of which has been allocated) • Canteen is running a year-to-date loss of \$1,920.50. The first Term has historically run at a loss as there is a build-up of stock that will carry through for the rest of the year. Bernadette and I will continue to look at options for ensuring the canteen is run as efficiently as possible – it is expected at this stage that the loss can be recovered as the year progresses. • 2023 income from Secondhand Uniform sales is only \$44.00. The store has not been operating this year so far, however Bethany is looking to get the store up and running again in the coming weeks. • 2023 P&C Membership Fees & Volunteer Contributions was an impressive \$5,700.00 – this is a \$1,000 increase on last year which is a positive sign. • Other fundraisers during the year have earned well. The Easter raffle netted \$2,495.00, the Roller Disco netted \$1,447.50 and the hot cross bun fundraiser netted \$347.65. Seeds has earned revenue of \$850.00, but the associated expenses have not been recorded yet. • Pharmacy 777 donations of \$221.00 have been received during the year. |
| ITEMS FOR AGENDA / Comments | |
| | <ul style="list-style-type: none"> • \$3,727.27 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 \$24,962.73 still remain open pending further expenditure. • The volunteer's grant has \$274.99 of unallocated funds – these will need to be spent by 30 June 2023. |

P&C Meeting - Reconciliation of Available Funds & Allocations - 26 April 2023

Reconciliation of Allocated Funds Since 13 February 2023 Meeting

| 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 | | | | | | | |
| KPC Balance | | | 4,070.66 | - | - | 4,070.66 | - | 4,070.66 |
| Hardship Fund - CBA School Banking | | | | | | | | |
| - Hardship Grant | N/A | | | | | | | |
| Total Hardship Fund | | | 875.08 | - | - | 875.08 | - | 875.08 |
| Volunteer's Grant | | | | | | | | |
| - Canteen Training | 21/11/2022 | 3.7 | | | | | 90.00 | |
| Total Volunteer's Grant | | | 364.99 | - | - | 364.99 | 90.00 | 274.99 |
| 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 | | | | | | |
| - Library Upgrades | 17/10/2022 | 8.1 | | | | | 15,000.00 | |
| - Kindy/Pre-Primary Mats | 17/10/2022 | 8.3 | | | (3,727.27) | | 1,072.73 | |
| - Canteen Roller Doors | 17/10/2022 | 8.4 | | | | | 2,815.00 | |
| - Canteen Interior Painting | 17/10/2022 | 8.6 | | | | | 1,760.00 | |
| | 02/03/2023 | 3.1 | | | | | | |
| - Frog Pond Upgrades | 26/10/2022 | 3.2 | | | | | 250.00 | |
| - Graduation Citizenship Awards | 24/11/2022 | 3.1 | | | | | 100.00 | |
| Total Other General Allocations | | | | | | | 35,372.73 | |
| | | | 10,465.97 | - | (3,727.27) | 10,465.97 | 35,462.73 | |

Reconciliation of Available Funds

| Description | Balance |
|---------------------------------------|------------------|
| General Bank Account | 57,504.51 |
| Term Deposit | 15,050.36 |
| Cash On Hand | - |
| Total Cash* | 72,554.87 |
| Add Accounts Receivable | - |
| Less Creditors & Payroll | (93.23) |
| Less Quarantined Funds (ie: KPC & GC) | (10,465.97) |
| Less Other General Allocations | (35,372.73) |
| Total Available Balance | 26,622.94 |

*Excludes Canteen Account balance of \$6,074.01



SUB-COMMITTEE REPORT FORM

| | |
|----------------|----------------------|
| SUB-COMMITTEE: | Canteen |
| DATE: | 1 May 2023 |
| PREPARED BY: | Bernadette O'Connell |

| | |
|---|---|
| POINTS OF INTEREST | |
| 1. | New Winter menu, plus updated staff menu |
| 2. | Trading at a loss end of term 1 |
| 3. | Sue and I have raised some prices and looked at supplier costs etc – Just Pizza is now our main supplier as stock same as Westoz but all products slightly cheaper. |
| 4. | Sue is available some Fridays and Wednesday's this term |
| 5. | We have been asked to participate in Italian Week – week 8, Sue and I will put together a menu |
| 6. | Council Health inspection last week – all good, however commented on need for painting, confirmed we have a contractor booked in |
| 7. | New Freezer donated by school family |
| 8. | Both year 3 classes are on the roster week 2 and 3 – no class reps |
| 9. | |
| 10. | |
| FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting) | |
| • MONEY SPENT | Painting approved but not yet spent - \$1,760 |
| • FUNDS REQUIRED | Request to purchase adaptor to connect Square to an ethernet cable - \$69 via Square (plus postage) or \$69 at Officeworks |
| ITEMS FOR AGENDA | |
| • FOR DISCUSSION | |
| • FOR APPROVAL | |