

Bambara Primary School P&C Annual General Meeting (AGM) – Term 1

Minutes for meeting held **Weds, 12th February 2020 at 6:30pm**

1.	Welcome																									
ATTENDANCE																										
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1.1	The meeting opened at 6:37pm. Quorum present.																									
2.	Confirmation of Minutes of previous meeting																									
	RESOLUTION: That the minutes of the meeting of Bambara Primary School P&C held on 4 th December 2019 at 7:00pm be taken as read and confirmed as a true and accurate record.	Carried																								
	<i>Special Note: The Year 6 camp is being held at Point Walter in Bicton and NOT Point Peron in Rockingham. Point Walter is approx. 45 mins drive from Padbury. The idea of parents dropping children at the campsite was to provide them with an opportunity to walk around with their child, view the facility, walk down to the river and then join their child for morning tea. If children were going to Point Peron as indicated in the minutes, the school would have organised transport to the campsite.</i>																									
3.	Business Arising from previous Minutes																									
	The list of outstanding actions from the last meeting were reviewed. Please refer to Appendix A .																									
4.	Correspondence																									
4.1	Correspondence In																									
	Fundraising brochures: 2020 Duck Derby Financials: P&C ANZ Statement No. 249 & 250, CBA School Banking Statement No. 15 General mail: WACSSO P&C State Council Elections, Children’s Crossings & Road Safety Committee – Review of Children’s Crossing																									
	RESOLUTION: That the correspondence in be received as per the above list.	Carried																								
4.2	Correspondence Out																									
	2019 Financials sent to Your Business Accountants in Currumbine for auditing on 28 th Jan 2020 (hard copy and electronic).																									
	RESOLUTION: That the correspondence out be received as per the above list.	Carried																								

5.	Reports	
5.1	<u>Principal's Report</u>	
	Presented by Linda Knox. Attached as Appendix B.	
	RESOLUTION: That the Principal's Report be adopted.	Carried
5.2	<u>Kitchen Garden Committee Report</u>	
	Presented by Shelley Smith.	
	We held our first Kitchen Garden Club this week. Over the holidays garden grew well and the Year 6 plants have established, corn, etc. The money that was allocated last year has been put into the fund for this year and some of this money will be used to install a sink in the area. Grant should be used in around April/May.	
5.3	<u>Treasurer's Presentation of Financial Statements for 2019</u>	
	Treasurer's Report presented by Helen Hopkins (on behalf of Wyn Hopkins). Attached as Appendix C. We have been successfully audited for 2019. A copy of the Audit Report and Audited Financial Statements will be issued separately with the minutes.	
	ACTION: Helen to query missing item under fundraising income (5c fundraiser) and request this be separated out as currently it's grouped within the 'Donations' figure. (Helen Hopkins)	
	RESOLUTION: That the Treasurer's Report and Financial Statements for 2019 be adopted.	Carried
6.	Elections	
	<i>Please Note: All positions become vacant at the AGM. Voting is open to all financial members of the P&C. Subscription of \$1.00 is due at the AGM. All new incumbents elected assume their positions at the rise of this meeting.</i>	
6.1	<u>Office Bearers for 2020</u>	
	President Outgoing: Shelley Webb Nominated: Penny Lee Person Accepted as Office Bearer: Penny Lee	
	Vice President Outgoing: Nichole Everett Nominated: Kelly Davies Person Accepted as Office Bearer: Kelly Davies	
	Treasurer Outgoing: Wyn Hopkins Nominated: Karen Kroeger Person Accepted as Office Bearer: Karen Kroeger	
	Secretary Outgoing: Helen Hopkins Nominated: Sebastian Dzienis Person Accepted as Office Bearer: Sebastian Dzienis	

6.2	<u>Executive Committee Members 2020 (not less than 2 positions)</u>	
	Morena Howe Nicole Lavrakas Helen Hopkins	
6.3	<u>Fundraising Committee Members 2020</u>	
	Nicole Lavrakas Morena Howe Dayle Scarlett Kristen Craker Danielle Bardsley Sherrilee Bartlett	
	ACTION: Committee to organise a meeting, create a Terms of Reference. Time and date of meeting to be promoted via school (newsletters, SMS notifications), class reps and Facebook pages. (Fundraising Committee)	
7.	Appointments	
7.1	<u>Appointment of Honorary Auditor for 2020</u>	
	RESOLUTION: That we engage Your Business Accountants as the official auditors for 2020.	Carried
7.2	<u>Additional Signatory - 1 member of the Executive Committee appointed at the AGM as an additional signatory.</u>	
	Sebastian Dzienis Helen Hopkins	
8.	Close	
	The meeting closed at 7:35pm.	

