

West Leederville Primary School P&C

AGM Agenda

<http://wlpsandc.org>

Date: Tuesday 19th February, 2019

Meeting opened: 7:36pm

Venue: West Leederville Primary School staff room

1. Attendees:

Naomi Wallace Derry Simpson, Michael McInerheney, Aimee Gaffney, Vivi Constantine, Sarah Williams, Renita Jeudine, Lisa Wade, Fiona Kelly, Phil Braimbridge, Kath Dawson, David Lorimer, Eiyenne Campbell, Raj Soares, Julie Metcalf, Tiki MacLennan Kat Lewis, Kathryn Morrison, Kat Popp, Andrew Porter, Ali Jensen, Richard Moyles, Tanya Watkins, Sarah Woods,

2. Apologies: Peter Kailis, Carolyn Finch, Christy Kailis, Aine Sommerfield

Acceptance of previous minutes: Kath Dawson, Sarah Williams

3. Matters arising from the previous minutes:

Andy Coleman is to be the audit accountant and new accounting software must be adopted this year.

4. Presidents report:

Thank you, Thank you, Thank you.

Last year was very successful for the P&C, we made \$113,810.00. Some of this went towards initiatives around the school along with school funding. Please read the table below.

This would not be possible without the hard work and continuous support of our West Leederville Primary School community and P&C members, which I'd like to thank. The P&C appreciates all the support.

The major fundraiser for the year was the Colour carnival Fete and this year raised \$49350.00. A big thank you to ViVi Constantine and Ann Conlon who were the driving force behind the Colour carnival fete.

The Fete is traditionally held every two years and the money is generally spread over the two-year period. However, during the year there was a request to enhance our playground and quotes are being sourced. This will be a large financial commitment for the P&C if the votes say yes however, I believe that with events run so professionally the P&C can commit. In saying that, I'd like to thank Sarah Williams who played a key role as our fundraising coordinator last year. She has dedicated so many hours and made sure events have run smoothly. She was always available to help and answer any fundraising questions. Thank you Sarah and your many volunteers, for a great year.

The P&C had lots of new parents get involved and help-out throughout the year and we want to engage more. A parent survey was conducted in the middle of the year to discover what people knew about the P&C and what they expected from their P&C. Unfortunately, due to time restraints and personal reasons the survey has not been properly assessed at this stage. The exec team will be looking at the results more closely this year.

The canteen has had another successful year, making a profit of \$3900. Barbra and Lydia have worked exceptionally hard to make the canteen self-sufficient and no longer reliant on the P&C to help stay afloat. Woolworth online shopping and cutting down on petty cash, were introduced. The make home cooked meals and invested in new kitchen appliances, this has made the canteen run more efficiently and helped profit margins. I'd like to thank these ladies for their hard work and dedication to our school canteen. Tanya Watkins, our canteen coordinator has played an important role in guiding, advising and keeping these ladies' part of the P&C. Thank you Tanya for all your effort last year.

Kath Dawson was the class rep coordinator and uniform shop coordinator last year. As class rep coordinator, she has kept the school community up to date with information from the P&C and the school. Using set guidelines and a positive attitude Kath always get information out. Kath and a team of volunteers keep the uniform shop running smoothly. Part fo her role is to keep stock levels as required and handle all the money and paperwork behind the scenes. Last year a new faction polo was designed and the role out for these will take place this year. Thank you Kath for all you dedication and time over the last year. Also please extent a thank you from the P&C to the lovely ladies who help in the uniform shop to make it run effectively.

Communications officer, Jo walker was responsible for keeping the P&C website up to date and sharing important information on the P&C Facebook page. The P&C facebook page has been found to be the most effective way to communicate with the WLPS parents. However, the P&C understands not all parents are on FB which is why we keep the class rep email information system as our main form of communication. Thank you, Jo for all your time and funny photos used to keep the population amused, informed and aware of the P&C.

