



Rossmoyne Primary School P&C Minutes of General Meeting

Monday, 28th November, 2016

No.	Item	Discussion	Action Assigned To
	Meeting opened at 7.35pm		
1	Present: Apologies:	Rochelle Williamson, Emma Black Smith, Shelley Stokes, Sarah Haddow, Mathilde Ton, Jade Furness, Kate Sewell, Rebecca Goodacre, Darren Blankley, Vilma Velletri, Kylee Paull Joanna Ashby, John Coombe, Lisa Flynn, Hayley Wiggers, Darren Wiggers, Kristy Williams, Debbie Flegg, Sharon Ware	
2	Acceptance of previous Minutes <i>24th Oct 2016 General Meeting</i> <i>7th Nov 2016 Special General Meeting</i>	Moved by Sarah Haddow; Seconded by Jade Furness Moved by Sarah Haddow; Seconded by Kate Sewell	
3	Matters arising from the minutes – Monday 24 th October, 2016	<i>3.1 Nature Play Status Update</i> Installation progress slightly delayed due to the soil quality on the site being different to what was anticipated. Current schedule projecting work to be completed by end of Week 9. <i>3.2 Digital Hub Status Update</i> Carpet has now been installed. The purchase and installation of the carpet was covered by Building Management and Works. The order for flexible shelving, chairs and tables is due to be delivered by	

		<p>the end of November. The P&C are donating \$20K of these costs. The work is on track to be ready for the start of Term 1, 2017.</p> <p><i>3.3 School Banking Update</i></p> <p>Four additional children signed up to the banking program in the last few weeks, bringing the total to approximately 20 children enrolled for the school. Rossmoyne Primary School is a pilot for the Bendigo Bank School Banking Programme. The bank staff have been very supportive and helpful. The Bendigo Bank Piggy will be coming to the next assembly to promote the programme and to announce the winners of the colouring in competition.</p> <p><i>3.4 Orchestra / Choir Uniform</i></p> <p>No update at this stage.</p>	
4	Correspondence		
5	Office Bearers Reports 5.1 President	<p>On behalf of the P&C and especially the students, I would like to say a big thank you to Hayley and all the fantastic parent volunteers who helped with the student disco. Another very successful event that could not happen without all the planning and work by our dedicated volunteers.</p> <p>Last meeting I mentioned the option of changing the P&C's financial year to allow an AGM at the beginning of the school year, so new parents to the school can be active P&C participants from the start of the year. I took the action to follow this up with WACSSO and following is their reply:</p> <p><i>Please note that you can only have one AGM per year which means that the current office bearers will be required to stay in office until the next AGM (new) which in your case will be over 12 months. If they choose to resign (must be done in writing) then the position can be filled at a general</i></p>	

		<p><i>meeting but the new office bearer will only occupy the role until the next AGM (new).</i></p> <p>Some additional information is also attached (see Attachment 1).</p> <p>We would need to pass two resolutions in order to change the P&C's AGM date. Firstly, a resolution to change the date of the end of the P&C's financial year to December 31st. Secondly, once the date for the new AGM is set, a resolution to extend the term of the current Office Bearers and Executive Committee until this date.</p> <p>Decision made to carry this action over to the first meeting of 2017.</p>	<p>John Coombe to draft the resolutions for the next meeting</p>
	5.2 Treasurer	<p>Current balance of the account is \$31,336.98, with \$20K assigned to the Digital Hub, a \$2,500 in principle agreement to fund the choir uniforms and additional funding for the Year 6 Year Books.</p> <p>The disco posted a \$1,001 profit, and a payment of \$275 was made for the financial audit.</p>	
	5.3 Principal	<p>Thanks to Hayley and the parent volunteers for their hard work in making the recent disco a success.</p> <p>The start of the 2017 school year (for students) will be Wednesday 1st February. It is vitally important that students return to school for the start of the school term, as the school census is held in mid-February, and this determines funding for the school for the remainder of the school year.</p>	
	5.4 Events	<p>5.4.1 Disco – 18th November 2016</p> <p><i>See Attachment 2 – Hayley's Report.</i></p> <p>Feedback for future discos (as discussed at the meeting):</p> <ul style="list-style-type: none"> • Request for more bins (and recycling bins) to reduce clean up requirements; • Request to review the pricing schedule for the canteen items prior to 	

