

Tambrey Primary School P&C



AGM

AGM - All positions declared vacant.

When 06-02-2024 at 19:00

Location: Tambrey Primary School, Lot 4225 Tambrey Dr, Karratha WA 6714, Australia

Chairperson Leah Lobato

Minute taker P&C Secretary

Minutes

1. Welcome & Apologies

Apologies: Jacyntha Gannaway, Nadeen Chaytor, Jenna Cunningham, Jill Narrier, Jess Clarke.

ATTENDEES: Leah Lobato, Simone Mann, Scott Varvell, Brooke Turner, Hayley Mayo, Sarah Winfield, Karen Angus, Lana Armstrong, Belinda Jones, Sarah Poole, Claire Linton, Kristy Wood, Suzy White, Shaha Bin Sulalman, Kylie Johnston.

Meeting open 19:10

2. Confirmation of minutes from last meeting

Accepted Simone Mann, Seconded Kylie Johnston

3. Reports

3.1. Uniform shop report

Back to school went well, Thank you to all who helped with this.

Restock is now needed, Sarah to forward order to treasurer.

Staff order to be confirmed.

Mould found inside of shop, Sarah P has spoken to Gwen, who is arranging a full clean.

3.2. Canteen committee report

Full report attached

Kristy has been in contact with Parry's, Pilbara distributors & the bakery to organise purchasing from there.

Old bench removed from kitchen to create more space

BLB re-vamp of canteen window

Survey has been sent out to parents regarding new canteen menu etc

Hidden teacher menu to be rolled out later this term

KJ to lease with SH re: roller shutter upgrade

Some equipment will need to be upgraded, tabled until general meeting.

[📎2022_Review_-_Site_Assessment_KARRATHA_01....pdf](#)

3.3. Principals report

Report will be distributed via Seesaw.

4. Treasurer report

Jenna send apologies.

Reports attached

Lana queried a payment from Fairytales & ponytails. as well as GST included in the profit & loss statement as P&C does not pay GST. To confirm with Jenna

Sarah P queried whether a payment had been received from the school for uniforms. To confirm with Jenna

Leah informed there would be approx \$3k to be donated back to the P&C from Yr6 fundraising last year.

5. Elections Office Bearers

5.1. President

Nomination received from Suzy White. Leah Lobato actioned/Lana Armstrong seconded.

5.2. Vice President

Nominations received from Scott Varvell & Kylie Johnston.

Scott: Secretary at Yarra social club, NJSC committee member, 3 children at Tambrey, wants to be more involved.

Kylie: Founding member of TPS, 4 children at TPS, KCH VP & general committee member, Business background, instrumental in canteen set up.

Secret ballot held, Kylie Johnston voted in.

5.3. Secretary

Nomination from Sarah Poole. Actioned Leah Lobato, seconded Suzy White

5.4. Treasurer

No nominations received.

Scott Varvell nominated, but will require some level of assistance. Lana Armstrong happy to assist where she can.

6. Bank access - WESTPAC

The following outgoing office bearers to be **removed** as signatories on the Westpac account:

Leah Lobato

Jenna Cunningham

Simone Mann

The following new office bearers to be **added** as signatories on the Westpac account:

Kylie Johnston

Sarah Poole

Scot Varvell

Suzy White to REMAIN as a signatory.

Signed minutes to be forwarded to the bank for the above to be actioned asap.

7. Elections Canteen Committee

7.1. Canteen committee President

Kylie Johnston nominated. Moved Sarah Poole, Seconded Suzy White

7.2. Canteen Comittee Treasurer

Scott Varvell to undertake role as part of treasurer commitment.

7.3. Canteen comittee secretary

No nominations received.

Hayley Mayo nominated on the night. Moved Kylie Johnston, seconded Sarah Poole.

8. Election of Uniform co-ordinator

Nomination received from Sarah Poole to continue. Moved Kylie Johnston, seconded Suzy White

Simone Mann to assist Sarah as backup.

9. Audit of financial

Tabled until next meeting.

10. Request Teacher Wishlist for next meeting

Two requests already received from Gwen Stirling - defib & Sport department for line marker.
To discuss at next meeting.

Shiona to inform all staff P&C requests are now open.

11. Next Meeting

25th Feb 7PM

12. Close

20:22

 [AGM_Attendees_Register.pdf](#)

 [Meeting_Agenda-Minutes_06022024.pdf](#)

 [Nomination_Forms.pdf](#)

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of AGM on 06-02-2024

Summary of Attachments

Attachments

Item File Name

3.2. [2022_Review_-_Site_Assessment_KARRATHA_01....pdf](#)

12. [AGM_Attendees_Register.pdf](#)
[Meeting_Agenda-Minutes_06022024.pdf](#)
[Nomination_Forms.pdf](#)

*Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [AGM](#)*