

**Minutes of  
South Perth Primary School P&C Association  
Annual General Meeting**

Dated: 24<sup>th</sup> February, 2016

<b>Purpose:</b> AGM - Annual General Meeting	<b>Meeting:</b> AGM
<b>Meeting Date:</b> 24 <sup>th</sup> February 2016	<b>Start time:</b> 7:30pm
<b>Recorded by:</b> Jacqui Porter & Stephanie Cook	<b>Finish time:</b> 9:40pm
<b>Location:</b> South Perth Primary School Staff Room	

**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**

<b>POSITION</b>	<b>Nominee</b>	<b>Nominated by</b>	<b>Seconded</b>
<b>President</b>	No nominations – to be carried forward		
<b>Vice President</b>	Marie Stoner	Marie Stoner	Joanne Fitzsimons
<b>Honorary Secretary</b>	Maria Woronzow	Maria Woronzow	Kirstie Kemble
<b>Minutes Secretary</b>	No nominations – to be carried forward		
<b>Honorary Treasurer</b>	Lanny Leman	Lanny Leman	Stephanie Cook
<b>Executive Committee</b>	Stephen Lau	Stephen Lau	
	Kirsty Kemble	Kirsty Kemble	Stephanie Cook
	<i>No 3<sup>rd</sup> nominee</i>		
	(in addition to Principal, President, Vice President, Treasurer, Secretary)		
<b>Fundraising Coordinator</b>	Mel Mundy	Mel Mundy	Jacqui Porter
<b>Fundraising Committee</b>	Stephen Lau	Stephen Lau	Stephanie Cook
<b>Class Rep Coordinator</b>	Joanne Fitzsimons	Joanne Fitzsimons	Jacqui Porter
<b>Communications Officer</b>	<i>No longer required</i>		
<b>Grounds Committee Rep</b>	Stephen Lau	Stephen Lau	Jacqui Porter
<b>School Board Rep</b>	No nominations – to be carried forward		
<b>Traffic Management</b>	Maria Woronzow	Maria Woronzow	Joanne Fitzsimons
<b>Uniform Shop</b>	Marsha Young	Marsha Young	Kirstie Kemble

<b>POSITION</b>	<b>Nominee</b>	<b>Nominated by</b>	<b>Seconded</b>
<b>WACSSO</b>	Marie Stoner	Marie Stoner	Stephanie Cook
<b>Website Rep</b>	Jacqui Porter <i>Stephanie Cook to assist</i>	Jacqui Porter	Mel Mundy
<b>Early Learning Rep</b>	<i>No longer required</i>		
<b>School Banking</b>	Kirstie Kemble <i>Mel Mundy to assist &amp; Di Cousins (not committee member) will continue to assist</i>	Kirstie Kemble	Mel Mundy
<b>Canteen Coordinator</b>	Lanny Leman	Lanny Leman	Joanne Fitzsimons

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, 23<sup>rd</sup> March 2016 @ 7:30pm