



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

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

Parents and Citizens' Meeting Minutes – 29 March 2017

1. Welcome, attendance and apologies

Meeting declared open at 7:40pm in the staff room by Peter Withnell. Apologies noted.

Attendance		Apologies
Christine Ashkenazy	Susanna Melanko	Natalie Fawcett
Natalie Belcastro	Jacqueline Murray	Stacey Mansfield-Hourigan
Stephen Bevan	Belinda Nolan	Steven Young
Jenni Cangemi	Sophy Oatey	
Natalie Carroll	Mariesa O'Donnell	
Carolyne Cole	Shannon O'Farrell	
Joanne Daniel	Andrea Rawling	
Aimee Ingram	Rachel Williams	
Tania Leach	Peter Withnell	
Joseph Madafferi	Paul Wright	

2. Ratify previous minutes of AGM held on 14 February 2017

The minutes of the previous meeting held on 14 February 2017 were tabled and accepted as a true record of the meeting by Sophy Oatey and Shannon O'Farrell. Peter Withnell signed each page of the minutes and this copy will be kept on file.

3. Vacant 2017 Office Bearer Roles

Treasurer – **Belinda Nolan**. Motion carried.

Belinda Nolan to be *added* as a signatory to the P&C and Canteen accounts, including online access.

Secretary – **Joanne Daniel**. Motion carried.

Jo is already an existing signatory on the P&C and Canteen accounts, including online access.

Canteen Co-ordinator

Toni Fussell and Jillian Kelberg indicated that they could manage without a Canteen Co-ordinator if the role cannot be filled. Agreed and accepted that this role will be removed from the P&C Executive in 2017.

Signed.....

Canteen Co-ordinator

- Two aspects to this role:
 - Processing wages, super, tax
 - Paying invoices
- Suggestion was made to separate the role – Treasurer could possibly take on paying invoices and possibly pay someone to fulfil the payroll aspect of the role.
- It was noted that the role has been advertised since late 2016 with no interest.
- Also noted that several people have been directly approached for this role but have declined. The main reason cited is their preference for accounts to be online/use an accounting software package (as opposed to Excel spreadsheets).
- Quickbooks \$20 per month. Reckon \$5 per month.
- Discussion regarding paying a book-keeper for up to 4 hours per week – could result in the canteen running at a loss.
- Noted that the canteen has previously made a profit of approx. \$10,000 annually, in recent years that has dropped to approx. \$2,000 annually.
- Discussed that if a book-keeper was to be paid, this would be a short-term (ie: Term 2) solution, with a view to also conduct an audit on the canteen during this time. Look at ways to reduce costs and improve efficiencies to ensure the canteen is sustainable. A sub-committee would be formed to this end.
- **Action decided** – Stephen Bevan will place a notice on Connect and in the newsletter again requesting for nominations of interest for the Canteen Treasurer role. If no interest, then further discussion will take place at the next P&C meeting.

4. Easter on the Green (EOTG) update

- Easter on the Green to be held this Friday 31 March 2017.
- All money has been received from supporters, foodtrucks and stallholders.
- Entertainment confirmed.
- 3 x raffles.
- Volunteer roster – 81% full. In need of volunteers for sausage sizzle, clean-up and set-up.
- A prize has been donated for volunteers.
- LLA1 will be the meeting point/Command Hub for the day. Supplies, cakes/slices/biscuits to be delivered to this room on Friday morning.

5. P&C 2017 funding discussion

- Currently there is approx. \$20,500 in the P&C account.
- Big idea, smaller options or a combination? Yearly decisions?
- Submission received prior to the meeting for, 'Two shade sails across the vegetable garden block' from Sally Price. Clarification required as there is a discrepancy between the breakdown of costs and total.
- Year 6 Camp
 - Suggested that funding for Year 6 camp be honoured for this year.
 - Noted that camp support/subsidy was introduced by the previous Principal. Indicates that the camp is valued.
 - Previously was a total, flat dollar amount. Has since moved to an amount per child (\$25 per head).
 - As there is a small cohort of Year 6 students in 2017, the funding this year would amount to \$1,350.

