# Geraldton Primary School P&C Association

## Minutes General Meeting
## 27th August 2018

**Held: GPS Art Room**

**Meeting opened: 3.32pm**

**ATTENDANCE**

| | | |
|---|---|---|
| Sarah Todd (Chairperson); | Amy Blyth | Anne Maree Hopkinson |
| Fleur Thompson | Casey Rutherford (left 4.11pm) | Rachel McRae (left 4.13pm) |
| Rachel Rutter | Rowena Chant | Lucy Willson (left 4.28pm) |
| Leanne Mitchell | Norell Carter (left 4.13pm) | Sherry Datta |
| Philippa Warden | | |

**APOLOGIES**

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|---|---|---|
| Stan Corneille | Peter Hill | Chelsie Bunter |
| Jacqui Quatermaine | Ratna Widyastari | |

| ITEMS | ACTION (NAMES) |
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| **1. Confirmation of Minutes of Previous Meeting**<br>1.1. **Resolution:** That the minutes of the previous General Meeting of Geraldton Primary School P&C Association on 23-07-18 be taken as read and confirmed as a true and accurate record.<br>**No Objection** **Minutes confirmed**<br><br>**Notes:** Casey Rutherford sought clarification of Kindy subcommittee minutes. Sarah Todd confirmed 2017 funds raised will be spent on seating although no official motion found. 2m and 3m seating plus a coach and some sensory seating, | |
| **2. Business Arising from Previous Minutes**<br>2.1. **Clarification of**<br>**MOTION:** That the P&C authorise Leanne Mitchell to spend money received from ticket sales for Bogan Bingo on expenses for the event. Receipts to be provided.<br>As per attached correspondence from Sherry Datta stating: *"I've read the minutes and see that a motion was put forward and then passed that Leanne can use cash from ticket sales to purchase supplies for event. This is not allowed as the cash she's holding isn't covered by our insurance and also we are not permitted to reimburse with cash. A clear paper trail is needed at all times, so money in needs to be banked and then can be transferred out or cheques written etc.. cash needs to be banked on the day or next day or else we're not covered by insurance."*<br>**Notes:** Understood and Resolved below see Bogan Bingo<br>2.2 **Clarification of**<br>As per Item 7 (Canteen) Transfer of funds to the Canteen account and payment of incurance by the General Account. Correct process to be clarified with Richard Brand, WACSSO.<br>**Notes:** Amy spoke to WACSSO at conference and stated that although not preferred we are within our rights to fund the canteen expenses via the P&C General account | |

