

Tambrey Primary School P&C



Tambrey Primary School P&C General Meeting

General Meeting

When 14-10-2024 at 19:00

Location: Lot 4227 Tambrey Drive, Karratha Western Australia 6714, The Tambrey

Chairperson P&C President

Minute taker P&C Secretary

Minutes

1. Check for Quorum - Declare meeting Open

Quorum reached. Meeting opened at 19:00.

2. Welcome and Apologies

Apologies: Brooke Turner, Leah Lobato, Kate Stathy, Suzy White

Attendees: Sarah Poole, Claire Linton, Kylie Johnston, Scott Varvell, Sarah Winfield, Karen Angus, Simon Mann, Shiona Hobart, Stacey Mott, Jill Mounce, Tepi Smith,

TEAMS: N/A

3. Conflict of Interest Declaration

No conflicts were raised.

4. Call for other Business

* Sarah Poole raised possible Canteen operation by Leah Lobato.

5. Acceptance of minutes from Previous Meeting

Previous minutes accepted by Simon Mann and Sarah Winfield.

6. Principal Report

Shiona Hobart provided Principal report - copy to be provided via email with minutes.

* Special Mention: Shiona Hobart provided her thanks to Suzy White for her years of dedication as P&C Secretary and President. Suzy has provided the P&C with support for quite a few years and her commitment to supporting the school is very much appreciated.

* Shiona Hobart advised that the Voluntary Contributions are being reviewed for 2025 and confirmed that the P&C would still like to include a voluntary \$20 payment for families to contribute to the P&C as raised earlier in the year - Approved: Unanimous.

* Shiona Hobart advised that the P&C are welcome to provide a summary of info to be included in the school's newsletter. Newsletter is issued, usually in weeks 2 and 8 of each term.

7. Treasurer Report

Electronic version not provided prior to meeting.

* Scott Varvell advised that there is a list of info required for the Financial Review with PCLS and will go through with Sarah Poole.

* P&C Acc is sitting at approx \$84,000, Year 6 approx \$6,000 & Canteen approx \$15000. Kylie Johnston advised that there is still money sitting in the canteen safe.

8. Uniform Report

Report provided.

Sarah Poole advised that end of year stock is starting to arrive however the shelves will not be restocked until the whole order has arrived. This is because a brand new stock spreadsheet will need to be created to reflect the new prices and this transition will be easiest done all in one day.

9. Fundraising Report

Report provided.

10. Canteen Committee Report

Report not provided before meeting. Copy provided at the meeting.

11. Grants Report

Report not provided before meeting. Tepi Smith advised the following:

- * FMG Grant is due by the end of October
- * Woodside Community grant also end in October
- * Will look into the Woodside Anniversary \$100k grant

- * P&C Were asked for other ideas besides the bike rack that grants could be considered.
 - Shiona Hobart advised that the school will be supplying the Maths books for 2025 and that this was an option for the P&C to consider. Shiona Hobart to confirm price and advise P&C.
 - Teachers wish list - P&C agreed to request a teacher's wish list each semester however did not do this for Semester 2.
 - Sarah Poole suggested P&C Notice boards - agreed that this would not be suitable for a grant however could still be reviewed

Tasks

- ✓ Shiona Hobart to confirm price of Maths books for 2025 and advise P&C
Assignee: Shiona Hobart
Due date: 04-11-2024

12. Correspondence

- * Membership forms completed/paid for Stacey Mott & Jill Mounce

12.1. Incoming - Treasurer EOI

Sarah Poole advised that 1 EOI had been received for the Treasurer Role - Stacey Mott.

Stacey Mott provided her Treasurer Nomination to the P&C committee for review.
Motion - Approve Stacey Mott as Treasurer for the remainder of 2024 with Scott Varvell assisting until his departure. Approved: Unanimous.

Action: Stacey Ann Mott (DOB 13/05/1986) to be added as an authorised signatory representative and online banking and Administrator access to the following P&C Westpac Bank Accounts:

Tambrey Primary School P&C

BSB: 036-187 Acc: 134926

BSB: 036-187 Acc: 362849

BSB: 036-187 Acc: 344456

Approved: Unanimous

12.2. Bankwest Acct

Sarah Poole advised that a notice from Bankwest had been received advising that a Business Account was being closed and fund transferred to a Commonwealth account. Sarah Poole to follow-up to determine account ownership.

Tasks

- ☒ Sarah to confirm account ownership with Bankwest
Assignee: Secretary (P&C Secretary)
Due date: 21-10-2024

12.3. President Resignation

Shiona Hobart advised that Suzy White has unfortunately provided her written resignation as the P&C President and that discussions have been held with VP Kylie Johnston to act in this role for the remainder of 2024.

Motion - Kylie Johnston to act in the role of President for 2024 and maintain her position as VP - Approved: Unanimous

Kylie Johnston provided her thanks to Suzy White for her commitment to the P&C as the President but also for her many years of service as a secretary and as a general member. Suzy White has accomplished a lot and is responsible for a large number of improvements made to the P&C over the years. She will be sadly missed.

13. Business Arising from Previous Minutes

13.1. ATO Update

Kylie Johnston confirmed that no up-date has been received re: Contact details updated for Suzy White and Scott Varvell. Latest update was the information had been received by the ATO but had not been actioned.

Scott Varvell to contact ATO as one of the 'contacts' to see what up-date he can get.

