

# Kardinya Primary School P&C Association

## Minutes of General Meeting

**Date:** Wednesday 24 May 2023

**Held:** Meeting Room, Yoorn 5

**Meeting Opened:** 6:30pm



ITEMS	ACTION
<p><b>1. OPEN – attendance, apologies and acknowledgement of country</b></p> <p><u>In attendance:</u> Katie McGregor (chair), Candice Bydder, Audrey Chee, Cristina Allen (minutes), Kerryn Page, Jo Hoskin, Emily Essex, Sarah-Jane Mercier, Robyn Emery, Shae Morison, Melanie Clark</p> <p><u>Apologies:</u> Sian Angel, Kelly Oversby, Shona Nielsen, Kiera Mews, Christine Suryadi, Zsuzanna Meszaros, Rebecca Pearn, Fiona Smith, Carly Ostler</p>	
<p><b>2. Confirmation of previous minutes</b></p> <p>The minutes of the Annual General Meeting of Kardinya Primary School P&amp;C on 22 February 2023 be taken as read and confirmed as true and accurate records. <b>Carried</b></p> <p>The minutes of the Executive Committee Meeting of Kardinya Primary School P&amp;C on 17 March 2023 be taken as read and confirmed as true and accurate records. <b>Carried</b></p> <p>The minutes of the Executive Committee Meeting of Kardinya Primary School P&amp;C on 10 May 2023 be taken as read and confirmed as true and accurate records. <b>Carried</b></p>	
<p><b>3. Business arising from previous minutes</b></p> <ul style="list-style-type: none"><li>• Canteen air-conditioning unit: it was proposed that the school purchase a new air-conditioning unit and the cost be disbursed to the P&amp;C. Melanie to discuss with staff and advise outcome at next P&amp;C meeting.</li><li>• Steps at back of canteen: Katie to discuss with Melanie on Friday</li><li>• Containers for Change: Candice to contact Jo Crawford</li></ul>	<p>MC</p> <p>KM</p> <p>CB</p>
<p><b>4. Correspondence in/out</b></p> <p><u>Correspondence in</u></p> <p>City of Melville - Scores on Doors Certificate; Resignation letter - Sarah Nutt; WACSSO Affiliation Invoice; Canteen Calendar - Allfect Distributors; WACSSO</p>	

<p>updated guides; WASCA Notice of General Meeting; Westpac Metter; WACSSO State Council Elections 2023; Australian Fundraising Specialists Brochure</p> <p><u>Correspondence out</u> Certificate of Appreciation to Officeworks Jandakot for tablet and square reader; letter of acceptance of resignation of canteen supervisor; letter of offer for new canteen supervisor</p> <p><b>Motion to accept all correspondence in and approve all correspondence out.</b> <b>Carried</b></p>	
<p><b>5. Principal's report (attached)</b></p> <p>In addition to the report, the recurring issue of children unsupervised on the play equipment and school grounds after school was discussed. Melanie to explore options with the Board on the issue.</p> <p>The requirement for all children to be wearing the school uniform was also discussed and how to help drive this within the school. It was suggested there be a post in the school newsletter encouraging second-hand donations to the uniform shop specifically for those families in financial hardship and for those in financial hardship to contact the school should they require clothing items for their children.</p> <p>A thank you morning tea for the P&amp;C was announced for Friday, 9 June 2023.</p> <p><b>Resolution: Principal's report to be adopted.</b> <b>Carried</b></p>	
<p><b>6. Treasurer's report (attached)</b></p> <p><b>Resolution: Treasurer's report to be adopted.</b> <b>Carried</b></p>	
<p><b>7. Canteen sub-committee report (attached)</b></p> <p><b>Resolution: Canteen report to be adopted.</b> <b>Carried</b></p>	
<p><b>8. Fundraising sub-committee report</b></p> <p>In addition to the report, the Nanna Bingo fundraising night was discussed and is underway. Tickets now available to the public and advertised via various channels. Already half sold. Bulletin will be circulated regarding a staff table of ten. (15 x tables of 10 in total for the event). Liquor licence in progress, expecting approval in the next week. Candice to call for volunteers to help on the night for free entry.</p> <p>It was also discussed to approach our Bunnings contact for a prize for term three and four and hopscotch.</p> <p><b>Resolution: Fundraising report to be adopted.</b> <b>Carried</b></p>	

<p><b>9. Fundraising plan (attached)</b></p> <p>Katie presented the P&amp;C income and expenditure plan. Shae highlighted that the previously discussed issue of blinds for Kwenda 3 was not included in the plan. Melanie and Katie to discuss the matter of funding for this concern.</p> <p><b>Motion: that the P&amp;C approve the fundraising plan total expenditure for 2023 to be \$21,000 with the amendments of: \$10,000 for the transformative classrooms/lighthouse program grants, removing the \$2,500 for signage (potential to be funded by City of Melville) and removing \$1,000 from \$3,000 sensory room budget (potential to be funded by MVP Real Estate).</b></p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>10. Uniform shop report (attached)</b></p> <p>Further to the uniform shop report, Emily advised that we are staying with supplier Nell Grey for budget reasons.</p> <p>Ordering for the school dresses and long-sleeved polo shirts was discussed and it was resolved we post an expression of interest in the next newsletter/Connect to determine ordering numbers and sizes prior to a decision being made.</p> <p>Still seeking a replacement uniform shop coordinator. Candice looking into potential to use volunteering committee within City of Melville.</p> <p><b>Resolution: Uniform shop report to be adopted.</b></p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>11. WACSSO Report</b></p> <p>The 2023 WACSSO Conference is on 19-20 August 2023. One free delegate ticket available, option for P&amp;C to purchase an additional ticket.</p> <p><b>Motion: P&amp;C to approve Candice to attend the 2023 WACSSO Conference and the purchase of a second ticket for Katie to also attend.</b></p> <p><b>Resolution: WACSSO report to be adopted.</b></p> <p style="text-align: right;"><b>Carried</b></p>	
<p><b>12. General Business</b></p> <p>No further business raised.</p>	
<p><b>13. NEXT MEETING</b></p> <p>General Meeting - Wednesday 9th August; 6:15pm for a 6:30pm start</p>	
<p><b>14. MEETING CLOSED: 8:07pm</b></p>	