

West Leederville Primary School P&C

AGM Agenda

<http://wlpsandc.org>

Facebook: West Leederville Primary P&C

Date: Tuesday 13th February 2018 @7pm Started 7.10pm

Venue: West Leederville Primary School staff room

1. Apologies: Ann Conlon, Vivi Constantine. **Attended** Kath Dawson, Kate Shawcross, Aime Gaffrey, Christy Kailis, Tanya Watkins, Hideto Kurokawa, Richard Moyle, Naomi Wallace, Sarah Williams, Aine Sommerfield, David Lorimer, Julie Metcalf
2. Acceptance of previous minutes: Aine Sommerfield, Sarah Williams
3. Matters arising from the previous minutes:

Audit- Still looking for someone to audit 2017

Treasurers report - Read by Julie M / Sent by Vivi. \$40,000 has been approved at previous meeting , 2017, so the balance is less than \$93,000

- a. Appointment of the Associations auditor

4. Presidents report:

Last year the running of the P&C needed updating such as accounts and banking, the website, canteen daily running, Policies and procedures for fundraising and spending, just to name a few, however the team of volunteers who put their hands up and have dedicated their time have been amazing to work with and we have achieved so much.

A few things we achieved last year 2017;

- We now have internet banking
- The canteen finished with a profit
- Updated website
- New procedures put in place for fundraising ideas
- New procedure put in place for funding requests
- Audits completed 2013, 2014, 2015, 2016

We were a new committee last year except for Tanya Watkins and Kath Dawson and I would like to personally thank these ladies for all their continued support throughout the year. They have been a wealth of knowledge and have been happy to help with anything we may have asked. Also, I'd like to thank, Lisa Wade, Michael McNerheney, Janelle Costello, Robyn Gilfillan and Fiona Kelly for all their support and answers.

As for the rest of the team and committee. It has been a pleasure working with everyone last year. Everyone has worked together, offering support and ideas. The events conducted last year such as, quiz, sculptures, spring show and crazy camel helped the P&C generate much needed funds for the school to help enhance our children's learning areas.

A special thank you to Aine Sommerfield for attending Board meetings on behalf of the P&C, Jo Walker for keeping the school community updated with news and events via the website and face book page, Kath Dawson for all her effort as class rep and uniform coordinator. Tanya Watkins for coordinating and helping make change in the canteen, Vivi Constantine for taking on treasurer and keeping us all up to date with funds and how much we can spend, David Lorimer for organising dad's army and being the Vice president, Sarah Williams for all her hard work and dedication as the fundraising coordinator, Ann Conlon for being secretary and all the other little bits and pieces she does. I just want to say a big thank you for all your dedication, effort, advise and time. Thank You!

5. **ALL MEMBERSHIPS NOW LAPSE: New application forms to be collected**

1. Election of office bearers:

- a. President: Julie Metcalf

- b. Vice president: David Lorimer
 - c. Treasurer: Vivi Constantine
 - d. Secretary: Naomi Wallace
 - e. Canteen Treasurer: **Vacant**
Annette Dawson but need to find new person to take over
7. Confirmation of sub-committees and executive representation (note the School Principal is constitutionally an ex-officio member of the P&C executive)
- a. Canteen: Tanya Watkins
 - b. Uniform shop: Kath Dawson
 - c. Class rep co-ordinator: Kath Dawson
 - d. Grounds: Richard Moyle
 - e. Fundraising co-ordinator: Sarah Williams
 - f. School board: Aine Sommerfield, Christy Kailis and Julie Metcalf will alternate attendance at board meetings
8. General business:
- a. Proposal to establish a communications sub-committee
Update website: Jo Walker
Facebook page: Jo Walker
- Proposal Passed - To be made into a sub-committee**
9. Meeting close: 7.30