

*Parents' and Citizens'
Association Inc.
of Madeley Primary School*



**Madeley Primary School Parents and Citizens' Association
Incorporated**

C/o Madeley Primary School, Martindale Ave, Madeley WA 606

**Parents and Citizens' Annual General Meeting Minutes –
17th February 2016**

Meeting declared open at 7:10pm in the staff room by Sophy Oatey.

Attendance	Apologies
<ol style="list-style-type: none">1. Natalie Belcastro2. Stephen Bevan3. Jenni Cangemi4. Natalie Fawcett5. Aimee Ingram6. Natalie Italiano7. Rochelle Kelly8. Tania Leach9. Joseph Madafferi10. Stacey Mansfield-Hourigan11. Susanna Melanko12. Jacqueline Murray13. Mariesa O'Donnell14. Shannon O'Farrell15. Sophy Oatey16. Amit Patel17. Jason Rawling18. Rachel Williams19. Paul Wright20. Steven Young	<ol style="list-style-type: none">1. Kelly Ang2. James Dillon3. Helen Donoghue

Signed.....

Position Elections – resignation of current office bearers and nomination of new office bearers as follows:

- President - **role still vacant**
- Vice President - **Paul Wright** - Motion carried.
- Secretary - **Aimee Ingram** - Motion carried.
- Treasurer - **role still vacant**
- Canteen Treasurer - **role still vacant**
- Canteen Co-ordinator - **role still vacant**
- Fundraising Officer - **Tania Leach** - Motion carried.
- Executive Members – **Steven Young, Sophy Oatey, Jacqueline Murray and Mariesa O'Donnell.**

Mariesa O'Donnell and Jason Rawling to be removed as signatories to the P&C and Canteen accounts. Aimee Ingram and Paul Wright to be added as signatories to the P&C and Canteen accounts including online access. New treasurer to be added also once appointed. Rebecca Mauk to be removed as signatory to Canteen account and Toni Fussell to be added as signatory to the Canteen account only and does not require online access.

Just a reminder that we need a President, Vice President, Secretary and Treasurer to run the P&C. Without the P&C we would have no canteen. Please consider nomination for the vacant positions. We also require at least 3 members on the executive committee so if anyone from the executive nominates to an office bearer position we will require more executive members – please consider nominating for the executive also. If you would like to discuss any of these roles with any past or present office bearers please feel free to contact us.

Previous Minutes

The previous meeting minutes have been read and an error corrected. Apologies for the incorrect spelling of the new canteen managers name. It was reported as Toni Fusil but should be Toni Fussell. All agreed as being a correct and true record of the previous meeting after this correction was made. The minutes were accepted by Shannon O'Farrell.

1. Reports

a. Presidents Report

- Welcome back to the P&C for another year.
- Thank you to Wendy Mitchell for her help with the recruitment process and filling the Canteen Manager role. Welcome to Toni Fussell as our new Canteen Manager.
- Thank you to Natalie Carroll for volunteering to complete the audit on the canteen and P&C books.

Signed.....

b. Principals Report –

- Welcome back. School year has started well and looking forward to a very good year at Madeley.
- Parent meetings have been held. Lowest attendance 35%, highest 85% - average 65%. Parents unable to attend have been invited to contact the teacher directly.
- Fundraising plan draft was handed out at the meeting.
- Chaplain – Penny Eddison has joined Student Services team – available most Thursday afternoons, referrals through Danielle Stitfold.
- School Board position for P&C – Jenni Cangemi has come to end of her 3 year tenure. Thank you for her contribution. P&C invited to appoint a representative for next three years. Natalie Italiano as parent representative also at end of her tenure. Thank you. School will advertise for new applicant soon.
- DES review. Every 3 years, happening next week. Members of P&C executive committee and P&C office bearers past and present invited to attend meeting with school reviewers next Thursday 25th 8:40-9:25 – please RSVP to Stephen Bevan.
- Faction swimming carnival last day of term.
- 3 public holidays this term at Easter (Friday, Monday and Tuesday).

c. Secretary's Report –

- Correspondence In: Cr Domenic Zappa – Christmas Card, MPS – notification of deposit, WACSSO – state council nominations, That's Mine – deposit \$67.22, Fundraising – design a brick, school fun run, Australian Fundraising Specialists, Picture Products, Unique Elegance, Fundraising Whisperer and Expressions.

d. Treasurer's Report –

- End of 2015 had \$9908 in account. Should have been \$2269 due to some late payments.
- 2015 has \$8215 contributions, \$5000 canteen profit, \$300 donations and we raised \$21,272 in fundraising.
- Audit report was completed and is attached.

e. Canteen Treasurer's Report –

- Accounts were audited for 2015. See attached.
- 2015 has an operating profit of \$4386 and an adjusted profit of \$4213. Sales for 2015 were \$74, 196, expenditure was \$69,409. Profit of \$5000 transferred to P&C account for dispersal.

