



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 –
14th February 2017**

1. Welcome, attendance & apologies

Meeting declared open at 7:15pm in the staff room by Peter Withnell.
New members welcomed and all in attendance were introduced.

Attendance	Apologies
1. Stephen Bevan	1. Mariesa O'Donnell
2. Justyn Bridge	2. Karen Stobie-Tyack
3. Jenni Cangemi	3. Paul Wright
4. Natalie Carroll	
5. Carolyne Cole	
6. Taryn Dallas-Haynes	
7. Joanne Daniel	
8. Natalie Fawcett	
9. Aimee Ingram	
10. Trish Johnson	
11. Tania Leach	
12. Joseph Madafferi	
13. Stacey Mansfield-Hourigan	
14. Susanna Melanko	
15. Jacqueline Murray	
16. Shannon O'Farrell	
17. Sophy Oatey	
18. Amanda Raykos	
19. Rachel Williams	
20. Peter Withnell	

2. Resignation of current Office Bearers and nomination of new Office Bearers

- President – **Peter Withnell** - Motion carried.
- Vice President - **Paul Wright** - Motion carried.
- Secretary – **role vacant**
- Treasurer – **role vacant** - Joanne Daniel will continue if no other nominations are received. Motion carried.
- Canteen Treasurer - **role vacant**
- Canteen Co-ordinator - **role vacant**
- Fundraising Officer – **Carolyne Cole** - Motion carried.
- Executive Members – **Tania Leach, Sophy Oatey & Jacqueline Murray** - Motion carried.

Signed.....

Aimee Ingram (out-going Secretary) and Shannon O'Farrell (out-going Canteen Treasurer) to be *removed* as signatories to the P&C and Canteen accounts, including online access.

Aimee and Shannon gave a brief description of the roles of Secretary and Canteen Treasurer. Summaries will be published in the upcoming newsletter.

Brief discussion regarding a possible review of the canteen in due course with a focus on streamlining procedures.

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. If you would like to discuss any of these roles with any past or present Office Bearers please feel free to contact us.

Peter expressed thanks to the out-going Executive members.

3. Ratify Previous Minutes of 30th November 2016

The minutes of the previous meeting held on 30th November 2016 were tabled. The minutes were accepted as being a true and correct record of the meeting and were accepted by Sophy Oatey and Susanna Melanko.

4. Business arising from minutes

- Discussion around allocation of funding provided by the P&C for Year 6 camp was discussed.
- Agreed that at the meeting to be held on 29 March, a debate-style discussion will ensue and voting will take place regarding allocation of funds.
- Noted a possible change from 'standing arrangements' to 'annual consideration' for all funding commitments. If not annual, then timeframes to be set for funding arrangements.
- Annual consideration of funding will assist in communicating to P&C members and the wider school community of the items that are funded by the P&C.

5. Ratify Financial Statements

- An independent audit of the 2016 P&C accounts was conducted by Karen Stobie-Tyack. The P&C would like to extend their thanks to Karen for her assistance, time and expertise.
- Report attached. Notes and recommendations noted at the meeting.
- Reconciliation passed.

6. 2016 Audit

As noted in Item 5 'Ratify Financial Statements'.

Signed.....

7. Election Sausage Sizzle

- Will be held on Saturday 11 March 2017.
- Cupcakes by Katie will be present on the day also.
- Bottles of water in the storeroom.
- Need to purchase some more drinks.
- Volunteer roster <http://signup.com/go/6CoDjp>
- Suggested that parents and their children could volunteer to help out together.

8. Easter on the Green 2017 Update

- Easter on the Green will be held on Friday 31 March 2017 from 5-8pm.
- Tania Leach acknowledge the amount of work that Carlyne Cole has invested into this event – thank you.
- This year, Easter on the Green will extend on to the oval.
- A father from the school, who also assists with Carols at Heathridge, will be providing sound and lighting.
- Wangara Honda will have a 'Guess the number of balloons inside the car' game.
- Maps have been drafted of the event layout.
- Parties Kids Remember will be looking after the Princess and Superhero room.
- **Action:** letter drop to neighbours advising them of the event (good neighbourhood management).
- Stalls – 35 registered interest. Will only take 15 stalls this year with a first preference for stalls run by parents.
- **Action:** List of 'things to do' to the Madeley Fathering Project group.
- **Action:** discuss lighting requirements and limitations.
- Finances –
 - \$1,500 from Kenny Yu as a Gold Supporter;
 - \$800 from Wangara Honda and a Silver Supporter;
 - \$400 and a \$500 voucher from Freo Stone as a Silver Supporter;
 - \$30 per stallholder;
 - \$50 per foodtruck
- **Action** – anyone able to assist with a P&C Cake Stall (making cakes, pricing, sorting) please contact Carlyne Cole. City of Wanneroo requires cakes to be labelled with a list of allergens.
- St John's will be in attendance.
- **Action** – request the cleaner tie additional bin bags to each bin.

