

West Leederville Primary School P&C

AGM Minutes

<http://wlpsandc.org>

Facebook: West Leederville Primary P&C

Date: Tuesday 18th February 2020 @7:10pm

Venue: West Leederville Primary School staff room

Present: Julie Metcalf, Andrew Hall, Shannon Tassell, Christy Kailis, Tanya Watkins, Karen Andrews, Vivi Constantine, Andrew Farragher, Lisa Wade, Kath Dawson, Paula Guntrip, Raj Soares

1. **Apologies:** Derry Simpson, Sarah Williams, Ali Jenson, Carolyn Finch, Richard Moyle, Fiona Kelly, Michael McInerheney

2. **Acceptance of previous minutes:**

Accepted by: Vivi Constantine and Andrew Farragher

3. **Matters arising from the previous minutes:**

Audit: Andy Colman from AC Chartered Accountants is in the process of conducting two audits for the P&C for the years 2018 and 2019.

The financial systems have been upgraded, using Xero. The years 2015 and 2016 have been written off (i.e. cannot be audited). There don't appear to be any issues arising from the audits. Audits for the years 2018 and 2019 are being conducted at the moment. 2017 will also be completed. Well done to Vivi, Tanya and Julie for their efforts in arranging these audits.

4. **Treasurers report:**

WestPac	\$129,113.79
Commenwealth	\$8,103.04
Total	\$137,216.83
Uniform Account	\$20,393.94

APPROVED ITEMS - Not debited from the account yet

Library \$10,000	\$1,837.00
Playground	\$120,000.00
Playground extra cost	\$11,246.00
YR4 - flexible furniture	\$266.00
Audit	\$1200.00
Total	\$134,549.00

2020

2020 P&C Expenses

Bank Fees	\$395.94
Insurance	\$600.00

Wacso Affiliation	\$1,049.59
Xero Subscription	\$720.00
Total	\$2,765.53

2020 Fundraising events & expected profit

Movie Night	\$3,000.00
Quiz Night	\$21,000.00
Fete 2020	\$45,000.00
Total	\$69,000.00

Other Income – expected

P&C Contribution	\$25,000.00
Crazy Camel	\$1,700.00
Entertainment Books	\$1,500.00
Wappa	\$500.00
IGA	\$500.00
Total	\$29,200

See attached report.

Gross Profit was \$72,914 (which is great for a non-fete year). Expenditure was \$43,394.59.

Appointment of the Associations auditor: Andy Colman from AC Chartered Accountants is conducting the audit this year for \$500 plus GST. The P&C could not find anyone else who would audit the financials.

5. Canteen report:

See attached report.

The canteen made a profit of \$3,000. Long service leave is owing to Barb this year. Well done Tanya for turning the canteen into being profit making.

6. President's report:

Thank you to the committee members for their time, effort and support throughout 2019 and for those who have taken on a role in 2020.

The 2019 members were:

for Canteen: Tanya Watkins;

for Class Representatives: Derry Simpson;

for Grounds: Richard Moyles;

for Treasurer: Vivi Constantine;

for The Fathering Project/FOWLS: Peter Kailis;

for Vice-President: David Lorimer;

for Fundraising: Sarah Williams; and

for Uniforms: Kath Dawson.

It has been a successful year with an income of \$74,945.38 and expenses of \$43,394.59. This is due to a great fundraising effort. These include Disco Bingo, the Entertainment Books, the Awesome Festival, P&C Contributions and West Leederville on Wheels. These events all came about from Sarah Williams (fundraising coordinator) and her team of volunteers. Thank you. (full financial details can be viewed below)

The aim was to raise money, with the intention to encourage the community to get together.

Uniforms: Kath Dawson did an amazing job with her team of helpers. She will step down this year. She introduced a new faction polo, which the community embraced. The uniform shop made a profit of \$4,398 for the year.

The Fathering Project/FOWLS: The dads are coming together for their kids and with their kids. There were a number of successful events held in 2019, being the Hairlarious kids and daughter's hair braiding evening, kayaking on Matilda Bay and a camp out at Lake Leschenaultia.

