



## Minutes of Annual General Meeting of the P&C Wednesday 22 March 2017

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**Present:** Jenny Ambler, Peter Coci, Georgina Dragicevich-Knight,  
Rachael Johnston, Richard Karamfiles, Helen Maitland,  
Helen Notis, Stacy Litchfield, Jenny Young

All those present who wished to be part of the Committee completed the 2017 P&C Membership forms and paid the \$1.00 membership fee.

**Apologies:** None

**Meeting opened:** 7.30 pm

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### 1.0 Welcome and Introduction

President Jenny Ambler opened the meeting and welcomed members to the 2017 Annual General Meeting of the Balcatta Senior High School P&C Association Inc.

### 2.0 Minutes of Previous Meeting

Minutes of the previous meeting held on Wednesday 22 February 2017 were tabled and discussed. Moved that the minutes be accepted.

Moved: Helen Notis

Seconded: Jenny Young

### Business Arising

- 2.1 State Election Sausage Sizzle – see Canteen Report
- 2.4 50<sup>th</sup> Anniversary celebration – see Principal's Report

### 3.0 Correspondence Received

WACSSO (State Council, Affiliate Guide and eNews)  
Tax/BAS statement.

### Correspondence Out:

None.

### 4.0 Reports

#### 4.1 President's Report

Ms Jenny Ambler presented the President's Report. Full report tabled and attached.

#### 4.2 Presentation and adoption of audited financial statement for 2016

Ms Helen Notis presented the auditor's report for the Balcatta Senior High School P&C Association, Canteen and Uniform Shop for the year ending 31 December 2016. The audit was conducted by Ashley Morgan and Associates. Full report tabled and attached.

**Motion:** To formally adopt the audited financial statement for 2016

Moved: Jenny Young

Seconded: Helen Maitland

Motion carried unanimously.

### 4.3 Treasurer's Report

Ms Notis tabled the End of Calendar Year Report 31 December 2016. Full report attached.

The Balance of Accounts as of Wednesday, 22 March 2017 is as follows:

**Canteen** - \$32,680.41

**Uniform Shop** - \$39,533.71

### 4.4 Committee Reports - None

#### 4.5 Principal's Report

Ms Helen Maitland provided the following:

**Recent Events:** Pool Parties for new students/parents – well attended; School Swimming Carnival; Year 7 camp, at which Year 12 Prefects assisted; In-School swimming lessons; Student Council elections; Year 6 transition programs; Arts program; Spelling Bee; Dance Academy Webinar for Year 7 dance students; English ATAR Master Class; Debating, commencing 22 March at Perth College (BSHS has 5 teams).

**Interim Report Night:** This term's Interim Report Night had the highest turn-out ever with 450 interviews conducted between teachers and parents across Years 7-12.

**Maths Competition:** A team of six Year 11 and Year 12 students represented BSHS at the recent 'Have Sum Fun' Maths competition at Hale School. The team scored 13<sup>th</sup> out of 33 schools and were the second ranked public school behind Perth Modern, a great achievement.

**50<sup>th</sup> Anniversary:** Preparations are at logistics stage. A banner has been donated. The GATE and Specialist Dance programs will be highlighted. Ms Maitland and the Year 12 Prefects met the Head boy (1967) and Head Girl (1971) today. Mr David Michaels, Member for Stirling, has advised he will attend.

**Staffing:** English Teacher Ms Lyn Bodycoat is retiring tomorrow after a 32-year career in the Education Department. Practicum teachers have contacted the school via their universities (Murdoch and ECU). Five new teaching graduates have been employed at BSHS this year.

**Board/Board Meeting:** Board Governance training is scheduled for 25-26 May for three members of the School Board including Chair, Principal and Secretary. The School's draft Business Plan was tabled at this evening's School Board Meeting. This is a 'liveable' document, used for the School's Annual Report.

**Academic Extension:** Planning is underway for Academic Extension, which will complement the GATE and Dance programs.

### 4.6 Canteen Report

Ms Jenny Young provided the following:

- The roof over the uniform shop and in the canteen leaked during the recent heavy rains. The damage will be assessed and scheduled for repair as soon as possible.
- March sales are going well with the Year 7 students making a considerable contribution.
- The canteen at Takari Primary School has closed. BSHS has offered to trial making lunches for the Takari students. Jenny is waiting to hear if this is an option. Georgina advised that Balcatta Primary School also has no canteen.
- Helen Notis advised that 185 sausages were sold at the State Election Sausage Sizzle, at a profit of \$440.00. Of the remaining sausages, some were donated to the Year 7 camp and the remainder were sold through the canteen.

