

Harrisdale Primary School P&C Association
Minutes of the Annual General Meeting
Wednesday 3 March 2021
Undercover Area at Harrisdale Primary School

Opened: 19:08hrs
Present: Alice Smith, Allison Owen, Bianca Riksmann, Brooke Ladhams, Debbie Foster, Jane Trowl, Karen Coates, Karen Duncan, Kate Hill, Lavica Singha, Lily Pu, Lorraine Churchward, Manjunath, Melissa Magini, Nicola Goodchild, Sandra Young, Shweta Nagaz, Tanya Andrews, Vincent Pang

Visitors: Kalyana Kumono
Apologies: Denise Lane, Stacey Haragan
Quorum: 19

No.	Item	Description
1.0	MINUTES	Distributed to all members. That the minutes of the general meeting of Harrisdale Primary School P&C held on the 2 nd December 2020 be taken as read and confirmed as a true and accurate record. Accepted: Alice Smith Seconded: Nicola Goodchild
2.0	BUSINESS ARISING	Nil
3.0	CORRESPONDENCE	Corro In: Bank Statement and Fundraising material Corro Out: Application for State Election Sausage Sizzle Temporary Food Stall Licence to City of Armadale, Fundraising letters to Woolworths Harrisdale and 7 Eleven Harrisdale to donate for State Election Sausage Sizzle.
4.0	REPORTS	4.1 Presidents Report – See attached 4.2 Presentation of the signed Solvency Declaration MOTION – That the President signs a positive solvency declaration on behalf of the Executive Committee to be presented with the annual financial audit at the 2021 Annual General Meeting of the P&C. Accepted: Tanya Andrews Seconded: Allison Owen All Agreed. 4.3 Presentation and adoption of financial statements, auditors report by Treasurer – MOTION – That the 2020 P&C Financial Audit Report completed by Benchmark Business Works on the 22 February 2021 be accepted as a true and accurate statement for the 2020 Financial Year. Accepted: Tanya Andrews Seconded: Allison Owen All Agreed. 4.4 Principals Report – See attached
5.0	SUB-COMMITTEE UPDATES	5.1 Community and Events Committee – report attached. 4 x main events for 2021 will be: <ul style="list-style-type: none"> • Mother’s Day Stall, • Father’s Day Stall • Colour Run; and • Disco. School have asked for assistance with other events such as Walk to School Day and Anzac Gunfire Breakfast Next event will be the State Election Sausage Sizzle on 13 March 2021, which is running

		<p>in conjunction with Year 6 Leavers Camp Fundraiser Cake Stall</p> <p>5.2 School Banking Committee Vincent advised they will start up again next Wednesday in the Block B wet area</p> <p>5.3 Scholastic Committee. Issue 1 has closed and Issue 2 is now open and was posted on Seesaw for parents</p> <p>5.4 Leaver's Shirt Update. Found the missing order which went into a classroom storeroom over the Christmas holidays due to child being absent from school. Now located and handed to family. 71 new orders have been received so far and will be closing shortly</p> <p>5.5 Used Uniform Sales Update Would like to get a committee together to do this for 2021 as no one person has taken responsibility for the sale of the uniform.</p> <p>5.6 PR and Sports Liaison Update. Nothing to report due to summer holidays.</p>
6.0	ELECTIONS	
	6.1 Office Bearers	<p>Melissa declared all 2020 P&C Committee positions vacant.</p> <p>President - Melissa Magini nominated for position of President. Ratified. Accepted: Alice Smith Seconded: Sandra Young Approved: All</p> <p>Vice President – Bianca Riksman nominated for position of Vice President. Ratified Accepted: Melissa Magini Seconded: Sandra Young Approved: All</p> <p>Secretary – Debbie Foster nominated for position of Secretary. Ratified Accepted: Melissa Magini Seconded: Jane Trowl Approved: All</p> <p>Treasurer – Nicola Goodchild nominated for position of Treasurer. Ratified Accepted: Alice Smith Seconded: Sandra Young Approved: All</p>
	6.2 Executive Committee	<p>Executive Committee – Kate Hill Allison Owen Alice Smith Karen Coates</p> <p>Nominated for and were ratified as Executive Committee Members Accepted: Melissa Magini Seconded: Kate Hill Approved: All</p>

6.3 Sub Committees

Community & Events Committee

Motion: That a Sub-committee be formed consisting of at least 4 members to be known as the Harrisdale Primary School Parents & Citizens' Association Community and Events Sub- Committee.

This committee will be responsible for the community events for the school. A Terms of Reference for the Committee was tabled.

Committee Coordinators: Sandra Young & Alice Smith

Committee Members: Alison Owen, Kate Hill, Brooke Ladhams

Accepted: Melissa Magini

Seconded: Nicola Goodchild

Approved: All

Second Hand Uniform Committee

Motion: That a Sub-Committee be formed consisting of at least 3 members to be known as the Harrisdale Primary School Parents & Citizen's Association Second Hand Uniform Sub-Committee. This committee will be responsible for the selling, marketing, washing of all second-hand uniforms that are donated or collected by the school for fundraising for the P&C. A Terms of Reference for the Committee was tabled.

