



Minutes – Annual General Meeting

Tuesday 13th February 2024

| | | | |
|-----------------|--|---|--|
| Meeting Held | | Staff Room HPS | |
| Meeting Opened: | | 6.38 pm | |
| Present | | Bianca Busby Dirk Sunley Danielle Dolphin Josie Woolf | Lauren Mutimer Rebecca Lillie Tanya Andrews Hayley Oldbury Louise Small Jane Trowl Kylie Turnbull Arif Khandwalla |
| Apologies | | Karen Coates Stacey Haragan Megan Bottomley Brad Willoughby Kate Hill Cindy Tan Renae Gibson Karen Duncan Mandy Yardley Sandy Young | |
| 1.0 | Minutes Previous Meeting | Minutes of the meeting 24 th of October 2023 -Distributed to all members via email. Confirmed: Bec & Louise | |
| 2.0 | Correspondence In | Mother's Day brochure, WACSSO, Commonwealth invoices, invoice for the domain website for the P&C website | |
| 3.0 | Correspondence Out | NIL | |
| 4.0 | Reports 4.1 – Principals Report 4.2 Presidents Report 4.3 Treasury Report | 4.1 Principals Report NIL- absent 4.2 Presidents Report . Thank you to all the new members that came to the AGM we appreciate your support and commitment to joining the team. . We now have an auditor that is currently looking through our financials. -The P&C website is still under construction. 4.3 Treasurers report: -Opening balance- \$28 817.55- 19 th of Sept . Colour run- \$4666.40- came in under budget- this year we will need to order more colour. | |

| | | |
|-----|------------------------------|---|
| | | <ul style="list-style-type: none"> -We received a \$50.30 donation from the coffee van on the sports carnival day - \$2661.35- school fee contributions -Boost juice- \$2862 net profit - Yr7 grad shirts - \$1960 – 196 shirts ordered – first invoice has come in at \$6184.10 -Profit of \$70 from 2nd hand uniforms - We began the 2023 year at \$18 000 and finished at \$27 576.23 |
| 5.0 | Sub Committee Updates | <p>The fundraising team are suggesting the following events-approval still need from admin.</p> <p>Term 1- week 9 – Easter egg event- All the children will get eggs however the Easter bunny will only visit K/PP. \$200 donation given from Bear care – currently reaching out for other donations.</p> <p>Term 2- week 2- Gunfire breakfast with dawn service Week 3/4 - Mother’s Day stall run over 3 days Tues-Thurs Week 7/8/9- Daylight disco- all years</p> <p>Term 3- week 2/3 – Cyber safety parent evening – raffle on the night to raise funds.</p> <p>Term 4 – Colour run x2- K/PP & 1-6</p> <p>Looking for other ideas to raise money- raffling off a carpark – VIP spot, bake sale? Teachers’ day 25th Oct – honor teachers</p> |
| 6.0 | General Business | <p>Elections - New positions for 2024</p> <p>President - Bianca Busby– JT & BL</p> <p>Vice President – Rebecca Lillie – DD & LS</p> <p>Treasurer- Dirk Sunley- JT & BB</p> <p>Secretary- Danielle Dolphin- JW & LS</p> <p>Executive Committee – Jane Trowl, Josie Woolf & Brad Willoughby – BL & BB</p> <p>Fundraising Coordinator- Kylie Turnbull – JT & BL</p> <p>Fundraising committee- Louise Small, Lauren Mutimer & Kylie – JW & DD</p> <p>Communication officer- Danielle Dolphin- JW & BL</p> <p>Yr 6 uniforms & Leavers- Renae Gibson & Jane Trowl – BL & BB</p> <p>Sports Liaison – NIL</p> |

| | | |
|------------|-----------------------|--|
| | | <p>- Due to the change in Committee Members, the signatories will need to be updated accordingly. The signatories for the P & C account 2024 are: Bianca Busby – President Rebecca Lillie – Vice President Dirk Sunley – Treasurer Danielle Dolphin – Secretary Jane Trowl – Executive Member</p> <p>- The audit will be presented at the next meeting -Bianca has signed the solvency declaration- seconded by Jane & Danielle -Bianca to organise WASSCO to come out to give PD to the members -Jane Trowl will be an additional signatory -Bianca to adjust a term of reference for the secondhand uniforms and present at the next meeting.</p> <p>Motion 1 raised by Louise Small - \$800 for easter eggs- approved – seconded by Danielle & Bec Motion 2- raised by Bec L- \$1000 for Mother’s Day – approved- seconded by Louise & Jane Motion 3- raised by Bianca- pay WASSCO fees asap to get the discount – approved- seconded by Josie & Bec</p> |
| 7.0 | Next Meeting | Week 7 – 12 th of March 6:30pm in the staffroom |
| 8.0 | Meeting Closed | 7.31 pm |
| | | |

| Action (from above) | Name of Person Handling the Action | Allotted Time Frame | Outcome / Notes |
|--------------------------|------------------------------------|---------------------|-----------------|
| Audit | Arif K. | By next meeting | |
| Pay WASSCO fees. | Bianca | By next meeting | |
| WASSCO PD | Bianca | TBC | |
| Adjust term of reference | Bianca | By next meeting | |

| | | | |
|------------------|-------------------------|-----------------|--|
| Donation letters | Lauren & Louise & Kylie | By next meeting | |
|------------------|-------------------------|-----------------|--|