Appendix A

List of Actions from General Meeting held on 4th December 2019 – Term 4

Item	Action	Owner	Status
4.1 – Google Business Suite	Helen to undertake some investigative work over the holidays to see if this move is feasible and raise at next General Meeting	Helen Hopkins	To be handed over to new Secretary
5.3 – Kitchen Garden Committee Report	Helen to contact Meegan to obtain the school’s Kitchen Garden bank account details to make the transfer.	Helen Hopkins	Completed
	The school to provide some detail around how they will support and work in conjunction with the P&C going forward to support the Kitchen Garden.	Linda Knox/Shelley Smith	Discuss at General Meeting
6.3. – By Laws Update	Helen to add the By Laws to the agenda for the next General Meeting in early February.	Helen Hopkins	Discuss at General Meeting
	Helen to email a formal notice to the School Board requesting they discuss the option of a P&C sourced printer for the leaver’s shirts at their next meeting.	Helen Hopkins	Completed.
7.2 – Microsoft Office Licences for Students	Helen to add to agenda for discussion at the next meeting.	Helen Hopkins	Discuss at General Meeting
7.3 – Fathering Project	Helen to add to agenda for discussion at the next meeting.	Helen Hopkins	Discuss at General Meeting
7.4 – School Camp 2020: Port Peron	Helen to email a formal notice to the School Board requesting they discuss the option of a P&C funded bus to take students to and from Port Peron for the 2020 camp at their next meeting.	Helen Hopkins	Completed.



Principal's Report

12th Feb 2020

1. Welcome to 2020 and we will hope this will be a very successful year.
2. We have 197 students which is only 3 enrolments off our target of 200.
3. Larger classes have additional support this year.
4. Parent Info Sessions started this week. Some have not been attended so well, which could be due to the timing, but we are appreciate that our staff are holding these outside of school hours.
5. Due to me not being present at the last meeting, I would like to say from all of us at Bambara we would like to extend our thanks to Shelley, Nichole, Helen and Wyn for their work over the years on the Executive Committee.
6. Last year one of the major contributions from the P&C was the new playground. Today the Year 4s were able to officially use the playground for the first time. They are going to be rostered a play twice a week.
7. Moving forward, one big ticket area is the refurbishment of the undercover area and we will be asking P&C for assistance with this. At the end of 2019, the school received a maintenance grant of \$26k from the Department of Education and a \$20k Local Schools Community Grant. Both will be used to replace the existing asphalt with a concrete pad and drainage will be improved. We would like to ask support from the P&C to lay an all-purpose rubber surface.

Appendix C

Net cash flow since last meeting
(6,011.25)

Closing Balance
4,042.43

Treasurer's Report
Wednesday 12 February 2020
Statement of Account

Balance from last meeting	10,053.68
Deposits	921.92
Withdrawals	(6,933.17)
Closing Balance	10/02/2020 4,042.43
Not Yet hit Bank	-
Per Bank	4,042.43

Category	Event	Date	Deposits	Withdrawals
Bank Interest	Bank Interest	27/12/2019 (Fri)	1.17	
Bank Interest Total			1.17	
Book Club	Book Club	03/12/2019 (Tue)		91.00
Book Club	Book Club	17/12/2019 (Tue)	74.00	74.00
Book Club Total			74.00	165.00
Community Kitchen Garden	Donation to Bambara Primary School for upkeep of kitchen garden in 2020	11/12/2019 (Wed)		6,000.00
Community Kitchen Garden	Community Kitchen Garden Tin	23/12/2019 (Mon)	178.20	
Community Kitchen Garden Total			178.20	6,000.00
Disco Night	Senior Disco Prizes, snacks and connector cable for stereo system	17/12/2019 (Tue)		56.60
Disco Night Total				56.60
Icy Poles	Kindy Icy Pole Day	23/12/2019 (Mon)	30.00	
Icy Poles	Icy Pole Day	17/12/2019 (Tue)	177.30	
Icy Poles Total			207.30	
P & C Membership & Donation Fundrais	Voluntary P & C contributions BAMBARA PRIMARY	20/12/2019 (Fri)	40.00	
P & C Membership & Donation Fundraising Income Total			40.00	
Running Club	Funds for Purchase of food and plates etc for running club breakfast	11/12/2019 (Wed)		400.00
Running Club	Returned unspent funds for running club breakfast	16/12/2019 (Mon)		(78.43)
Running Club Total				321.57
School Banking	Transfer from School Banking	03/01/2020 (Fri)	125.00	
School Banking	Transfer from School Banking	06/02/2020 (Thu)	100.00	
School Banking Total			225.00	
Welcome new parents event	Ice cream van	17/12/2019 (Tue)	50.00	
Welcome new parents event	Family Picnic Night Drinks and snacks	17/12/2019 (Tue)	146.25	
Welcome new parents event	Disco equipment for Family Picnic Night	06/02/2020 (Thu)		150.00
Welcome new parents event Total			196.25	150.00
Year 6 Graduation Shirts	PnC contribution to Year 6 graduation shirts	11/12/2019 (Wed)		240.00
Year 6 Graduation Shirts Total				240.00
Grand Total			921.92	6,933.17



