

**MINUTES**  
**WEST MORLEY P&C**  
**ANNUAL GENERAL MEETING**  
**Wednesday 14th February**  
**Commencing 3.15PM**

**1. Attendance**

Peter Harty (Principal)  
Anthea Rogers (President)  
Olena Kopyl  
Janelle Di Marco  
Peta Donaghey  
Stephanie Knowles  
Kelly McMillan  
Kelly Brandenburg  
Honor Burrows  
Chantelle  
Sowjanya  
**Apologies**  
Roxanne Ellis  
Tina Wolff  
Kelly Robertson  
Alison Willis

**2. Minutes of previous meeting** (minutes can be found in the link if required)

<http://www.westmorleyps.wa.edu.au/page/101/P&C>

That the minutes from February 15th 2017 be accepted as correct

**Moved: Anthea Rogers**

**Seconded: Kelly Brandenburg**

**3. Business arising**

P&C posters are not yet completed but will be carried forward

**Action: Anthea Rogers.**

Anthea will continue to work on role descriptions and as such will be carried forward

**Action: Anthea Rogers**

A summary of the 50<sup>th</sup> Anniversary celebrations has been written by Mr Harty for publication and sent through to WASCO

**Complete**

A set of keys needs to be cut for Tina – **carried forward**

Tina now has the chalkboard which she will use to communicate with canteen customers

**Complete**

#### **4.0 Correspondence**

**Several fundraising brochures and flyers**

**Bank Statements**

The P&C has 10 x \$100 Autobahn vouchers. Two vouchers were given away last year, so we now have 8 left.

#### **5. Reports**

##### **5.1 Principals report**

See attached report

##### **5.2 Presidents report**

Welcome back to new and old faces for 2018. We look forward to continued growth of the WMPS P&C and hearing new thoughts and suggestions.

Thank you to current members for returning for another year of commitment to the P&C. Your time and energy over the last year is greatly appreciated.

Meeting times will need to be discussed and reviewed to see if changes will be necessary to the current format of Week 3 @ 1515 and Week 7 @ 1900.

P&C achievements for 2017:

- Smooth transition from Mel to Tina in the canteen
- Lapathon \$2762.18
- Movie Night \$1718.64
- Faction Carnival \$1463.40
- Interschool Carnival \$672.95

- Election \$723.88

Although our fundraising efforts are down on previous years, as Olena will report, we had the bonus of an interschool carnival.

We also spent/donated less to the school in 2017 so a focus this year will be to give back to the school. Previous discussions have included equipment for new undercover area as well as old. This will include items that will benefit the students as well as storage solutions for those items.

This year we will again say goodbye to members as well as welcome new members. For the longevity of the P&C, it necessary to continue to talk with other parents and invite them to join the P&C as active members in the decision making process. While it is great having volunteers to help out at events and in the uniform shop, canteen and school banking, what we really need is for people to attend meetings, step up and take on a role. Everyone is capable of this and with the support of the school and others who have come before you, anything is possible. You will learn and grow in your new role just as your kids are learning at school.

I mentioned previously that I would have liked to pass on the baton of president but with Alison, Olena, Kelly R and Kelly B stepping down, I do not see this as an option. I am happy to offer support and training if someone would like to step forward or perhaps even role share.

I look forward to working with the new executive committee and the school community during 2018.

### **5.3 Treasurers report**

See attached report

The canteen account had a negative balance the last year due to Melanie's long service payment. It is now back in the positive.

Camp payment from the P&C to the school for 2017 needs to be followed up.

**Action: Olena and Peter**

Auditor must be arranged by 31<sup>st</sup> March

**Action: Olena has emailed Melissa and is awaiting a response**

Price of the school hats needs to be reviewed as we are currently only making 10c profit.

**Action: Increase to occur in next financial year**

### **5.4 Canteen report**

There is not much to report as we are only in week three, but it has been a great start to the year. We have managed to increase the staff orders, which is a huge plus.

Mrs Macs have change their Good Eating Sausage rolls to Mrs Macs Lite Sausage rolls and have increased their vegetable quantity.  
They taste and cook much nicer than the GE Sausage rolls .

The first couple of service days we had problems with the electrics as some of the equipment : warmers, grill and oven were shorting out.

