

SECRET HARBOUR PRIMARY SCHOOL

P&C MINUTES

Tuesday AGM 9th May 2017

1. **WELCOME AND MEETING OPENED:** 19.10
2. **PRESENT:** Amanda Porter, Kristie Nicholas, Samantha Prentice, Leigh Sonnekus, Clair Carter, Penny Norman, Emma Pearman, Kim Blacklock, Sally Lendon, Kenneth Parker, Ebony, Bethan Schaecken, Carolyn Watt, Ingrid van der wel, Ruth Constantine, Emma Holley, Laura Andrew, Emma Pearman, Kristy Beard.
3. **APOLOGIES:** Marie McGregor-Wenman, Louise Watt.
4. **SIGNING UP AS A PAID MEMBER - \$1**
5. **CONFIRMATION OF MINUTES OF PREVIOUS MINUTES:** Amanda and Clair
6. **CORRESPONDENCE IN:** Bills and Fundraising, WACCSO Survey <http://bit.ly/schoolcommunitysurvey> ,
7. **CORRESPONDENCE OUT:** Our paperwork for the audit was dropped off on the 9th May and is currently being processed by Robert Gibb, our independent auditor.
8. **BUSINESS ARISING FROM PREVIOUS MEETING:**

ELECTION – I have the nominations here, are there any further nominations that need to be forwarded before the voting begins?

a. Office bearers

President – nominated: Leigh Sonnekus seconded Clair Carter, show of hands opposed – NIL. Leigh Sonnekus has accepted the role of President.

Vice President – nominated: Kristie Nicholas seconded Emma Pearman, show of hands opposed – NIL. Kristie Nicholas has accepted the role of Vice president.

Treasurer – nominated: Ingrid van der Wel seconded Amanda show of hands opposed – NIL. Ingrid van der Wel has accepted the role of Treasurer.

Secretary – nominated: Laura Andrew seconded Ingrid show of hands opposed - NIL. Laura Andrew has accepted the role of Secretary.

b. Executive Committee Members (at least 3)

a. Emma Holley

b. Sally Lendon

- c. Ruth Constantine
- d. Penny Norman
- e. Leigh Sonnekus (Office Bearer)
- f. Kristie Nicholas (Office Bearer)
- g. Ingrid van der Wel (Office Bearer)
- h. Laura Andrew (Office Bearer)

Nomination carried for all Executive Committee members.

- c. **OH&S Canteen Officer** – Nominated: Amanda Porter, this position has been carried forward due to all the legalities of Amanda’s qualifications in this area and her name is also on all the council documents for the canteen.
- d. **Canteen Sub Committee Members** –
 - a. Sally Lendon
 - b. Mandy will ask her team of volunteers
 - c.
- e. **Fundraising / Events Co-ordinator (Shared role)** – Nominated Carolyn Watt, Bethan Schaecken, Sally Lendon, Emma Holley show of hands opposed – NIL.
- f. **Grants Committee** – Nominated : Penny Norman seconded Emma Pearman, show of hands opposed – NIL
- g. **Uniform Shop Volunteers** – Bethan Schaecken (Co-ordinator) assisted by Carolyn Watt.
- h. **Student Banking** – Carolyn Watt and Penny Norman.
- i. **Safety House Rep** – NOT FILLED
- j. **Board P&C rep** – Kenneth Parker

9. PRESIDENTS REPORT: see attached (Emma Pearman)

- Thank you everyone for attending the AGM. Also thank you to all our 2016 members last year. Thank you to all our teachers, education assistants and staff for all your tireless efforts in the running of the school. It is amazing how much dedication everyone has and from all the parents I just want to say thank you.
- It has been an enjoyable time for me running the P & C and appreciate what we have been able to achieve for the school.

- Received a message from a parent regarding the Big Breakfast. Unfortunately there was a complaint about the wait time for coffee at the coffee van. All coffee vans have a wait time and with so many people wanting coffee in such a short period of time, any coffee van would have been the same. We are not able to run two vans. Also the coffee van gave the P & C a percentage of his profits.
- The passport system online, has been suspended. I have made many phone calls and waiting to see what is going on.
- Due to Labour being voted in, Paul Pappalia has agreed to address the issue with the crosswalk on Warnbro Sound Ave. possibility of CCTV.

10. Principals Report – see attached (Kim Blacklock)

- Thank you to all the P&C members from last year.
- Lisa is still recovering from her surgery and Heidi and myself will be sharing the role of Principal while Lisa continues to recover.
- Welcome and thank you to the new P & C who have taken up roles due to many of the past members leaving.
- Naplan – children are copying well with the Naplan and will have to discuss after the meeting moving the Mothers Day stall time due to the testing. Will let Sam Prentice know tomorrow morning.

11. Treasurer - See attached (Ingrid van der wel)

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a. Submissions

Unfortunately we are unable to approve any submissions at this time due to lack of fundraising income. All submissions will be noted on next month's meeting.

1. Annette Shellam – two white cupboards \$430ea freight \$132 = \$992
2. Kendall Moores Pre Primary– 4 Active World Tray and Stands totalling \$1018.59

12. Uniform Report – the old \$5 shirts to be donated to the school for those children who need it.

13. Canteen Report – Amanda Porter

- Thank you to all volunteers last year
- Thank you to Emily for standing in at the canteen while I had my surgery.
- Family breakfast – thank you to all the volunteers on the day

- Council report – well done, only a couple of things brought up but they are maintenance of the school.
- Winter menu is completed.

14. Fundraising Report – Samantha Prentice

- Mothers Day Stall organized for 4th and 5th May.

15. Roadwise – NIL

16. Safety House Report – NIL

17. Grants Committee – NIL

18. Banking – Thank you to Marie, Julie and Carolyn for your continued support of the Dollarmites.

19. Other Business –

- Helper to pick up fruit / breakfast foods from food bank in Mandurah on Mondays for the breakfast club. Ruth will contact Tracey direct on her mobile.
- Kenneth Parker – has accepted the role of Chairman of the Board. Wish to work closely with the P & C even though we have different roles we will work together for the school. We as a board will provide assistance to the school. Meetings will be typically held on a Thursday afternoon at 4.30. The calendar has already been set for the year. Attended Comet Bay. There are 11 members so all the roles are filled and we have enough teacher/ parent ratio of members.

Office Bearers 2017:

President: Leigh Sonnekus

Vice President: Kristie Nicholas

Secretary: Laura Andrew

Treasurer: Ingrid van der Wel

Executive Committee: Sally Lendon, Emma Holley, Ruth Constantine, Penny Norman.

NEXT MEETING: 20 June 2017, 7pm Tuesday

20. MEETING CLOSED: 8.56pm