		<p>the next disco.</p> <p>In order to secure services of the DJ for the 2017 discos, the following tentative dates are proposed:</p> <ul style="list-style-type: none"> • Friday 19th May 2017 • Friday 3rd November 2017 <p>5.4.2 2017 Events schedule</p> <p>Sarah and Kate will have a proposal prepared for the next meeting in 2017.</p>	<p>Hayley Wiggers to contact DJ Eugene regarding his availability on the proposed dates</p> <p>Sarah Haddow/Kate Sewell to prepare 2017 Events Schedule</p>
6	Physical Education Teacher Update	<p>Rebecca is making a priority in 2017 to increase the amount of organised physical activities occurring after school, utilising the school facilities. Based on a current, successful program at Manning Primary school, children would be charged a small fee (approximately \$7-\$8 each) to participate in organised sports sessions after school. Would need a parent volunteer to coordinate each session by collecting payment from the children and then paying the coach. The balance of funds paid would be donated to the P&C in return for coverage under the P&C Public Liability Insurance. Wanted to canvas the parent community to gauge levels of interest.</p>	
7	WACSSO	Nothing to report.	
8	Mobile Phone Tower Subcommittee Update	<p>Recently received an email from Vodaphone (Amy La Spada) confirming that Vodaphone and Optus have formally withdrawn interest in the Rossmoyne Bowling Club site at this time. The email also indicated that if Vodaphone did decide to re-evaluate the site in the future, then our submissions and petitions would be given due consideration.</p> <p>Recognition of the assistance and support of the Deputy Mayor at the City of Canning, Lindsay Holland. The Deputy Mayor has suggested a media release acknowledging the community support in stopping the tower from</p>	<p>Vilma Velletri to contact WACSSO for advice regarding the Media Release</p>

		proceeding. Recommended that the subcommittee contact WACSSO for advice, prior to drafting a media release. P&C can put a note in the school newsletter next week announcing the withdrawal of the proposal.	Vilma Velletri to draft a note for the school newsletter
9	Other Business <i>2017 Fridge Magnets</i>	Kate presented the draft layout for the magnets. Two quotes received thus far – sourcing a final quote from one more supplier.	
10	Close of Meeting at 8:47pm	Next meeting: Monday, 13 th February 2017 at 7.30pm	

Signed as a True and Accurate Record of the Meeting:

Shelley Stokes, Vice President

ATTACHMENT 1:

Email from WACSSO regarding the process for changing Financial Year

From: Karen Izard [<mailto:admin@wacssso.wa.edu.au>]
Sent: Monday, 28 November 2016 10:49 AM
To: jcoombe@iinet.net.au
Subject: FW: Website form submission - Send us a message

Hi John,

Please find attached information regarding changing the P&Cs financial year.

Please note that you can only have one AGM per year which means that the current office bearers will be required to stay in office until the next AGM (new) which in your case will be over 12 months. If they choose to resign (must be done in writing) then the position can be filled at a general meeting but the new office bearer will only occupy the role until the next AGM (new).

If this raises any further questions please don't hesitate to contact me.

Kind regards

Karen Izard

Finance and Administration Officer

WA Council of State School Organisations Inc. (WACSSO)

PO Box 6295 East Perth WA 6892 | 151 Royal Street East Perth WA 6004 |  (08) 9264 4000 |

 admin@wacssso.wa.edu.au | [Web: www.wacssso.wa.edu.au](http://www.wacssso.wa.edu.au) | Facebook: <http://www.facebook.com/WACSSOinc>

The Western Australian Council of State School Organisations Inc (WACSSO) reserves the right to monitor all e-mail communications through its networks.



WACSSO

Supporting parents,
Supporting public schools

WA COUNCIL OF STATE SCHOOL ORGANISATIONS INC.