Signed.....

9. Reports

Principal's Report

- New staff – Mrs Kekula from Canada has replaced Mr Moon as PE teacher for 2017 (teacher exchange).
- Reminder that parents should communicate concerns firstly to the classroom teacher. If still concerned, then contact with school admin is appropriate.
- Focus on bullying in 2017 – On 17 March the school will be participating in the National Day of Action Against Bullying. Making Friends Incursion to be held on same day.
- Reminder about hats – as part of the school's accreditation as a SunSmart School, caps have been phased out and replaced with broad-brimmed hats.
- Parent Open Nights – sessions held across more days this year.
- CONNECT Community – provided by the Education Department as a tool for schools to communicate with parents. Can be accessed via computer or app available for mobile devices.
- School Board nominations – parents invited to nominate for a vacant position on the School Board. This has been communicated via the newsletter. Nominations close 24 February.
- Madeley Fundraising Plan 2017 tabled.
- There will be a school production in Term 2 (12th & 13th June (which will be held at Ashdale Secondary College. The P&C are invited run a 'refreshment stall' for intermission.

10. Any Other Business

- Fundraising Sub-Committee asked to consider a movie fundraiser for 2017. Finding Dory fundraiser was popular last year.
- Fathering Project – clarified that this group is not designed to fundraise. The Madeley Primary School Fathering Project Schools' Group will host 3 events throughout 2017. More information in due course. Information about the Fathering Project can be found at <http://thefatheringproject.org/> or <https://www.facebook.com/thefatheringproject/>

Next Meeting – The next meeting will be held on Wednesday 29th March 2017 at 7.30pm in the staff room.

Meeting closed at 8:40pm.

Thanks to all for attendance.

Signed.....

11 February 2017

To: The Committee and Principal

Madeley Primary School P&C Association Accounts 2016

I have performed an independent audit of the accounts of the Madeley Primary School P&C Association and Madeley Primary School Canteen for the year 2016. The audit of the P&C Association accounts included reviewing the spreadsheet of accounts with bank statements, the deposit book and source documents although I did not see the cheque book. The audit of the Canteen accounts involved reviewing deposit books and cash reconciliations for Income received and the cheque book and source documents for Expenditure against bank statements provided.

After reviewing the information given the Statement of Receipts and Payments for the P&C Association reconciles with the bank statements and reflects a true position of the Madeley Primary School P&C Association Accounts for the year ended 31 December 2016.

The Canteen Accounts were very extensive and well supported. The Stock on Hand figures were provided by the Canteen Manager and I was not present at the Stocktake so cannot verify the Closing Balance as part of this audit. Payments were well supported with source documents, cheque stubs and cheque payment forms with breakdown of amounts paid. Receipts were supported with cash reconciliation forms and reports from online canteen. From the information I have reviewed the Statement of Income and Expenditure 2016 reflects a true position of the Madeley Primary School Canteen.

Should any further information be required please do not hesitate to contact me.

Regards

Karen Stobie-Tyack

Observations & Recommendations

P&C Accounts

While reviewing the P&C Accounts I found most invoices and receipt information in the file and deposit book however there were also a few missing. All transactions were noted and included in the Statement of Receipts and Payments and reconciled to the bank statement.

The multiple Direct credit receipts from That's Mine and Madeley Primary School in the bank account had no supporting documentation. I also found there were no supporting documentation for some payments, see below for details.

Payments

* In January 2016 there were 3 invoices paid to Madeley Primary School (2940, 2941A, 2941B) which have no supporting documents.

*There were 7 transactions in March 2016 for Easter on the Green which have no documentation.

If these documents can be located they should be added to the 2016 P&C Accounts file.

Receipts

Recommendations for future.

*Request remittance advice from That's Mine and Madeley Primary School when payments are made to the P&C Accounts to confirm the amounts and what the amounts are for.

*Any other miscellaneous EFT deposits should have some kind of supporting documentation to show what they are for. This could be an email from the payer with a description of the amount paid and what it was for.

Canteen Accounts

The accounts for the Canteen were easy to audit as the information was very well presented and extensive.

The only item of note I found in the process was on a few occasions the cash weekly sheets total did have minor differences with the amount banked. These are understandable given the chance of human error when counting this amount of cash and were not a regular occurrence.

There appears to be a lot of extra work involved with processing of purchase invoices and sales into spreadsheets and errors can be easily made with this process. I would recommend the P&C investigating the use of an online accounting system like Quickbooks online, Xero or MYOB at least for the Canteen Accounts which could save time and also reduce chance of errors with using spreadsheets.