



Harrisdale Primary School P&C Association
Minutes of the Annual General Meeting
Thursday 31 March 2022
Via Zoom

Opened: 19:05hrs
Present: Allison Owen, Cindy Tan, Jane Trowl, Kate Hill, Kate Rossi, Laura Price (joined at 8.15pm), Lily Pu, Lorraine Churchward, Mandy Yeardley, Megan Bottomly, Melissa Magini, Rebecca Lillie, Renae Gibson, Sandra Young, Stacey Haragan, Tanya Andrews
Visitors: Alice Smith, Darren Kid, Debbie Foster, Karen Coates, Nicola Goodchild
Apologies: Karen Duncan
Quorum: 16

No.	Item	Description
1.0	MINUTES	Distributed to all members. That the minutes of the Executive meeting of Harrisdale Primary School P&C held on the 17 th March 2022 be taken as read and confirmed as a true and accurate record. Accepted: Sandra Young Seconded: Allison Owen All Approved
2.0	BUSINESS ARISING	Nil
3.0	CORRESPONDENCE	Corro In: Bank Statement and Fundraising material, Email from Yaz Mubarakai MLA Corro Out: Response to Yaz Mubarakai MLA
4.0	REPORTS	4.1 Presidents Report. Melissa Magini advised that there has not been much activity in the P&C for the first Term due to COVID restrictions limiting our activities. Yaz Mubarakai MLA has offered the school 150 free RAT Tests. Allison Owen advised she would be able to arrange collection of the tests from Yaz's office. Executive Meeting was held on 17 th March. This meeting was basically to approve the following payments: - First Order of 2022 Leaver's Shirts - Payment of the WACSSO Affiliation Fee for 2022. 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 2022 Annual General Meeting of the P&C. Accepted: Stacey Haragan Seconded: Allison Owen All Agreed. 4.3 Presentation and adoption of financial statements, auditors report by Treasurer Nicola Goodchild spoke to the Financial Audit advising that during the 2021 Financial year we raised \$12,233.24 through fundraising activities. This meant we finished the year with a surplus of \$58,036.64. This has allowed us to approve the donation of \$50,000 to the school for the new playground. MOTION – That the 2021 P&C Financial Audit Report completed by Benchmark Business Works on the 23 March 2022 be accepted as a true and accurate statement for the 2021 Financial Year. Accepted: Sandra Young Seconded: Renae Gibson All Agreed.

		<p>4.4 Principals Report Karen Duncan was an apology for the meeting.</p>
5.0	SUB-COMMITTEE UPDATES	<p>5.1 Community and Events Committee Discussion revolved around the running of the Mother Day stall for 2022. Given the current COVID restrictions, and the fact that the P&C need more volunteers to organize these events, it was agreed that a Mother's Day Stall would not be run this year. Thought was given to the option to run on on-line store however it was determined that without volunteers the stall could not be run for 2022.</p> <p>5.2 Leaver's Shirt Update. Second order of shirts closed on 28th March with 40 shirts in the order. We will need to cover one shirt that went missing at school during hand out.</p> <p>5.3 Used Uniform Sales Update A huge thank you to Lorraine for running this during 2021, however given the recent birth of her new baby boy, she can not continue this position in 2022. Melissa Magini has all the stock. It was agreed that we would like to run a stall at the school in Term 2 to sell all uniforms at a reduce price of \$5. Alice to take down the online sales from square read.</p> <p>5.4 PR and Sports Liaison Update. Nothing to report due to summer holidays.</p>
6.0	ELECTIONS	
	6.1 Office Bearers	<p>Melissa declared all 2021 P&C Committee positions vacant.</p> <p>President – Laura Price (Address Supplied) nominated for position of President. Ratified. Accepted: Allison Owen Seconded: Lorraine Churchwood Approved: All</p> <p>Vice President – Melissa Magini (Address Supplied) nominated for position of Vice President. Ratified Accepted: Lilly Pu Seconded: Sandra Young Approved: All</p> <p>Secretary – Kate Hill (Address Supplied) nominated for position of Secretary. Ratified Accepted: Stacey Haragan Seconded: Lilly Pu Approved: All</p> <p>Treasurer – Stacey Haragan (Address Supplied) nominated for position of Treasurer. Ratified Accepted: Kate Hill Seconded: Jane Trowl Approved: All</p>
	6.2 Executive Committee	<p>Executive Committee – Allison Owen (Address Supplied) Lilly Pu (Address Supplied) Sandra Young (Address Supplied) Karen Coates (Address Supplied)</p> <p>Nominated for and were ratified as Executive Committee Members Accepted: Melissa Magini</p>

		<p>Seconded: Kate Hill Approved: All</p>
	6.3 Sub Committees	<p>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.</p> <p>This committee will be responsible for the community events for the school. A Terms of Reference for the Committee was tabled.</p> <p>Currently no coordinator nominated so need to go out to the school community for further nomination. Lilly Pu advised happy to be on the Committee ACTION: Melissa Magini to work with Abbi K to advertise the need for more volunteers for the Events Committee</p> <p>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.</p> <p>It was agreed that this year we would stop the on-line sales and move to running stalls at the school twice a term, starting in Term 2 Currently no Committee Members nominated ACTION: Melissa Magini to work with Abbi K to advertise the need for more volunteers for the Second Hand Uniform Committee</p>
	6.4 Other Positions	<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 Stacey Haragan was nominated and ratified for the position. Accepted: Melissa Magini Seconded: Allison Owen Approved: All</p> <p>Leavers Shirt Coordinator This position will coordinate the design and order process for the 2022 Leaver's Shirts. Renae Gibson was nominated and ratified for the position. Accepted: Stacey Haragan 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: Lilly Pu Approved: All</p>
7.0	APPOINTMENTS	

	7.1 Bank Signatories	<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:</p> <p>Bank: BankWest Account Type: Business Zero Transaction Account Account Name: Harrisdale Primary School P&C Bank Account. BSB: 306-988 Account Number: 0186713</p> <p>Signatories: President – Laura Price (Address Supplied) Vice President – Melissa Magini (Address Supplied) Treasurer – Stacey Haragan (Address Supplied)</p> <p>The following persons shall be removed as signatories from the above bank account: Nicola Goodchild Bianca Riksman</p> <p>Accepted: Sandra Young Seconded: Renae Gibson Approved: All</p>
	7.2 2021 Auditor	<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 2022 Financial Audit.</p> <p>Accepted: Jane Trowl Seconded: Renae Gibson Approved: All</p>
	7.3 Delegates for WACSSO Conference	<p>Nominations have remained open for any persons interested in representing our P&C at the Annual WACSSO Conference.</p>
8.0	GENERAL BUSINESS	
		No general business.
9.0	NEXT MEETING	<p>Afternoon and evening meetings were discussed and it is envisaged that alternative afternoon and evening meetings will be held.</p> <p>Next Meeting to be confirmed</p>
10.0	MEETING CLOSED	The meeting closed at 20.47hrs