- As Madeley Primary School is a small school in the Ashdale Cluster, camp provides an opportunity to get to make friendships before high school as the majority of students will move to Ashdale Secondary College. This has been seen as an important rite of passage.
- P&C levy collects approximately \$9,000 annually.
- Stephen Bevan noted that the school is prepared to put forward a list of submissions/requirements at the beginning of each year for the P&C to then discuss and vote on.
- **Decision** – For this year, 2017, the P&C will vote and allocate funds only when submissions are received (ie: the P&C will not make decisions in 2017 as to how much or what percentage will be allocated to projects based on what has been done in the past or upon discussion at a P&C meeting without a submission).
- **Action** – Stephen Bevan will forward submissions to the P&C in Week 1 of Term 2 for the P&C's consideration at the next meeting. The Shade Sail Submission will also be clarified and considered at the next meeting.

6. Reports

a. Principal's Report – Stephen Bevan

- CONNECT School Space – commenced in Term 1. Provided by the Education Department. There have been a few issues logging on. Noted that it will take a while for all teachers to adopt this system of communication and others may prefer to use other means of communication.
- School has been promoting the P&C to the school community via newsletter and CONNECT.
- School Board – One nomination was received and the place has been filled by Mr Mark Poulton.
- The Student Councillors have asked for the P&C to consider a themed disco this year.
Action – Stephen to liaise with Student Councillors for suggested themes and pass on to the P&C.

b. Board Report – Paul Wright

- A Board meeting held this evening, prior to the P&C meeting.
- Change of Board members. Welcomed Mark Poulton, Paul Thomas is now the Chairperson.
- Mike Kelly stepped down after 6 years as the Chairperson. His valuable contribution was noted.
- Discussed budget and funding – endorsed the Funding Agreement for 2017.
- Feedback on Cluster Board meeting – discussed vision of the cluster, NAPLAN, other assessment tools, leadership across the cluster, strategies for community engagement.
- 2016 Annual Report – endorsed with a minor change. This will be available via CONNECT and Facebook.

c. Secretary's Report – Aimee Ingram

- As attached

d. Treasurer's Report – Joanne Daniel

- As attached

- e. Canteen Treasurer's Report – Shannon O'Farrell**
 - As attached

- f. Canteen Co-ordinator's Report – Position Vacant**
 - No Report

- g. Fundraising Report – Tania Leach**
 - As attached

- h. President's Report - Peter Withnell**
 - As attached

7. Any Other Business

Parking – staff carpark seems to have empty bays, while parking along Olivedale appears to be full throughout the day.

Trees near the early childhood carpark are obstructing driver's view of children and parents.

Meeting closed at 9:25. Thanks to all for attendance.

The next will be held on 10 May 2017 (Week 3) at 7:30pm

Secretary's Report

WACSSO Annual Conference

The WACSSO (Western Australian Council of State School Organisations) Annual Conference will be held on 19th and 20th August at Crown Perth. WACSSO suggests that P&C's appoint a delegate/s who will attend on behalf of their association. One delegate from each affiliated school organization receives free entry to the conference.

P&C Training through WACSSO

<http://www.wacssso.wa.edu.au/training>

General P&C training is free with our affiliation. There are several locations and times that it is offered and there are opportunities to host a training session.

Correspondence In

Date Rec'd	From	Subject	Passed To
20/02/2017	WACSSO	Electorate forms and information - Joondalup East	Secretary
20/02/2017	Felix's DJ Services	Service information	Secretary
09/03/2017	Fundraising Whisperer	Fundraising Directory	Fundraising
09/03/2017	Kids Artworks	Personalised Fundraising	Fundraising
09/03/2017	WACSSO	2017 Affiliate Guide	Secretary
23/03/2017	Coffee's R Us	Fundraising & Service Information	Fundraising
23/03/2017	Subway	Subway at School Information	Canteen
23/03/2017	WACSSO	P&C Voice Volume 23, Term 1 2017	Secretary

Treasurer's Report

'Suggest that in the absence of Canteen Treasurer nomination, that the regular PnC Treasurer pays all canteen invoices until the Canteen Treasurer position is filled. This will assist in managing bank signatories and payment approvals. Alternative arrangements for wages payments are being investigated.'