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until the Canteen is back in a sustainable position. The Canteen Subcommittee along with Jacqui Quartermaine are working on a 12 month plan.<br><br>
Sherry requested Richard Brand be contacted for clarification by Canteen Subcommittee<br><br>
2.3 Clarification of<br><br>
As per Item 4 (Treasurer) and as per attached correspondence “If you find a different auditor, we will need to rescind the motion from the AGM as that is when the auditor gets voted on.”<br><br>
Notes: As auditor not required until 2019, this can be sorted at next AGM.
</td><td>Stan Corneille and Sarah Todd to follow up</td></tr>
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3. Correspondence<br><br>
List attached.<br><br>
3.1. Correspondence In:<br>
Resolution: That Correspondence In be received as per attached list.<br>
No Objection Correspondence Received<br><br>
3.2. Correspondence Out:<br>
Resolution: That Correspondence Out be received as per attached list.<br>
No Objection Correspondence Received
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4. Treasurer’s Report<br><br>
Treasurer’s Report attached.<br><br>
Resolution: That the Treasurer’s Report be adopted<br><br>
No Objection Report adopted.<br><br>
MOTION:<br><br>
That the P&C Treasurer, Rownea Chant, be authorised to pay operational invoices/costswithout bringing to a P&C GM up to the date of the 2019 AGM.<br><br>
Moved: Leanne Mitchell Second: Casey Rutherford CARRIED<br><br>
MOTION:<br><br>
That the new signatories for the CBA 3 Geraldton Primary School P&C accounts be Rowena Chant and Lucy Willson.<br><br>
Moved: Rachel McRae Second: Amy Blyth. CARRIED<br><br>
Additional Notes: A holding account is required for costs associated with an employee (tax, super, long service leave). See below in item 7.
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5. President’s Report<br><br>
Apologies from Stan, unwell.
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6. Principal’s Report<br><br>
Report presented verbally by Rachel Rutter.<br><br>
• Thank you to the P&C for support in Art/Exhibition night<br>
• Beautiful farewell to Mrs Archdale. Commenorative clock now in the music room.<br>
• Thanks also to the P&C for the food and support on faction carnival day
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| **7. Canteen and Canteen Sub-Committee's Report**<br>• Canteen Manager's Report attached – Amy Blyth<br>• Canteen subcommittee minutes attached<br><br>**Resolution:** That the attached Canteen Subcommittee Report from 8th August 2018 be adopted.<br>**No Objection** **Minutes confirmed**<br><br>**Additional Notes**<br>7.1. **Next Canteen subcommittee meeting held 5.30pm 29th August. Report to follow.**<br>**New sub-committee members: Rowena Chant**<br>7.2 **Report presented from Jacqui from brainstorm of future perfect goal for canteen conducted at Canteen SC meeting for making it a viable and sustainable business.**<br><br>**MOTION:**<br>That the P&C open an additional account with Bendigo Bank to be used a holding account for employee related costs such as tax, super and long service leave.<br>**Moved: Sarah Todd** **Second: Casey Rutherford** **CARRIED** | |
| **8. Kindy Sub-Committee Report**<br>Report attached<br>**Resolution:** That the Kindy Subcommittee Report be recieved.<br>**No Objection** **Report adopted.** | |
| **9. General Business**<br>9.1. **GPS Open Evening and Exhibition Night – Thurs 2nd August 5-6.30pm**<br>Report attached<br>9.2. **Faction Athletics Carnival Friday 17th August**<br>Report attached<br><br>9.3. **Bogan Bingo Friday 31st August**<br>Update from Leanne Mitchell attached.<br><br>**MOTION:** That the P&C approve the payment of $326 to the CGG for the hire of the Upper Hall for Bogan Bingo.<br>**Moved: Amy Blyth** **Second: Rachel Rutter** **CARRIED**<br>**MOTION:** That the P&C authorise payment of a $1000 bond to the CGG for the hire of the QEII Upper Hall for Bogan Bingo on 31st August 2018.<br>**Moved: Amy Blyth** **Second: Anne Maree Hopkinson** **CARRIED** | |

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| **MOTION:** That the P&C approve reimburnemenst to Leanne Mitchell for the payment of $60 to the CGG as per invoice.<br>**Moved: Amy Blyth Second: Anne Maree Hopkinson CARRIED**<br>**MOTION:** That the P&C approve payment of the following costs for Bogan Bingo on 31st August 2018.<br>○ $300 Security (2 individuals @ $150 each)<br>○ $200 Big Red Photobooth<br>○ $200 'Petty Cash" for incidental<br>○ $500 Float<br>**Moved: Amy Blyth Second: Rachel Rutter CARRIED**<br>Notes: Amy will get float when she picks up EFTPOS machine<br>Use of leftover sausages, bread, onion and sauce for a sausage sizzle on the night.<br><br>9.4. **Colour Fun Run**<br>• Booked with Paul Geddes from Australian Fundraising for 19th October (End Week 2 Term 4)<br>• Items have been recieved by the school and an overview of the process and P&C support required to proceed.<br>Action: Working Group Required<br>• Proposed idea – that this event potentially be linked with The Fatherhood Project and the working group be formed from fathers and father figures from the school.<br>• Speak with Craig Palmer (The Fathering Project) and Stan Corneille | **Amy**<br><br>**Fleur and Stan** |
| **10. Other Business**<br>10.1. WACSSO State Conference –Sherry Datta, Fleur Thompson and Anne Maree Hopkinson attended. Report to be distributed once finalised (would you believe it's HUGE!! And exciting)<br>10.2. Donation of a bicycle recived from Ian Blayney – has previously been used a raffle prize for the End of Year Concert.<br>P&C to write thank you letter | **Fleur** |
| **11. Next Meeting**<br>The next **General Meeting** will be held:<br>7pm Monday 22nd October (Week 3 Term 4) GPS Staff Room | |
| **Meeting Closed**: 4.37pm | |