They had an electrician come in and all seems to be resolved.

Anthea to discuss cash handling with Tina as the office is no longer able to assist with a second count.

### **5.5 Uniform room report**

See report attached

Honor has asked for view only access for the P&C uniform shop coordinator to check direct deposits. It was **voted and passed** that the Uniform Shop Coordinator will have view only access to P&C uniform shop account.

Further to Honor's suggestion of an EFTPOS facility for the uniform shop, time will set aside to investigate QKR.

**Action: Anthea**

### **5.6 School Board report**

School survey data analysis revealed positive results.

A review of business Plans of other schools was undertaken. The next step is to begin the review of the WMPS Business Plan

Positive Behaviour Policy, Gender Neutral Policy, Sunsmart and Crunch and Sip policy reviewed.

Staff Development Days were set as follows:

- Term 1 – 2
- Term 2 – 1
- Term 3 – 0
- Term 4 – 1

Increase in camp Australia contribution to \$12 000

It has been ascertained that there is no automatic position for a P&C member on the board.

## 5.7 Fundraising report

Preliminary meeting has been had with Entertainment Book account manager. It was decided that we will not go ahead with “try before you buy” but happy to continue with this fundraiser as normal.

Kelly B will make initial steps towards a movie night fundraiser.

## 6. Election of office bearers for 2018.

Position	Nomination	Nominated By	Seconded
<b>President</b>	Anthea Rogers	Kelly Brandenburg	Janelle Di Marco
<b>Vice President</b>	Stephanie Knowles	Stephanie Knowles	Janelle Di Marco
<b>Secretary</b>	Janelle Di Marco	Janelle Di Marco	Kelly Brandenburg
<b>Treasurer</b>	TBC		
<b>Uniform Co</b>	Honor Burrows	Honor Burrows	Kelly Brandenburg
<b>Fundraising Co</b>	TBC	TBC	TBC
<b>Members</b>	Roxanne Ellis Kelly McMillan Kelly Robertson Kelly Brandenburg Peta Donaghey		
<b>Auditor</b>	TBC		

## 7. Committees

### Social Media (Facebook Administrators)

Kelly B and Anthea Rogers

### School Banking (Commonwealth Bank Liaison)

Natasha Battersby

### Any other committees

Alumni to be investigated

**Action: Contact interested parties from 90<sup>th</sup> celebrations**

## 8. Appointments

### Honorary Auditor

TBC

### School Board Member (Preamble by Mr Harty)

Clarification was sought as to whether a change could be made to include a P&C member on the School Board, the outcome being that a P&C position cannot be formalised. Consequently, there is no automatic seat on the board for the P&C. This means that unless an individual is part of the P&C and Board, there will be no representation of the P&C on the School Board.

### **Delegates to 2018 WACSSO Conference (18 & 19 August 2018)**

Two TBC

## **9. General Business**

### **9.1 Funding for 2018**

- Library funding - \$1000 **passed**
- Per Room Excursion / Incursion subsidy - \$250 per classroom including KPP and \$125 for Kindy **passed**
- Yr 6 Camp - \$25 per student **passed**
- Bus money – up to \$2000 to be paid on a needs basis **passed**
- New UCA - \$15 000 **passed**

### **9.2 Other General Business**

Funds for line markings and Fun day to be discussed at next meeting.

Supervision of children during early meetings to be discussed.

**10. Date of next meeting 14th March 2018 & Closure of AGM @ 5.10pm**

## **Agenda Wed 14 March 2018 7pm**

1. Record attendance and apologies
2. Minutes of previous meeting (minutes can be found in the link if required)  
<http://www.westmorleyps.wa.edu.au/page/101/P&C>
3. Business arising
4. Correspondence
5. Reports
  - 5.1 Principals report
  - 5.2 Presidents report

5.3 Treasurers report

5.4 Canteen report

5.5 Uniform room report

5.6 School Board report

5.7 Fundraising report

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**Social Media (Facebook Administrators)**

**School Banking (Commonwealth Bank Liaison)**

**Any other committees**

## 8. General Business

8.1 - Funds for line markings and Fun day to be discussed at next meeting.

- Supervision of children during early meetings to be discussed.

8.2 Other General Business

## 9. Date of next meeting & Closure of AGM