Minutes of
South Perth Primary School P&C Association
Annual General Meeting
Dated: 24th February, 2016

Purpose: AGM - Annual General Meeting
Meeting Date: 24th February 2016
Recorded by: Jacqui Porter & Stephanie Cook
Location: South Perth Primary School Staff Room

Meeting: AGM
Start time: 7:30pm
Finish time: 9:40pm

Attendees:
Stephanie Cook (Chair) Lanny Leman Jaquie Porter Mel Mundy
Joanne Fitzsimons Anna Burrows Stephen Lau Keigo Nango
Kirstie Kemble Karen Owens

Apologies:
Maria Woronzow Bronwyn David Marie Stoner Kathryn van Bueren
Marsha Young Tara Cochrane

1. MEETING OPENING
Stephanie Cook welcomed all to the AGM, introductions were made.

2. ACCEPTANCE OF PREVIOUS AGM MINUTES (2015)

MOTION: The minutes of the 2015 AGM be accepted as a true and accurate record.
Moved: Stephanie Cook
Seconded: Joanne Fitzsimons
Passed

3. ELECTION OF OFFICE BEARERS 2016

All Passed

POSITION Nominee Nominated by Seconded
President No nominations – to be carried forward
Vice President Marie Stoner Marie Stoner Joanne Fitzsimons
Honorary Secretary Maria Woronzow Maria Woronzow Kirstie Kemble
Minutes Secretary No nominations – to be carried forward
Honorary Treasurer Lanny Leman Lanny Leman Stephanie Cook
Executive Committee
Kirsty Kemble Kirsty Kemble Stephanie Cook
No 3rd nominee
(in addition to Principal, President, Vice President, Treasurer, Secretary)
Fundraising Coordinator Mel Mundy Mel Mundy Jacqui Porter
Fundraising Committee Stephen Lau Stephen Lau Stephanie Cook
Class Rep Coordinator Joanne Fitzsimons Joanne Fitzsimons Jacqui Porter
Communications Officer No longer required
Grounds Committee Rep Stephen Lau Stephen Lau Jacqui Porter
School Board Rep No nominations – to be carried forward
Traffic Management Maria Woronzow Maria Woronzow Joanne Fitzsimons
Uniform Shop Marsha Young Marsha Young Kirstie Kemble
The committee discussed the roles of Class Rep Coordinator and Fundraising Coordinator. While there is overlap of the roles it was felt that there was too much involved for a single person to take on both roles. It was agreed that further discussion may be warranted after the Class Rep Coordinator role had been in place for a little longer.

It was clarified that the role of Website Rep for the P&C was to work with the School to utilise the website as a communication tool for the committee.

It had been noted last year that the role of Communications Officer may become redundant with the launch of the new website, the introduction of Connect and the creation of the Class Rep roles. Tara Cochrane proposed (with her apology) that the Early Learning Rep may no longer be required with the creation of the Class Rep roles.

**MOTION:** The positions of Communications Officer and Early Learning Representative be disbanded.

Moved: Stephanie Cook  
Seconded: Joanne Fitzsimons  
Passed

It was agreed that, in the absence of any nominations for the roles, election of the President, Minutes Secretary and School Board Rep will be carried forward to the next meeting. It was suggested that Marie Stoner may be able to act as the School Board Rep as she is an elected member of the School Board.

4. **REPORTS**

4.1 **Treasurer’s Report**

Penny San Martin provided the report along with a draft budget for 2016 (both attached)  
Penny requested the committee fund a gift for Janet Gilmour who kindly volunteered to complete the audit of the Uniform Shop when Leon was unable to complete it. She also noted that signatories for the P&C account needed to be updated given the changes to the Office Bearers  
The committee expressed its sincere thanks to Penny for doing such a great job as Treasurer for the past several years.

**MOTION:** To fund a small gift for Janet Gilmour as an expression of thanks for undertaking the audit of the Uniform Shop at short notice.

Moved: Jacquie Porter  
Seconded: Stephanie Cook  
Passed

**MOTION:** To removed Penny San Martin as a signatory to the SPPS P&C bank account and appoint Lanny Leman as a signatory in her place. Stephanie Cook to remain as a signatory until such time as a new President is elected.

Moved: Jacquie Porter  
Seconded: Stephanie Cook  
Passed

4.2 **President’s Report**

Nil to report
4.3 Secretary’s Report
Nil to report

4.4 Principal’s Report
The Principal delivered the report attached.
The Principal advised that, this year, the School Finance Committee will submit a request for funding from the P&C for 2016, instead of submission of requests from individual staff members. The Finance Committee request will be circulated to the P&C prior to the next meeting.

4.5 Other Reports
The attached reports were circulated prior to the meeting and tabled for noting by the committee.

Website – The Principal requested that a list of Class Reps be posted on Connect. The Coordinator will obtain permission from the reps at their first meeting. It was also noted that the staff list on the website needs updating, Jacquie Porter will action this.

Fundraising – the committee agreed to sell Entertainment Books again this year and thanked Lanny Leman for agreeing to coordinate this again. It was agreed that books should not be sent to all families (as suggested by Entertainment Book) but to use the same process as previously.

Class Rep Coordinator – See information provided about Class Reps in the Principal’s report

5. APPOINTMENT OF AUDITOR FOR 2016

MOTION: To appoint Leon Stielow as auditor for the 2015/16 financial year.

Moved: Stephanie Cook
Seconded: Kirstie Kemble
Passed

6. GENERAL BUSINESS

6.1 Upgrade of School IT Systems
It was noted that the School systems will be subject to interruptions during the period of 14-24 March 2016 while they are upgraded.

6.2 P&C Parent Survey
It was agreed to request that that Robyn Landau forward work done to date by on the P&C Parent Survey to Jacquie Porter.

7. ITEMS TO CARRY FORWARD
Election of the President, Minutes Secretary and School Board Rep

8. NEXT MEETING
General Meeting - Wednesday, 23rd March 2016 @ 7:30pm