BELDON PRIMARY SCHOOL P&C ANNUAL GENERAL MEETING – 2 MARCH 2021								
	Attendee	Apology		Attendee	Apology		Attendee	Apology
Jenna Albert	☒	☐	Clair Halliday	☐	☒	Skye Rowe-Platts	☒	☐
Chris Brown	☒	☐	Sarah MacPherson	☒	☐	Amy Russell	☒	☐
Jeanie Cambridge	☐	☒	Toni Mason	☒	☐	Jessica Sanders	☐	☒
Kristy Carlsson	☒	☐	Naomi McInroy	☐	☒	Liz Selzer	☒	☐
Abby Cousins	☐	☒	Bianca Moore	☐	☒	Paul Simic	☒	☐
Geoff Elliott	☒	☐	Deanne Murray	☐	☒	Christie Skodt	☒	☐
Jane Galbraith	☒	☐	Monica Pettersen	☐	☒	Peter Williams	☒	☐

1	**Opening and Welcome by President**	**Action With:**
1.1	Meeting opened 7.11pm 2 March 2021	
2	**Minutes of Last Meeting**	
2.1	Minutes of General Meeting dated 24 November 2020 confirmed Chris Brown seconded Kristy Carlsson	
3	**Business Arising from Previous Minutes**	
3.1	<u>Welcome BBQ:</u> • Welcome BBQ delayed due to COVID restrictions at commencement of term. Rescheduled to Week 5, Friday 5 March 3pm – 5pm. Will be held in the quadrangle adjacent to the undercover area. • Bee is organising supplies; it was noted there are leftover soft drinks in the canteen from the Quiz Night. Kristy C to confirm supply of sauces etc located in canteen and Kindy kitchen • Volunteers needed to assist with set-up from around 2.30. • Year 6's to be invited to help with the games.	Bee Moore/ Kristy Carlsson
3.2	<u>Literacy Pro Program:</u> • Chris acknowledged P&C's support of the Literacy Pro Program for 2021 with funds of $1,800 now paid to the School.	
4	**Correspondence and Business Arising from Correspondence:**	
4.1	<u>Incoming</u>: • Email from Geoff Elliott re Election BBQ – P&C unable to run this due to commitment to Bunnings Sausage Sizzle on 13 March. Amy Russell to check if Year 6 parents want to host this for Graduation Fundraising, however it may be difficult to organise in short timeframe and may put pressure of available volunteers to service the Bunnings Sausage Sizzle	Amy Russell
4.2	<u>Outgoing</u>**:** • Nil	
5	**Presidents Report**	
5.1	Kristy thanked all for their support during her year as P&C President in 2020.	
5.2	Caitlin Collins (WA Labor candidate for Hillarys) in conjunction with Emily Hamilton (MLA Joondalup) approached Kristy during the holidays offering a grant to support the school. $20,895 has been secured for the purchase of 16 laptops and laptop lockup station.	
6	**Principal's Report**	
6.1	<u>Start of the Year:</u> • There were quite a few obstacles in the lead up to the start of the school year. Except for Kaartdjin (B Block) the rooms were not ready for teachers to enter even though teachers were required to be back at work on 28th and 29th January. • One of our school development days was lost as teachers and staff had to spend at least a day unpacking and sorting things out. • We then had the lockdown when schools were closed for the week. This gave the builders some breathing space to almost finish their work. The builders were still making their presence felt in the week when students returned.	

6.2	Building Works: Extensive building works were completed over the school holidays including: • Ceilings replaced everywhere (except Kindy) including new lights • New carpet in Admin, Bodjar and Moort • Refurbished classrooms and cupboards • New art room floor • Painting throughout • New operable walls • New walkway • Refurbished limestone walls	
6.3	New Staff: • Manager Corporate Services – Nicole Adams (relieving Rhonda during Long Service Leave) • Year 3& 4 – Bridgitte Piruk (until Jessica Sanders returns from Parental Leave) • Year 3 & 4 – Jenna Coghill (will replace Alison Weir during Parental Leave)	
6.4	Board Vacancy: • Our School Board has a vacancy for a parent member. The role of Board is one of setting the long term future for the school and maintaining oversight (not management) of the implementation of the School Business Plan. Contact the office if you are interested in this role.	
6.5	Coming Events: • Final week of Beach Swimming (Years 5 & 6) • Welcome BBQ – Friday 5 March • Aqua Fun Day (Years 5 & 6) – Friday 12 March • Dockers Cup – Tuesday 16 March • Pupil Free Day – Monday 22 March • Year 6 Camp – Week 8 – 24-26 March • NAPLAN Practice – Week 8	
6.6	Policy: Following policy is currently being reviewed by the School: • SunSmart – Parents suggesting hats are worn all year around • Green Light Foods – Fundraising should be restricted to foods that could be sold at morning recess by a canteen.	
7	**Treasurers Report**	
7.1	Balances as at 2 March 2021: TOTAL – $23,955.19	
7.2	2020 Financial Audit: • Audit of 2020 financial records has been completed by an independent Auditor. • Liz to send copy of final audit report to Toni for submission to WACCSO	Liz Selzer
8	**Uniform Shop Report**	
8.1	Stock very low due to COVID shipping delays. Expecting deliveries in the next two weeks however all stock is allocated to back orders. Looking at potential alternative suppliers.	
8.2	Graduation Shirts: Year 6's have been sized this week and notes will be sent out for Parents to review and confirm order. Design is the same as last year. Aim to have in stock for beginning of Term 2.	
8.3	Second Hand Uniform Stall: Donations at end of 2020 total $76.45	
9	**Safety Representative Report**	
9.1	Nil to report	
10	**Fundraising Report**	
10.1	• Planning on proceeding with proposed "Quizmas in July". • Christie Skodt is the nominated event coordinator and will confirm a date.	Christie Skodt
11	**Canteen Report**	
11.1	Great response to request for canteen volunteers for Term 1. Request for Term 2 to be sent out via Class Coordinators as well as normal Facebook request.	Toni Mason