Canteen: We now have a new staff member (part time), new procedures on money taking and buying of products (on-line shopping) and cash handling which has been improved for auditing purposes. This year the canteen is running at a profit of \$3,055. Tanya is working out payroll, long service leave and setting up supra-stream. Hopefully moving forward there can be single touch payroll.

Class Reps: It has been another successful year for the class representatives. Derry Simpson has been fantastic with communicating with parents, along with setting and sticking to strict guidelines around information distribution. i.e. information on sporting clubs, outside school events, etc.

Derry was also on a school communications committee who worked closely with Fiona and upper management. Through this a realisation on the importance of class reps and distributing information to the school community was established. The school and class reps are still working on effectively communicating with parents.

Treasurer: New software has been introduced half-way through the year, Xero. It still has teething issues which are being resolved. The auditor is currently auditing the 2018/2019 files.

Vice President: David Lorimer. David completes any tasks asked and always volunteers for jobs. Thank you to Dave for all his support over the years.

As president for one last report, I'd like to thank everyone in the P&C, school and community for supporting me through this role. I have enjoyed the challenges and successes. I've enjoyed working with the P&C team, the school and the community to make a contribution to the learning and teaching environment within our wonderful school. Thank you to everyone.

Around the table- Thank you to the president.

ALL MEMBERSHIPS NOW LAPSE: New application forms to be collected

7. Election of office bearers:

- a. **President:** Andrew Farragher
- b. **Vice president:** Julie Metcalf
- c. **Treasurer:** Vivi Constantine
- d. **Secretary:** Christy Kailis
- e. **Canteen Treasurer:** Tanya Watkins (Term 1 only). This position needs to be filled after Term 1.

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 (for Term 1) / to be transitioned to another person in Term 2.
- b. **Uniform shop:** Shannon Tassell
- c. **Class rep co-ordinator:** Derry Simpson
- d. **Grounds:** TBD
- e. **Fundraising co-ordinator:** Paula Guntrip
- f. **School board representative:** Derry Simpson (who is also a board member). Derry will provide feedback to the P&C.
- g. **Communications officer:** Jo Walker (to be handed over to another person at the end of Term 2).

8. General business:

None

9. Meeting close: 7.38pm

Financials for 2019

2019 Funds raised

2019 Funds spent

P&C contributions	\$30053.50	Bank fees-uniform acc	\$395.94
Movie Night	\$2951.02	Insurance	\$600
Christmas concert	\$2077	Keep cups-exp	\$15
Awesome festival	\$391.00	Kindy boat	\$456.66
Quiz night	\$24131.65	Netball dresses	\$599.39
Crazy camel	\$1723.30	P&C expenses	\$133.90
Disco Bingo	\$1508.17	Playground	\$3025
Uniforms	\$4398.82	WACSSO Affiliation	\$1049.35
Entertainment books	\$1722.00	Website-exp	\$157.59
School banking	\$500.00	WLPS-donations	\$22575.46
IGA	\$1500.00	Xero subscription	\$97.50
WAPPA Packing	\$500.00	Year 6 camp	\$414.00
The Fathering project	\$465.00		
Subi Oval	\$365.30		
West Leedy on Wheel	\$2658.64		
Total income	\$74945.40	Total expenses	\$29519.79

2020 Projected Income

2020 Committed projects

P&C contributions	\$25000.00	19 Library	\$1837.00
Movie night	\$3000.00	19 Playground	\$120000.00
Quiz night	\$20000.00	19 Extra playground	\$11246
Uniform	\$5000.00	19 Audit 18/19	\$1200
Crazy camel	\$1700.00		
Entertainment book	\$1500.00		
IGA	\$500.00	2020 Audit 17/2020	\$1200
WAPPA packing	\$500.00	WACSSO reg	\$1049.59
FETE	\$45000.00	Insurance	\$600
		Xero subscription	\$720
Total expected income	\$102200	Total committed expenses Approved at final P&C meeting 2019	\$135483