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f. Canteen Co-ordinator's Report –

- New canteen manager. Few teething issues due to parents not changing room numbers online.
- During school holidays Canteen Assistant resigned. Have had 3 people from the relief pool working in the canteen. We have advertised the role and had 10 applicants. Applications close Friday. Wendy Mitchell has offered to help with the interview process again – thank you. The relief pool are happy to continue being on call throughout the year. Relief pool is paid and they require working with children check which is \$82 which for their number of hours and remuneration is quite high so the canteen has agreed to cover half the cost as they can use it for another position.

Events Calendar 2016 –

- Easter on the Green Friday 18th March 5pm-8pm.
- Disco Friday 17th June. Kindy - Yr 2 6pm-7:15pm, Yr 3 - Yr 6 7:30pm-9pm

Ratify Financial Statement for 2015.

- An independent audit was conducted by Natalie Carroll. The P&C would like to extend a big thank you to Natalie for her help.
- It was raised again that the P&C have no way of tracking sales in the Canteen and to verify receipts. We have discussed a cash register in the past but again we have decided against it at this time. It was also raised that some P&C account receipts and invoices had no details attached on when they were paid or banked, this was rectified with a thorough update. For future reference all payments should have a copy of the e-banking receipt attached to support amount, timing and details of who the payment was made to, plus and additional notes necessary.
- Reconciliation passed.

2. General Business –

- Easter on the Green Friday 18th March 5-8pm. Thank you to Stacey Mansfield-Hourigan, Aimee Ingram, Melissa Fazari, Jenni Cangemi and Mariesa O'Donnell for attending the impromptu organisation meeting. So far James Dillon has booked the boost van and icecream van. Coffee van are still getting back to us but if unavailable it was suggested we ask the coffee van lady who goes to Dinosaur Park in the mornings as she has varied menu. The sausage sizzle was too big last year so this year we're going to offer food vans, 2 of either burger, spuds, sushi – Melissa Fazari looking into availability and options. Ray White Landsdale has offered to run a sausage sizzle – have done one for Landsdale PS and they sourced food, bought food, supplied 4 staff to man the stall, cook and serve and cleaned up! Rochelle Kelly to look into. Teachers planning stalls. Melissa Fazari is organising the other stalls again for \$20/stall.

Signed.....

Mel has contacted stall holders from last year to invite again and is taking bookings now. Last year Northside Transmissions and SuperSnaps Photo Booth donated 100% of profits to the school – thank you! Maybe some stalls would like to do the same this year. Aimee Ingram has offered to do posters - promote more food options and mention entry is by gold coin donation. Natalie Belcastro has started the P&C stall roster – please let us know if you're able to give a half hour of your time on the night to help out! There will be tickets for sale for the rides again but the stand to purchase them at will be on the oval so closer to the rides. Paul Wright and Steve Young have offered to help with set up if not working. Suggested we check gas bottle and lights to make sure working. We won't have a DJ/speakers/lights/play list this year so was suggested that Miss Campione might like to organise this – Stephen Bevan to ask her. We will need a small float to start the night.

- Entertainment books – Tracey Rutter has run this fundraiser in the past but is stepping down this year – please let us know if you are able to help out with it this year.
- Board Meeting update – As mentioned in the Principal report Jenni has finished her tenure. Paul Wright nominated for the position of P&C board rep and motion was passed. The Board has just finished its 3 year business plan. DES will talk to the board about their business plan and how they feel they have performed. An audit will take place to make sure that what needs to happen is happening. The Board will start its next business plan for the next 3 years. Teachers and board will discuss and decide the direction to go in based on NAPLAN. Tonight the Board worked on their vision statement and reviewed previous business plan and they found that some things were vague and hard to quantify. They also discussed the need to promote the Board to the school community.
- Kenny Yu – contacted Tania Leach during the school holidays saying he wanted to contribute to the school in some way by working in the canteen and donating something like an award for graduation. Tania directed him to talk to the school about the graduation award as not P&C area. It was asked for ideas of what we could ask Kenny to donate and suggestions were mature trees for the nature play areas and a “friendship bench” (where kids who are lonely can sit so other kids know they're feeling lonely and can invite them to play) which Kenny could put a plaque on saying he donated it. As we don't yet have submissions for the new year we don't yet have any further ideas to present to Kenny.
- Traffic/parking issues – mentioned yet again. Suggested we register car park so we can get tow trucks in to tow cars parked illegally. Recommended we keep reporting the issue to rangers.
- It was asked if the school had given any consideration to what language it would teach. Stephen said it's not until 2018 so will be looked at next year but there will be a consultation process with parents.

Signed.....

- **Mathletics** – was raised that at parent teacher night a teacher said we no longer use Mathletics. It was asked if we are still funding this and it is believed we haven't funded it for a few years now.

Next Meeting –

The next meeting will be held on Wednesday 30th March 2016 at 7.30pm in the staff room.

Meeting closed at 9:10 pm.

Thanks to all for attendance.

Signed.....