PO Box 6295, East Perth 6892

Telephone: (08) 9264 4000 Fax: (08) 9264 4948

Email: info@wacssso.wa.edu.au

Website: www.wacssso.wa.edu.au

INFORMATION SHEET

Notes on changing the P&C Financial Year and date of Annual General Meeting (AGM)

1. Only one AGM can be held in any one year.
2. If after discussion at a general meeting of the P&C, it appears that the feeling is to have the AGM later in the year, then the P&C would need to pass several resolutions to enable this to happen.
3. The first thing to do is change the date of the end of the financial year of the P&C. The AGM of the Association must be held within four (4) months from the end of the financial year of the Association. This allows time for the books to be audited so that an audited statement of receipts and expenditure of the association can be presented to the AGM. A resolution must be passed at a general meeting of the P&C to change the date of the end of the financial year, eg:

"That the end of the financial year of the.....School P&C Association Inc be changed from to....."
4. Having resolved to change the date of the end of the financial year, it will be necessary now to decide on the date of the AGM. If the P&C held an AGM at the beginning of 2016 and now wants the AGM to be held in say October of each year, the next AGM will need to be in October 2017. The P&C Constitution states the term of office as being the rising of the AGM at which they were elected to the rising of the next AGM. Therefore the current Office Bearers/Executive Committee and all other committee members (eg canteen, uniform etc) will remain in these positions until October 2017. The following resolution will need to be passed at a general meeting of the P&C:

"That the Office Bearers/Executive Committee and all other committee members elected at the AGM of the.....School P&C Association Inc. held on2016 have their term of office extended until the rising of the AGM in October 2017."
5. Current Office Bearers/Executive Committee and all other committee members (eg canteen, uniform etc) may resign from their positions before the next AGM by submitting their resignation in writing to the Secretary. Any vacant positions may be filled at the next General Meeting.

ATTACHMENT 2:

Disco Attendance

The disco was held in two sessions with an entry fee of \$5.00 per student: a junior disco for years PP - 3 from 5.45pm to 7pm and a senior disco for years 4 - 6 from 7.30pm to 9pm. In total, 259 students attended the discos with a breakdown of each session below. 2015 (Nov only) and 2016 discos include pre-primary students.

	Junior	Senior
Boys	63	54
Girls	74	68
TOTAL	137	122

May 2014 - 209 students (98 senior)

November 2014 - 247 students (113 senior)

May 2015 - 232 students (119 senior)

November 2015 - 264 students (123 senior)

May 2016 - 277 students (98 senior)

November 2016 - 259 (122 senior)

We had adequate numbers of volunteers for the junior disco. Senior disco volunteers were almost non-existent with only two people contacting me to help and one showing up. The one that did arrive to help was Lisa Flynn (also our school phys-ed teacher). This doesn't include Sharon and Nick Ware who volunteered in the kitchen for both sessions. Fortunately volunteers for the first disco spared their time to help with the senior disco. The lack of interest from senior disco volunteers will need to be addressed before the next disco in 2017.

Canteen

The Canteen is a high demand environment, and extremely busy but, due to the calibre of the volunteers, operates like a well-oiled machine. This was the first disco where we purchased pizza from Antonio's and we can all agree they went down well with the students and probably parents.

Notes for future:

- Increase price of pizza to \$2.50 as they were a large serving. This is the previous price we sold the frozen pizza for.

The price list and stock levels for the canteen were below:

- Cheese pizza from Antonio's \$2.00 (216 slices sold)
- Calippo minis \$1.50 (200 sold)
- Berri Quelch frozen fruit sticks \$1.00 (96 sold)
- Juice bombs \$2.50 (168 sold)

- 600ml water \$1.50 (24 sold)

All canteen items (except for 16 pieces of pizza) were sold out by the end of the night.

Entertainment

The DJ Company hired for the evening was DJ Eugene (the same as used previously) and he was huge hit with the kids and made the night a success. We need to secure Eugene as soon as we set dates for the 2017 discos.

There were door prizes for each disco drawn from the registration forms. The winners were drawn by the Canteen volunteers and overseen by the Coordinator. Each session had 2 girl and 2 boy winners. Prizes were valued at \$10 each and purchased from Kmart.

Finances

Takings	259 students @ \$5 = \$1,295 Canteen sales = \$1,284 Expected total takings (Inc. float \$200) = \$2,779 Actual total takings = \$2,727.40 (difference of \$51.60)
Less expenses	DJ Eugene = \$500 Door Prizes/Giveaways = \$88 Plates/Cups etc = \$49.65 Pizza = \$435 Juice bombs = \$256.83 IGA = \$196.24 Float = \$200 Total expenses = \$1,725.72
Amount banked	\$1001.65

For Discussion

- Senior session volunteers.
- Can we bring back the glow bracelets? I think the reason so many of them broke in the May disco was due to the fact they were purchased from IGA and may have been sitting on the shelf for too long.
- 2017 dates to ensure we can book our favourite DJ Eugene.
- Feedback for future discos.