Committee Members: Lorraine Churchward, Bianca Riksman, Shweta Nagar

Accepted: Sandra Young

Seconded: Melissa Magini

Approved: All

Scholastic Committee

Motion: That a Sub-committee be formed to be known as the Harrisdale Primary School Parents & Citizens' Association Scholastic Sub- Committee.

This Committee will be responsible for the coordination and distribution of scholastic book club orders.

Committee Coordinator: Jane Trowl

Accepted: Sandra Young

Seconded: Alice Smith

Approved: All

School Banking Committee

Motion: That a Sub-committee be formed consisting of 2 members to be known as the Harrisdale Primary School Parents & Citizens' Association School Banking Sub-Committee.

This committee will be responsible for the coordination of school banking.

Committee Coordinator: Vincent Pang

Committee Member: Jane Trowl

Accepted: Sandra Young

Seconded: Alice Smith

Approved: All

	<p>6.4 Other Positions</p>	<p>PR/Member Engagement Coordinator This position will assist the President in keeping our school community updated through facebook and Seesaw promotions. The role will work with Abbi Kerimofski, Public Relations Officer, Harrisdale Primary School Karen Coates was nominated and ratified for the position. Accepted: Nicola Goodchild Seconded: Alice Smith Approved: All</p> <p>Leavers Shirt Coordinator This position will coordinate the design and order process for the 2021 Leaver’s Shirts. Alice Smith was nominated and ratified for the position. Accepted: Melissa Magini Seconded: Sandra Young Approved: All</p> <p>Sports Liaison Officer This position is responsible for assisting Harrisdale PS Sports Teachers in areas such as sports carnivals and inter school events. Tanya Andrews was nominated and ratified for the position. Accepted: Sandra Young Seconded: Alice Smith Approved: All</p>
<p>7.0</p>	<p>APPOINTMENTS</p>	
	<p>7.1 Bank Signatories</p>	<p>The P&C, through the ratification of their Executive positions, approve the following persons as signatories for the P& C Bank Account as per below: Bank: BankWest Account Type: Business Zero Transaction Account Account Name: Harrisdale Primary School P&C Bank Account. BSB: 306-*** Account Number: 01***13</p> <p>Signatories: President – Melissa Magini (continuing signatory from 2020) Treasurer – Nicola Goodchild (continuing signatory from 2019) Additional Signatory – Bianca Riksman</p> <p>The following persons shall be removed as signatories from the above bank account: Stacey Haragan</p> <p>Accepted: Alice Smith Seconded: Debbie Foster Approved: All</p>
	<p>7.2 2021 Auditor</p>	<p>Appointment of Auditor to audit the accounts of the Harrisdale P&C– Benchmark Business Works was nominated for the position for the end of year 2021 Financial Audit. Accepted: Sandra Young Seconded: Alice Smith Approved: All</p>
	<p>7.3 Delegates for WACSSO Conference</p>	<p>Nominations have remained open for any persons interested in representing our P&C at the Annual WACSSO Conference.</p>
<p>8.0</p>	<p>GENERAL BUSINESS</p>	

	8.1 Motion 03032021-1	Pre-approval for payment of 2021 WACSSO Affiliation Fee up to \$1500. Motion Raised - Melissa Magini Early payment of the WACSSO Affiliation Fee provides a discount so can now pay as soon as invoice arrives to receive the reduced fee. Accepted: Allison Owen Seconded: Jane Trowl Approved: All
	8.2 Motion 03032021-2	Approval for purchase of a lost 2021 Leaver's Shirt \$40.70. Motion Raised – Alice Smith Shirt was accidentally ordered by a year 4 student's parent so we will refund through Quickcliq. Accepted: Sandra Young Seconded: Debbie Foster Approved: All
	8.3 Motion 03032021-3	Approval for purchase of Mother's Day stall items up to \$2000 Motion Raised – Sandra Young/Alice Smith Will try to use consignment based buying for Mothers Day Stall however some products do need to be purchased before. Accepted: Karen Coates Seconded: Kate Hill Approved: All
	8.4 Motion 03032021-4	Approval for purchase of food, soft drink and other necessary items for the 2021 State Election Sausage Sizzle up to \$2000 Motion Raised – Sandra Young/Alice Smith Accepted: Nicola Goodchild Seconded: Allison Owen Approved: All
9.0	NEXT MEETING	Afternoon and evening meetings were discussed and it is envisaged that alternative afternoon and evening meetings will be held. Date: Wednesday 31 March 2021 Time: 3pm Venue: Harrisdale Primary School Library
10.0	MEETING CLOSED	The meeting closed at 20.35hrs