Tasks

- ☒ Scott Varvell to contact ATO and request an update
Assignee: P&C Treasurer
Due date: 22-10-2024

13.2. ACNC Registration

Suzy White had registered with WACSSO to attend webinar and to commence process to be added to WACSSO's bulk ACNC registration update. Sarah Poole advised that Suzi White was unable to join the webinar and that another Office Bearer would need to review.

Sarah Poole to obtain link to listen to Webinar.

Tasks

- ☒ Sarah Poole to obtain link to listen to Webinar.
Assignee: Secretary (P&C Secretary)
Due date: 21-10-2024

14. General Business

* Sarah Poole advised that an Executive Meeting was held on 13/09/2024 to review and approve Back-to-School uniform order. Executive meeting approved order - minutes sighted and approved.

* Sarah Poole advised that Leah Lobato has put forward her interest to open the canteen whilst a Canteen Supervisor is still underway - item address in Canteen Update (14.4)

14.1. Executive Meeting 1/10/2024

Sarah Poole advised that an executive meeting was held on 1/10/24 to review and approve starting budget for the wreath fundraiser. Executive meeting approved budget of \$2500 - minutes sighted and approved.

14.2. Yr 6 Update

Update from Kate Stathy via email was that there is no additional information to be provided. Shiona Hobart advised that the Year 6 teachers have recently asked for a end of Year presentation rehearsal to be completed which may incur bus fees etc. This is currently being discussed with the Yr 6 committee.

14.3. Bike/Scooter Rack

* Scooter Racks: Sarah Poole to put a call out to community for assistance with concreting for new Scooter racks.

* Bike Racks: Tepi Smith has updated quote from Forpark and to make contact with contractors to start obtaining quotes to supply with grants.

14.4. Canteen Update

Kylie Johnston confirmed the following:

* No applications received to date for Canteen Supervisor

* Fee for advertising on Seek for 30 days = \$473 - Kylie Johnson ACTION: Kylie Johnson suggested that this item be carried over for the first meeting of 2025 as this time of year would be the optimum time for people seeking job opportunities. Motion put forward to review Seek advertisement at first meeting in 2025 - Approved: Unanimous.

* Canteen Committee are seeking approve to offer Subway & Pizza fundraisers in leu of no canteen for the remainder of 2024 - Approved: Unanimous

* Kylie Johnson thanked Leah Lobato for putting her hand up to support the canteen however will need to double check if a Canteen Supervisor Certification is still required to operate as a 'Canteen' rather than a fundraiser, as well as adhering to Traffic Light requirements.

* Kylie Johnston advised that the Canteen Bank account still needs to be updated to include at least 2 persons approval for payments. Motion: Sarah Therese Poole (DOB 15/02/1988) and Stacey Ann Mott (DOB 13/05/1986) to be added as approval delegate: for the following P&C Westpac Bank accounts:

BSB: 036-187 Acc: 362849

Approved: Unanimous.

Tasks

✓ Scott Varvell to arrange 2 person approval on Canteen bank account
Assignee: P&C Treasurer
Due date: 20-09-2024

✓ Kylie Johnston to confirm if Canteen Certification is still required for volunteers
Assignee: P&C Vice President Johnston
Due date: 04-11-2024

15. Fundraising ideas and Calendar of Events

* Claire Linton confirmed that the Crazy Camel Fundraiser is underway, and classes are being sent home with flyers.

* Shiona Hobart advised that Claire Linton is welcome to address the school on Wednesday's assembly (16/10/24) to provide an update on all fundraising events. Claire Linton asked what she should advise these fundraising efforts are being put towards - Committee agreed that these efforts will be put towards Stage 1 of the Bike Rack upgrade - Scooter Racks concreting.

* Claire Linton asked to share current 2025 calendar

Tasks

- ☒ Claire Linton to share 2025 Fundraising Calendar of Events
Assignee: Fundraising Coordinator
Due date: 04-11-2024

15.1. Movie Night

Claire Linton advised a Test run has been completed and a call out is being made to seek for set-up assistance

15.2. Wreath Event

Claire Linton advised purchases are underway and a Save the Date will be issued soon.

16. Next Meeting

4th November @7pm - Shiona will be in attendance

2nd December @ 7pm - Shiona will not be in attendance

17. Meeting Closed

20:23

18. Minutes Approved

I confirm these minutes to be a true and accurate record of the General Meeting held on 27th May 2024 and has been accepted by the P&C at the following meeting.

P&C Meeting Chair:

Date:

End of minutes.
Summary of matters arising are tabled on the following page.

Minutes of Tambrey Primary School P&C General Meeting on 14-10-2024

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
11.	Shiona Hobart to confirm price of Maths books for 2025 and advise P&C	Shiona Hobart	04-11-2024
12.2	Sarah to confirm account ownership with Bankwest	Secretary (P&C Secretary)	21-10-2024
13.1	Scott Varvell to contact ATO and request an update	P&C Treasurer	22-10-2024
13.2	Sarah Poole to obtain link to listen to Webinar.	Secretary (P&C Secretary)	21-10-2024
14.4	Scott Varvell to arrange 2 person approval on Canteen bank account	P&C Treasurer	20-09-2024
14.4	Kylie Johnston to confirm if Canteen Certification is still required for volunteers	P&C Vice President Johnston	04-11-2024
15.	Claire Linton to share 2025 Fundraising Calendar of Events	Fundraising Coordinator	04-11-2024