



## Minutes of Executive Meeting of the P&C

Wednesday 17 May 2017

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**Present:** Jenny Ambler (President), Georgie Dragicevich-Knight, Helen Notis, Helen Maitland and Stacey Litchfield.

**Apologies:** None

**Meeting opened:** 7.40 pm

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### 1.0 Welcome and Introduction:

Jenny established that as there was insufficient financial members to hold a General Meeting and that there were enough members to declare an Executive Meeting. Jenny Ambler opened the Executive Meeting and thanked members for their attendance.

### 2.0 Minutes of Previous Meeting:

Minutes of the Annual General Meeting (AGM) held on Wednesday 22 March 2017 were tabled and accepted as an accurate record:

**Moved:** Georgie Dragicevich-Knight      **Seconded:** Helen Notis

### 3.0 Business Arising from Previous Minutes:

#### Bunnings Sausage Sizzle: 7 May 2017

- Very successful financially
- Only a "handful" of volunteers
- A long day for Executive Committee Members 6am – 5pm
- Offer Hospitality Students incentive to volunteer at future sausage sizzles
- Helen Maitland to approach Home Economics with this concept
- Helen Notis recommended that we approach Bunnings for next year's sausage sizzle preferably a Saturday May 2018. Will confirm date at the next meeting.

#### WACSSO Conference: 19 -20<sup>th</sup> August 2017

Following on from the AGM, Helen Notis felt that P&C should send Georgie to the WACSSO Conference as an Observer as it would be beneficial to her and the Committee in her role as Vice President.

**Motion: To appoint Georgina Dragicevich-Knight as an Observer at the 2017 WACSSO Conference.**

**Moved:** Helen Notis  
**Carried**

**Seconded:** Stacey Litchfield

#### 4.0 Correspondence In/Out:

##### In

- WACSSO – P&C voice, eNews
- SDERA news – Term 1 no81 March 2017
- WACSSO – email P&C survey
- WACSSO – email Perth North: Jenny Blair
- WACSSO – email Conference registration
- Ivan Ashley – email confirming audit appointment 2017
- Bank Statements
- ATO PAYG

##### Out

- WACSSO – Submit audit report 2016
- WACSSO – Submit office bearers 2017

#### 5.0 Treasurer's Report

Tabled

Main points as follows;

##### ACCOUNT BALANCE

Balcatta SHS P&C financial position as @ 16 May 2017. All amounts are reconciled against bank statements, cash flow, ledger and accounts receivable.

<b>P&amp;C Closing Balance @ 16 May 2017</b>		
Term Deposit	Canteen	Uniform Shop
\$0.00	\$31,658.25	\$18,708.31
<b>Total Funds @ Bank</b>		\$50,366.56
<b>Liabilities</b>		
<b>Donation</b>		\$0.00
Unpresented		
Cheques/EFT's		\$1,045.33
Staff Entitlements		\$8,907.74
<b>Total Liabilities</b>		\$9,953.07

<b>Funds Available</b>	<b>\$40,413.49</b>
<b>NB: Funds Available = Funds @ Bank less Liabilities</b>	

##### Canteen Account

Balance @ 16 May 2017: **\$31,658.25.**

##### **Liabilities:**

##### **Unpresented Cheques/EFT's**

All April supplier invoices paid.

Sausage Sizzle Expenses: **\$1,045.33** will be paid Thursday 18 May.

Employee Expenses: **\$2,810.48** will be paid on Thursday 18 May.

### **Uniform Shop Account**

Balance @ 16 May 2017: **\$18,708.31**

### **Unpresented Cheques/EFT's**

**NIL** – Paid Oct 16 Invoice in April totalling \$20,992.40.

### **Outstanding Deposits**

Uniform Commission – Qrt 1: \$614.10

Sales Consignment Stock: \$6,071.36

Paid into Balcatta Senior High School account, have asked Finance Manager to pay into Uniform Account.

### **Canteen**

Jenny Young sent report as follows:

“All going OK. Takings are down a bit so trying not to spend a lot. Slowly getting rid of sausages only 100 left. Still desperate for volunteers but you get that”

### **Uniform Shop**

Email tabled from Tudor – Qrt 1 Sales slower than expected. Tudor disappointed with volume of Sales and have requested a meeting with Lesley to discuss

### **Other Matters**

Sausage Sizzle – Sunday 7 May 2017

Total Banking - \$2,662

**Total Profit \$1,755.38**

Sausages Sizzles Sold – 896

Drinks Sold – 276

Light on Volunteers – need to rethink ways of recruiting staff/students at future fundraising events.

## **6.0 Uniform Shop**

There has been some concern over dress code. Board addressed the Uniform Policy in the previous meeting. The P&C advocates the Uniform Policy as endorsed by the School Board. P&C agreed to do a write up in the Bulletin to promote the uniform and encourage students to adhere to our dress code and to remind parents about Tudor Uniforms.

## **7.0 Principal Report**

Mrs Maitland tabled her report.

## **8.0 Fundraising:**

Discussion included:

- Have a list of events
- Organise smaller manageable fundraisers
- “Piggy Back” fundraisers – ie raffles at School events
- Hold events that don't require lots of volunteers – eg “free dress day”
- Jenny voiced her concern about wine/alcohol fundraisers – could be sending wrong message.

**9.0 Other Business:**

P&C Training –

- Jenny & Georgie attended WACSSO Training at Freshwater Bay Primary on Tuesday 2<sup>nd</sup> May
- Terms of Reference
- P&C Constitution tabled and made available at every meeting
- Helen produced a draft copy of our P&C Code of Conduct.

**Motion: Propose that P&C adopt a Code of Conduct.**

**Moved:** Helen Notis

**Seconded:** Georgie Dragicevich-Knight

Communication –

- Georgie voiced the following concerns:
  - Insufficient feedback/information from school/teachers
  - No term planners issued
- Committee agreed that P&C needs more exposure – Balcatta Update is not current/relevant
- Website should be updated regularly with current events, news (including P&C minutes), canteen information and upcoming events – need to liaise

**Closure**

The meeting closed at 8.45pm

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

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

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