**Motion:** Formal acceptance of Executive Reports.

Moved: Stacey Litchfield

Seconded: Georgina Dragicevich-Knight

Motion carried unanimously.

## 5.0 Elections

The Principal Mrs Helen Maitland began proceedings to conduct elections for the following positions:

### 5.1 Office Bearers

**President:** Jenny Ambler

Moved: Stacey Litchfield      Seconded: Georgina Dragicevich-Knight  
Voted unanimously.

**Vice President:** Georgina Dragicevich-Knight

Moved: Jenny Young      Seconded: Helen Notis  
Voted unanimously.

**Secretary:** Vacant

**Motion:** That the P&C endeavour to find a permanent Secretary while the Treasurer undertakes the role in a caretaker capacity.

Moved: Helen Notis      Seconded: Jenny Young  
Voted unanimously

**Treasurer:** Helen Notis

Moved: Jenny Ambler      Seconded: Jenny Young  
Voted unanimously.

### 5.2 Executive Committee Members (not less than 3 in addition of office bearers)

The school principal is automatically ex-officio members of the Executive Committee.

1. Jenny Young
2. Rachael Johnston
3. Stacey Litchfield

### 5.3 Committees - No subcommittees formed.

### 5.4 School Council Representative - Helen Notis will continue her third year of appointment as Chair of the Board.

### 5.5 Uniform Shop Co-ordinator

NIL – Outsourced to Tudor Uniforms 1 December 2016.

### 5.6 Fundraising Co-ordinator

Not applicable. The meeting agreed that fundraising sub-committees would be called on for events or targeted items as required, through the School's newsletter Balcatta Bulletin. A member of the P&C Executive Committee will be present in any subcommittee formed.

## 6.0 Appointments

### 6.1 Appointment of Honorary Auditor

**Motion:** To appoint Ivan Ashely from Ashley, Whitfield & Associates Forrestfield.

Moved: Georgina Dragicevich-Knight      Seconded: Stacey Litchfield  
Motion carried unanimously.

### 6.2 District Council Representative – Jenny Blair.

### 6.3 Delegates to WACSSO Conference and Observer

Delegate 1: Jenny Ambler

Delegate 2: Helen Notis

No observer appointed at this stage.

### 6.4 Additional Signatory.

**Motion:** Georgina Dragicevich-Knight to be appointed as an additional signatory for cheques/electronic payments (EFT's)

Moved: Rachael Johnston

Seconded: Helen Notis

Motion carried unanimously.

### Committee Members authorised to operate P&C Cheque/Business account/s

i. Helen Notis (Treasurer) – also access to Net banking

ii. Jenny Amber (President) – also access to Net banking

iii. Georgina Dragicevich-Knight (Vice-President) – also access to Net banking

iv. Jenny Young (Executive Committee) – also access to Net banking

## 7.0 General Business

**7.1 Bunnings Sausage Sizzle:** Sunday 7 May 2017 from 7am to 5pm.

**Motion** to approve Bunnings Sausage sizzle for insurance coverage was formally accepted in a previous meeting.

**7.2 50<sup>th</sup> Anniversary additional donation from P&C:** Executive Committee members present at the State Election Sausage Sizzle discussed donating an additional amount the School to be put towards the Anniversary celebration.

**Motion:** That an amount of \$200.00 (raised at the sausage sizzle) be donated to the School to assist with the cost of cake and decorations for the Anniversary celebrations.

Moved: Helen Notis

Seconded: Jenny Young

Motion carried unanimously.

**Motion:** Surplus child size 10 white t-shirts be sold as autographing-souvenirs at the Anniversary for \$5 each to raise funds for the P&C. These shirts are not suitable for sale and are surplus to uniform requirements.

Moved: Jenny Amber

Seconded: Stacey Litchfield

Motion carried unanimously.

**7.3 Dates of 2017 P&C Meetings** will coincide with School Board Meetings, as follows:

- 17 May 2017
- 9 August 2017
- 1 November 2017
- 29 November 2017

## 8.0 Next Meeting

8.1 Next General Committee Meeting – Wednesday 17 May 2017

8.2 Next Annual General Meeting (AGM) - Wednesday 21 March 2018

## 9.0 Closure

Meeting closed at 8:45pm

Minutes accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes seconded by: \_\_\_\_\_ Date: \_\_\_\_\_

Signed (President): \_\_\_\_\_ Date: \_\_\_\_\_