Audits have been at the forefront of the P&C for the last few years as accounting systems were not up to date. Our treasurer Vivi Constantine did a great job with our books and bank accounts last year however the auditor requires us to upgrade our systems. Therefore, the finance operations of the P&C, canteen and payroll, uniform shop and treasurer will undergo appropriate training in the Recon accounting software to get the P&C accounts up to date. I'd like to thank Vivi Constantine for the wonderful job she did and all her time and dedication as P&C treasurer.

Dad's army are a great way for the P&C and the school to save money on labour intensive jobs. Richard Moyles the Dad's army coordinator has done a great job last year. He worked with another dad and child to revamp the memorial garden out the front of the school, which chorally the school chaplain has used to work with children facing difficult times. He also has done a variety of general measuring and power tool work throughout the school. Thank you, Richard and please extend a thank you to all the Dad's Army volunteers, for all your organisation and building/gardening expertise.

Thank you, David Lorimer for being a helpful and thoughtful vice president. There are a lot of areas of the P&C to think about as president and it is always great to hear another perspective. Thanks for the support and stepping into any role that is asked of you.

Thank you, committee members your thoughts, opinions and ideas are treasured at all P&C meetings and out in the school grounds. Please keep attending and sharing you are valued.

Last point, Last year lots of questions were asked about where P&C funds were spent. What our spending policies are and what our processes are. With our guidelines from WACCSO, our governing body, we will move forward into a new year and hope to clarify and become more transparent to parents and the community about these.

Once again, we have had such a positive year, I thank you for all the support.

Julie Metcalf
President

2018 Funds raised		2018 Funds spent	
P&C contributions	\$27642.50	Loose Parts for PP	\$495.24
Movie Night	\$1253.79	Student support	\$495.50
Harmony day	\$426.65	Chaplain	\$3420
Cocktail Party	\$4732.34	Atrium renovation	\$1358.99
Quiz night	\$18222.75	Kindy playground	\$5000.00
Crazy camel	\$1460.00	Subscription parent ideas	\$497.00
Colour carnival Fete	\$49350.00	Cultural Night	\$1200.00
Uniforms	\$5500.00	Victory podium	\$418.00
Entertainment books	\$1722.00	Audit x2	\$1100.00
School banking	\$500.00	Insurance	\$1191.00
IGA	\$1500.00	WACCSO Affiliation	\$1037.94
WAPPA Packing	\$1500.00	Year 6 Disco contribution	\$400.00
		Fathering project	\$440.00
		Approved donation to the school	\$38100.00
Total income	\$113810.03	Total expenses	\$55153.00

2019 Projected Income		2019 Committed projects	
P&C contributions	\$27000.00	Air conditioners heritage building	\$14550.00
Movie night	\$1200.00	Pain main hall heritage building	\$5500.00
Quiz night	\$1800.00	Repair lights in 3 rooms heritage building	\$2400.00
Uniform	\$5000.00	Display boards in classrooms	\$6500.00
School banking	\$500.00	Chaplaincy 2yrs	\$3768.00
Entertainment book	\$1700.00	Home reading rewards	\$800.00
IGA	\$1000.00	PE equipment	\$1600.00
WAPPA packing	\$500.00	Library	\$5000.00
Other fundraising events	\$?	Hip pocket rewards	\$1600.00
		Shade sails for Pre primary	\$9500.00
Total expected income	\$38700.00	Total committed expenses Approved at final P&C meeting 2018	\$51218.00

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: Wendy Kai Greenwood

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: Derry Simpson

- d. Grounds: Richard Moyle

- e. Fundraising co-ordinator: Sarah Williams- reports to P&C. Support; Aimee Gaffney, Vivi Constantine, Derry Simpson

- f. School board representation: Julie Metcalf, Raj Soares, David Lorimer, Ali Jensen

- g. Communications Co-Ordinator, includes FB and website: Jo Walker

8. General business:

9. Meeting close: 7.56pm