MADELEY PRIMARY SCHOOL P & C ASSOCIATION			
Statement of Receipts and Payments			
From 1 February to 28 February 2017			
Balance at beginning of month			\$ 12,847.79
Add Receipts:			
From Madeley PS	699.09		
<u>Fundraising:</u>			
EOTG - Tupperware stall	30.00		
EOTG - Freestone	400.00		
EOTG - Ninja	50.00		
EOTG - Tropical sno	50.00		
EOTG - Spiral Spud	50.00		
		1279.09	
Less Payments:			
<u>Expenses</u>			
<u>Fundraising Expenses</u>			
EOTG - Elsidi	440.00		
EOTG - Xtreme Bounce	60.00		
EOTG - Progress	590.00		
EOTG - Centurion	211.75		
		1301.75	
Balance at end of month			\$ 12,825.13

MADELEY PRIMARY SCHOOL P & C ASSOCIATION			
Statement of Receipts and Payments			
From 1 March to 31 March 2017			
Balance at beginning of month			\$ 12,825.13
Add Receipts:			
Membership fees	20.00		
<u>Fundraising:</u>			
EOTG - Bec	30		
EOTG - Lenx Candles	30		
EOTG - R'Amazing Toys	60		
EOTG - Belinda Cheetham	30		
EOTG - Fish Boss	50		
EOTG - Healthsave	400		
EOTG - Santich	30		
EOTG - Wangara Honda	800		
EOTG - Hayley Nepia	30		
EOTG - Kathy Bloom	30		
EOTG - Giuseppina McDonald	30		
EOTG - Claire Du	30		
EOTG - Home Honey	30.00		
		1600.00	
Less Payments:			
<u>Expenses</u>			
Stationary	5.00		
<u>Fundraising Expenses</u>			
Newpark Bakery	330.00		
Tania Leach	90.00		
Tania Leach	200.00		
Xtreme Bounce	680.00		
Tania Leach	24.00		
Tania Leach	58.00		
Tania leach	25.70		
Tania Leach 58			
		1412.70	
Balance at end of month			\$ 13,012.43

Fundraising Report

Election Day Sausage Sizzle

Another successful election day BBQ, thanks to all the volunteers. And thank you to Peter Withnell for sourcing bacon again this year.

Profit of approximately \$1,000 + \$160 from Katie's Cupcakes.

Entertainment Book – Ongoing

Planning for this is underway.

Cookbooks – Ongoing

2 books sold at the election day sausage sizzle.

Easter on the Green

FAQ's page, a map and a colouring competition sponsored by Kenny Yu went home with students on 22 March.

I will be doing a brief presentation at assembly on Friday 24 March.

The volunteer roster still has a few gaps, anyone wanting to help up can sign up here <https://signup.com/client/invitation/6775657374/1807284/false#!128/false/false>

We have an Easter on the Green Facebook page

<https://www.facebook.com/EasterOnTheGreen2017/>

Payment from the majority of vendors and supporters has been received, a total of \$2,160. A balance of approximately \$1,610 is still outstanding.

We have finalised all the prizes for our 3 raffles – Kingsway Mega Raffle, Swan Valley Parent's Getaway Raffle & a Kids Raffle.

School Disco

We have moved the date to Friday 23 June.



Madeley P&C Presidents Report

To Madeley P&C Committee **Date** 24/03/2017
From Peter Withnell
Subject Presidents Report Feb/Mar

Dear Members

Thank you to everybody who generously gave his or her time to assist with the State Election sausage sizzle. We had great numbers of volunteers including some new faces. This was a very successful funding event for the P&C.

The executive committee members held a short meeting on the 23rd March to which we discussed developing a clearer vision for our P&C this year and highlighting areas we would like to be more known for and have the ability to share with all our members and the school as a whole, how we are positively improving the experiences and education of the children. That quite simply put, we want to be able to demonstrate what exactly people are donating towards.

Also during this meeting discussions on how we would like to complete an internal audit on our canteen to identify and implement some cost saving initiatives and further improve on our service we are providing and share this with all our members at our next meeting in May.

Kind regards

Peter Withnell
P & C President
Madeley Primary School
M: 0404 310 727