

General Meeting

Secret Harbour Primary School P&C

Date: 5th August 2022

Welcome meeting opened 10.25am.

Attendance: Lea-Anne Hamill (President), Amy Cripps, Kylie McAuley, Kim Blacklock, Carolyn Watt, Emma Young, Sam Letch, Ksenija Strnadica, Brooke Penniment, Bethan Schaecken, Nicola Rigby, Heather Turner, Emily Wilson, Tara Synnott, Jess Von Rotz,

Apologies: Melissa Johnson, Elle Holledge, Emma Smith, Melissa Komarkowski, Deborah George, Katie Dimario, Claire Anderson, Tammy Taylor, Leah Fredericks, Melissa Schurgott,

Confirmation of Minutes of Previous Meeting:

Resolution: That the meeting minutes of Secret Harbour Primary School P&C Association held on 24th June 2022 to be taken as read and accepted with a minor change to add Katie Dimario to the apologies. **Carried.**

Business arising from Previous Minutes:

Canteen – Full report is attached. Emma Young has done an audit on the canteen sales and expenses for the last two terms. Unfortunately it is showing at a loss of over \$13,000 so far this year. On further investigation it was also noted that 2021 had an annual loss of over \$10,000 and 2020 an annual loss of almost \$20,000. It was agreed that prices need to be increased as well as expenses reduced. Nadine has started to work on a new menu and will send to Kim for conformation. Online prices will change from close of business next Friday. It was agreed that if anyone turns up with the wrong money we will wear the cost of the difference. Kim reconfirmed to everyone that children are never left hungry and admin will provide them with a sandwich. Brooke said she was happy to donate supplies to the school to cover this. The phone bill and insurance seem excessive. Emma will get in touch with Telstra and ask for an audit of our account. Sam will see if there is a possibility that the canteen can be connected to the school line. Emma will also check on the insurance policy and confirm what we are insured for and Sam will see if any of these items fall under the school's insurance policy.

Resolution: That the prices are increased starting from week 5. Emma and Sam to see if costs can be reduced on the insurance and phone. **Carried.**

Electronic Sign – Carolyn advised that Paul Papalia is due to hold a meeting for P & C Presidents that Lea-Anne will be invited to. At the meeting schools are able to provide a wish list. Sam will get a quote for the sign. **Carried.**

Additional Bank Signatories – Lea-Anne is now set up with Westpac and is able to sign payments. Emma is still to be added to Westpac due to her photo ID having a different name to her bank accounts. On visiting Westpac it was noted that Ingrid is still the admin of the account and they didn't switch it over to Elle. Elle has been in touch with Ingrid to ask that she make Elle the admin and then Elle can make the necessary changes to remove Ingrid. **Carried.**

WACC SO Elearn Course – Angie has forwarded on some information about different elearn courses. Emma will forward the email to all members. Anyone who is able to is encouraged to do the course (approximately one hour if you do them all), as they cover some very useful information. **Carried.**

WACC SO Conference – It was agreed by everyone that Amy and Lea-Anne would attend. Registrations must be done today. **Carried.**

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Uniform Shop – Amy suggested having a stall at the sports carnival to try and sell as many of the uniforms as possible. The stock is valued at \$8000. Nic said she would be happy to man a stall before or after school and is happy to post on local facebook pages advertising the navy blue track pants, as these are standard with no logos they can be used at any school. Sam to check that we are ok to advertise the stock via the internet without breaching our agreement with Lowes. **Carried.**

Christmas Fete – It was suggested that the proposed date of Monday 28th November may not be the best time. A new proposed date of Friday 2nd December was put forward. Kim to check that this date is ok. **Carried.**

Toy Swap – Everyone agreed that this would be a good idea to help with the cost of Christmas and to promote sustainability. A date was agreed upon of Tuesday 15th November and Friday 18th November. To be held in the undercover area from 3.15 – 5.30pm. Each item is sold for a gold coin donation with anything left over at the end to be sold at the Christmas Fete and then donated to the local charity shop. **Carried**

Correspondence:

In – ATO.

Resolution: That the correspondence in be received as ATO. **Carried.**

Out – Nothing reported

Resolution: That the correspondence out be confirmed as nothing. **Carried.**

Treasurer Report: See report attached. At present funds are very low with only \$16,000 in the bank and we have committed to some end of year donations to the school for camp, endeavor and English awards, story dogs and teacher's incentives. The Profit and Loss statement for July and the first few days of August showed a loss of \$5037.68. If we continue running at a loss like this, we will run out of money within the next three months.

Moving forward the processing of invoices/reimbursements must be paid and approved as per the financial motions of WACCSO as outlined in the Treasurer's Guidebook. The full motion is attached. In summary all payments or requests to spend money must be put on the agenda 7 days prior to the meeting. At the meeting they must be voted on, approved and included in the minutes. A request for the P & C to spend funds is not able to be approved at a meeting if it is raised at that meeting. To help with transparency and accountability, when a financial resolution is passed at a meeting, it must be noted in the minutes. When the funds are spent, the transaction recorded in the accounts should refer to the date of the meeting and or the agenda item under which the spending was approved.

The canteen has invoices that may need paying more frequently than we currently have meetings so Emma to look into this and see what our creditor terms are. **Resolution:** That the Treasurers Report be adopted and financial motions are followed moving forward. **Carried.**

Other Reports:

President's Report: See report attached.

Resolution: That the Presidents Report be adopted. **Carried.**

Vice President/WACSSO Report: No report received. **Carried.**

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Principal's Report: See report attached.

Resolution: That the Principal's report be adopted. *Carried.*

Fundraising Report: see report attached.

Resolution: That the Fundraising report be adopted. *Carried.*

Uniforms- See report attached.

Resolution: That the Uniform Report be adopted. *Carried.*

General Business:

Submissions: No submissions have been received. *Carried.*

Other Business:

Sausage Sizzle for the Faction Carnival – Mrs VK has asked if we can run a sausage sizzle on the day of the sports carnival. Emily advised that the canteen will be closed that day. Bethan suggested to speak to Ashley at Coles and she will bring her staff over to cook and man the bbq, as well as maybe making a donation. It was also suggested that we could sell the icy poles we have and to also sell drinks. **Resolution:** Nic will contact Coles and make some enquiries. *Carried.*

Parents Only Event – It was suggested that due to all of the amazing donations that we have received such as cleaning vouchers, restaurant vouchers, nights away, food hampers and sports memorabilia that an adults only event would be better catered towards those prizes. Ideas included a quiz night or bogan bingo style event. Everyone voted that this would be a good fundraiser with the potential to raise some much needed funds. Kim approved. **Resolution:** Amy and Bethan to look at a suitable venue and then confirm a date. *Carried.*

Grants – Katie Dimario has taken on this position and asked if there is anything in particular that the school were wanting to get a grant for. Kim suggested emailing Helen McLernon to ask if there is any sustainable projects that we would like funds for. Heather suggested solar panels, Sam advised that the few we have don't make much of a difference so this would be a great idea. **Resolution:** Emma to email Helen. *Carried.*

Vice President – Unfortunately Debbie George has had to resign from this position due to family and work commitments. Amy was the only person who raised her hand to take over the position. Everyone voted for Amy to take the position of Vice President. *Carried.*

Date of Next Meeting: The next general meeting, which was unanimously agreed to be held in week 8 on Friday 9th September 2022 at 9am in the Administration Staff Room.

Meeting Closure: Thank you to all who attended. Meeting closed at 12pm.