Account Name	Account Number	Current Balance	Available Funds
Cheque Account	016494 340868914	\$4,042.43	\$4,042.43

Processed

Processed	Description	Debit	Credit	Balance
06/02/2020	ANZ INTERNET BANKING PAYMENT 189795 TO Ben Archibald Paid to: Ben Archibald Message: BambaraDiscoPicnic	\$150.00		\$4,042.43
06/02/2020	TRANSFER FROM SCHOOL BANKING SCH CONTRISCH61535		\$100.00	\$4,192.43
03/01/2020	TRANSFER FROM SCHOOL BANKING SCH CONTRISCH61535		\$125.00	\$4,092.43
27/12/2019	CREDIT INTEREST PAID		\$1.17	\$3,967.43
23/12/2019	DEPOSIT		\$178.20	\$3,966.26
23/12/2019	DEPOSIT		\$30.00	\$3,788.06
20/12/2019	TRANSFER FROM BAMBARA PRIMARY BAM002VOL CONTRIB		\$40.00	\$3,758.06
17/12/2019	ANZ INTERNET BANKING PAYMENT 245009 TO Scholastic Australia Pty Ltd Paid to: Scholastic Australia Pty Ltd Message: 24609601	\$74.00		\$3,718.06
17/12/2019	ANZ INTERNET BANKING PAYMENT 245139 TO Brendan and Nichole Everett Paid to: Brendan and Nichole Everett Message: SeniorDisco	\$56.60		\$3,792.06
17/12/2019	DEPOSIT		\$177.30	\$3,848.66
17/12/2019	DEPOSIT		\$146.25	\$3,671.36
17/12/2019	DEPOSIT		\$74.00	\$3,525.11
17/12/2019	DEPOSIT		\$50.00	\$3,451.11
16/12/2019	PAYMENT FROM Mrs Michelle R Webb Paid by: Mrs Michelle R Webb Message: Running club and Kitchen Garden Breakfast excess funds		\$78.43	\$3,401.11
11/12/2019	ANZ INTERNET BANKING PAYMENT 626872 TO Bambara Primary School Paid to: Bambara Primary School Message: KGdonation	\$6,000.00		\$3,322.68
11/12/2019	ANZ INTERNET BANKING PAYMENT 626115 TO Michelle Webb Paid to: Michelle Webb Message: KGandRunningClubBreakfasts	\$400.00		\$9,322.68
11/12/2019	ANZ INTERNET BANKING PAYMENT 626416 TO Bambara Primary School Paid to: Bambara Primary School Message: GraduationShirts	\$240.00		\$9,722.68
03/12/2019	ANZ INTERNET BANKING PAYMENT 193937 TO Scholastic Australia Pty Ltd Paid to: Scholastic Australia Pty Ltd Message: 24609601	\$91.00		\$9,962.68
03/12/2019	DEPOSIT		\$753.60	\$10,053.68
03/12/2019	DEPOSIT		\$91.00	\$9,300.08
03/12/2019	DEPOSIT		\$85.80	\$9,209.08
03/12/2019	DEPOSIT		\$14.00	\$9,123.28
28/11/2019	TRANSFER FROM BAMBARA PRIMARY BAM002PC VOL CONT		\$280.00	\$9,109.28
22/11/2019	ANZ INTERNET BANKING PAYMENT 975630 TO Kelvin Webb Paid to: Kelvin Webb Message: KGMulch	\$182.34		\$8,829.28
22/11/2019	ANZ INTERNET BANKING PAYMENT 975788 TO Michelle Webb Paid to: Michelle Webb Message: KGplants	\$41.44		\$9,011.62