

Beaconsfield P&C – General Meeting & AGM Minutes – 23 March 2016

Beaconsfield Primary P&C Committee GENERAL MEETING 02/2016 & ANNUAL GENERAL MEETING

Meeting: Wednesday 23 March 2016
Time: 7:30pm – 9:30 pm
Location: Staff Room, Beaconsfield Primary School
Attendance: Nadia Auldish, Anita Bording, Nicola Bowyer, Nicole Dalton, Marie Estcourt, Gillie Knowles, Karen Kuhn, Andrew Luobikis, Verity Manchester, Sharon Morris, Jane Rodrigues, Jane White, Katherine Woodall

Item	Agenda Item
1	Welcome and apologies
2	Approval of Minutes <ul style="list-style-type: none"> • 29 February – approved with amendment to section 9 – School Board Update to reflect that there is currently not a Vice-Chair.
3	Conflict of interest <ul style="list-style-type: none"> • Nil
4	Accounts Update <ul style="list-style-type: none"> • Audit report – completed by L Jeffery Accountant. Only recommendation was to improve the tracking of income from fundraising activities. The Treasurer (Nicole Dalton) has a form that needs to be completed if someone is running a fundraising event so that the bookkeeper knows what is happening. If people use this it will save hours trying to track back as to what money coming in is for, which in turn will save on the fees we pay for bookkeeping. • The P&L for 2015 was presented. • Motion to accept the Audit report was approved. • Appointment of Auditor – might be costing more than necessary. Motion to look for a new Auditor was approved. • Bookkeeper – average rate is \$65-\$85/hour, we are currently paying \$77/hour. High cost of bookkeeping mainly due to volume of work from inefficient way of recording fundraising income. Need to tighten up the system – everything should be going via the Treasurer. Motion to re-appoint current bookkeeper Mandy Orso – approved. • The bank accounts were presented. Noted that general account must be kept at a minimum of \$5,000. Building account will be kept open in case ever needed in future.
5	School Banking <ul style="list-style-type: none"> • Tess is the new school banking coordinator. School banking still popular especially with the younger kids. Funds earned go back to P&C (not school). Tess will be doing some PR to ramp it up. Noted that Bendigo will be starting up a school banking program.
6	Funding Requests 125th Anniversary Book – presented by Nikki Bowyer <ul style="list-style-type: none"> • Nikki and Sarah Primus have been collecting photos and interviews over the last year. Book of photos and memories will be published and used as both a souvenir item to commemorate the 125th anniversary of BPS and to be used in classrooms by teachers at school. • Need \$6711 to cover costs of publishing 500 books.

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	<ul style="list-style-type: none"> • The breakeven if books are sold at \$25 will be 268 copies. • P&C to provide \$3,711, Nikki will contribute \$3,000, however P&C takes on the liability of the full amount (ie have to repay Nikki even if books not sold). • Target market is 300 current families at school, previous students, 500 people from Beacy History facebook page. • Funds not needed until the end of April. Timeframe for Nikki to be repaid is 12 months. • Lotterywest grant applied for and approved on condition P&C would support and pay for the print run. As part of the grant the book must be published. • Any additional profit after break-even will go back to the P&C. • Motion to fund \$3,711 and \$3,000 to Nikki after 12 months – approved. • CBA account has been renamed “125th Book” so that all funds related to this can be tracked to satisfy audit requirements.
7	<p>School Board Update</p> <ul style="list-style-type: none"> • Board meeting not until next week so no update. • Going forward P&C will be held after Board Meeting so that an update can be provided.
8	<p>2016 Events & Fundraising</p> <ul style="list-style-type: none"> • Plates – Term 1 (Heidi) • Community night Term 1 – \$10-\$15 donation on <u>31st March</u>. Door prize ☺ (Cathy and Nadia) • Entertainment Book – term 2 (Katherine). 1 already sold before even advertised. Can order online and nominate BPS. • Disco term 2 (Anita), will need more helpers than last disco. • Quiz night term 3 (Katherine) • Disco term 3 (Anita) • Term 4 – Water slides (Vicki Tinley) • Disco – early in Term 2, Cake Stall – 12 November at Maritime Museum Open Day. Jane White has volunteered to coordinate this.
9	<p>Uniform Shop Update</p> <ul style="list-style-type: none"> • No update as Judy not present.
10	<p>Canteen Update</p> <ul style="list-style-type: none"> • Julie not present to give update. • Volunteer service – ad is being placed online today to see if we can get volunteers from outside school to assist in canteen. • Canteen has been very busy lately – lunches have been going out late as not enough volunteers to cope with the increased demand. • Class reps have not been finalised as the parent/teacher meeting that usually happens early in term 1 did not occur. Jane White will help Nadia with organising class reps.
11	<p>Update from the President</p> <ul style="list-style-type: none"> • Soccer Goal – has been produced and will be going up on oval soon. • Wishing Tree – first wish has been granted (thanks to Marie Estcourt). Discussed request for smaller items to go on tree – all requests need to go via Vicki Jack. Marie has offered to take responsibility for the Wishing Tree. • Year 2/3 playground will open in Term 2. • Year 4/5/6 climbing frame – needs approval from Council and Dept of Building, Maintenance and Works as it’s a new playground. Jane Rodrigues will continue to be involved in playgrounds until current plans completed. • Funding Model – has agreed to set priorities at AGM, however as Jane leaving President role should be carried over to future meeting for new President to discuss. For next

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	meeting people should think of top 3 priorities for P&C funding for 2016.
12	<p>2016 Elections</p> <p>12.1 Election Procedure: show of hands or ballot?</p> <ul style="list-style-type: none"> • Agreed to vote via show of hands. <p>12.2 Office Bearers</p> <p>All elected unopposed:</p> <ul style="list-style-type: none"> • President – Katherine Woodall • Vice President – Nadia Auldist • Treasurer – Nicole Dalton • Secretary – Karen Kuhn <p>12.3 Executive Committee</p> <ul style="list-style-type: none"> • Gillie Knowles • Anita Bording • Jane White <p>12.4 Sub Committees</p> <p>No sub committees formed</p>
13	<p>Appointments</p> <ul style="list-style-type: none"> • Appointment of bookkeeper previously agreed. <p>13.1 Honorary Auditor</p> <ul style="list-style-type: none"> • Decision to look for an alternative auditor already discussed. <p>13.2 Additional Signatory</p> <ul style="list-style-type: none"> • Motion to appoint current bookkeeper as an additional signatory – approved.
14	<p>Other Business</p> <ul style="list-style-type: none"> • In regards to Canteen, all the invaluable people currently involved have kids leaving the school this year – may need to form a Canteen Sub Committee to look at how the canteen will operate in the future/or possibility of outsourcing. • This year would be great for P&C to focus on culture of school/vibe of fete. Look at having fun activities to reconnect school. Community night has been great in the past, especially for including the IEC kids. Water slide night should be similar to this.