11.2	Chris confirmed that Stacey Broom no longer requires use of the Canteen for proposed private business. Food items relocated to the Kindy kitchen can be moved back to the Canteen	Kristy Carlsson
12	**Motion to Dissolve 2020 P & C Committee**	
12.1	Kristy Carlsson proposed a motion to dissolve the 2020 P&C Committee with all positions vacant for nomination.	
13	**2021 P&C Committee Election**	
13.1	<table><tr><th>Position</th><th>Nominated</th><th>Seconded</th></tr><tr><td>President</td><td>Skye Rowe-Platts</td><td>Christie Skodt</td></tr><tr><td>Vice President</td><td>Bee Moore</td><td>Toni Mason</td></tr><tr><td>Secretary</td><td>Toni Mason</td><td>Amy Russell</td></tr><tr><td>Treasurer</td><td>Liz Mills Selzer</td><td>Christie Skodt</td></tr><tr><td>Fundraising Coordinator</td><td>VACANT</td><td></td></tr><tr><td>Uniform Shop</td><td>Bee Moore</td><td>Skye Rowe-Platts</td></tr><tr><td>Safety & Information Coordinator</td><td>Monica Pettersen</td><td>Toni Mason</td></tr><tr><td>Canteen Coordinator</td><td>VACANT</td><td></td></tr></table>	
13.2	Fundraising Coordinator and Canteen Coordinator roles unable to be filled at the meeting. Nominees to be sought before next meeting to fill these roles as constitution requires three executive committee members as well as the four Office Bearers	Skye Rowe-Platts / Toni Mason
13.3	Toni noted a preference to handover the Secretary role during the year to ensure an appropriate transition with this being her final year at the school.	
14	**General Business**	
14.1	<u>Easter Raffle:</u> • Agreed to proceed with Easter Raffle to be drawn at final Term 1 assembly, Thursday 1 April. • Toni Mason nominated as Event Coordinator. • Toni to arrange for issue of flyer/tickets by Friday 5 March • Toni to arrange for collection boxes in classroom and helpers to clear the collection boxes. • Wrapping to be completed on Tuesday 30 March – Toni to arrange volunteers	Toni Mason
14.2	<u>Bunnings Sausage Sizzle:</u> • Allocated Bunnings Sausage Sizzle Saturday 13 March from 8am to 4pm (required to be there at 7am for set-up) • Skye Rowe-Platts and Jane Galbraith nominated as Event Coordinators. Kristy Carlsson to send details from Bunnings. • Volunteer request to be sent out urgently and supplies arranged ASAP	Skye Rowe-Platts / Jane Galbraith
14.3	<u>Mother's Day Stall:</u> • If proceeding with a Mother's Day Stall gifts will need to be ordered prior to end of Term 1. • Kristy to review potential suppliers. Alternatives to the types of gifts previously purchased to be considered. • Kristy to confirm if proceeding.	Kristy Carlsson
14.4	<u>Funding Financial Plan and Fundraising Calendar of Events</u> • Meeting to be arranged with School Admin (Geoff and Chris) to establish funding financial plan which nominates school priorities for P&C fundraising. Meeting to also confirm the proposed fundraising calendar of events.	Skye Rowe-Platts / Bee Moore / Toni Mason

14.5	<u>Meeting Schedule:</u>
	• Toni observed a number of P&C's have a regular meeting schedule each term e.g. Week 2 & 8. Agreed to implement the following schedule from Term 2:
	  ○ Week 2 – Tuesday 7.00pm
	  ○ Week 6 – Wednesday 7.00pm	

14.6	<u>Online Meetings</u> • Potential to run meetings online for those parents unable to attend in person. Toni to discuss further with School Admin prior to next meeting.	Toni Mason
15	**NEXT MEETING – 7.00pm Tuesday 23rd March**	
16	**Meeting closed – 8.37pm**	