BELDON PRIMARY SCHOOL P&C ANNUAL GENERAL MEETING – 20 February 2018		
Attendees: Mary Blechynden, Kristy Carlsson, Abby Cousins, Jenie Elliott, Heather Endersbee, Tessa Esparon, Kristy Garnsworthy, Donna Lavers, Toni Mason, Naomi McInroy, Kylie-Grace O'Byrne, Sheena O'Neill, Monica Pettersen, Janica Ringwood, Debra Reynolds, Skye Rowe-Platts, Laurie Waters, Peter Williams		Apologies: Iris Ludewig-Rohwer, Amy Russell

PART A – ANNUAL GENERAL MEETING		
1	Minutes of Last AGM	Action With:
1.1	Minutes of meeting held 28 February 2017 confirmed.	
2	Business Arising from Last AGM Minutes	
2.1	Nil	
3	Motion to Dissolve 2017 P&C Committee	
3.1	· Resolution: Dissolve 2017 P&C Committee · Confirmed: Sheena O'Neill, Seconded: Janica Ringwood	
4	Election of P&C Committee Positions.	

4.1

Position	Nominated	Seconded	
President	Tessa Esparon	Sheena O'Neill	
Vice-President	Sheena O'Neill	Janica Ringwood	
Secretary	Toni Mason	Janica Ringwood	
Treasurer	Donna Lavers	Kristy Carlsson	
Fundraising	Abby Cousins, Kylie-Grace O'Byrne & Laurie Waters	Kristy Garnsworthy	
KP1 Coordination	Janica Ringwood & Skye Rowe-Platts	Toni Mason	
Uniform Shop	Jenie Elliott	Janica Ringwood	
Safety House	Monica Pettersen	Abby Cousins	
P&C School Representatives	Mary Bleychenden, Peter Williams, Debra Reynolds		

5	AGM Closure	
5.1	Closed 7.41pm.	
PART B – P&C MEETING		
6	Minutes of Last Meeting	Action With:
6.1	Minutes of meeting held 21 November 2017 confirmed.	
7	Business Arising from Previous Meeting	
7.1	Nil	
8	Correspondence and Business Arising from Correspondence:	
8.1	· Fundraising information issued to Abby Cousins	
9	Presidents Report	
9.1	Kristy G reiterated that the P&C is an open group and all are welcome. Members can join at any time during the year.	
10	Principal's Report	
10.1	<u>Enrolments</u>: · Current enrolments – 330 from Kindy to Year 6	
10.2	<u>Start to Term 1</u>: · Very smooth start. All feedback has been positive. Well done to all stakeholders	
10.3	<u>Swimming Lessons</u>: · Year 5 & 6 beach lessons undertaken in week 2 and 3. Lessons went well and the weather was mostly favourable. · Lessons for PP to Y4 scheduled Term 4.	
10.4	<u>Incursions and Excursions 2018</u> · Civics Workshops will be undertaken as incursions on various dates to be advised in Term calendars. · Whole school excursion for years PP – 6 will be at Scitech, scheduled Term 3 Week 10.	
10.5	School Board: · The 2018 School Board will meet later this term.	

10.6	Maintenance: · Maintenance undertaken during school holidays included blinds to administration building and classrooms, new vinyl to canteen and new chairs for the library. · Mary noted as a result of budget pressures there is limited funds for maintenance.	
10.7	Fundraising Calendar: · P&C Fundraising Leader, KP1 Fundraising Leader and Year 6 Graduation Leader will need to meet to discuss a good spread of fundraising events. The resulting flexible calendar will be made available to all parties. Some progress has been made with this already. · Meeting scheduled 8.40am Tuesday 27 February	Mary/Tessa/ Abby/Kylie/ Laurie
10.8	P&C School Funding: Mary noted that the school would like support from the P&C for the following items in 2018: · Reading Books · Library Books · Electronic Whiteboards · Lego Kits · Chicken Coop	
10.9	Events Coming Up: · Writers Festival · Clean Up Beldon · Aqua Fun Day (Year 5&6 beach swimming reward) · Dockers Cup (football program for girls) · African OZ and Drum Inc (Harmony Week) · Easter Hat Parade	
11	Treasurers Report	
11.1	Balances as at 31 Dec 2017: · P&C – $17,657 · KP1 - $13,357 · Canteen - $7,056 2016 Final Balances: · P&C – $21,341 · KP1 – $17, 772 · Canteen - $9,232	
11.2	Audited report completed. The audit went smoothly, items of concern noted by the auditor included significant expenditure in 2017 and reduction of all balances.	
11.3	Tessa to be set up as signatory for accounts as incoming President.	Donna/Tessa
11.4	Agreed to consolidate all funds into one bank account and keep records of KP1 and P&C financial activity separately.	Donna
11.5	Approval form to be instigated for all expenditure and receipts process required for formalising funds raised.	Donna
11.6	Donna to provide report on Uniform Shop finances.	Donna
12	Uniform Shop	
12.1	First day of sales for 2017 exceeded previous year and expectations with stocks running out. Need to rethink next year to avoid the mass of people on the first day of sales.	
12.2	Potential for online ordering and EFTPOS facilities in the Uniform Shop to be investigated. Tessa to discuss with to Mary, Rhonda & Donna.	Tessa/Donna
12.3	Skye Rowe-Platts identified as potential successor to run the Uniform Shop as this is Jenie's last year at the school.	
13	Safety House	
13.1	Nil to report.	
14	KP1	
14.1	Nil to report.	

15	Fundraising	
15.1	Fundraising Calendar: · Kristy G has a copy of the 2017 fundraising activity calendar to use as a base point for the 2018 fundraising calendar. · Decision to be made regarding the inclusion of another major event in the 2018 fundraising calendar such as Quiz Night or Bogan Bingo. · Meeting scheduled 8.40am Tuesday 27 February to plan fundraising/event calendar (refer Principal's Report)	
15.2	Upcoming Fundraising Activities and Ongoing Fundraising Initiatives: · *Recycling clothes bin*. Kristy G currently contact point. · *Stuck On You Labels* – benefits carried over from 2017 as not sufficient funds to warrant redemption. Contact point required. · *Mother's Day* - Abby Cousins & Laurie Waters to champion. Proceeds to KP1. Stock needs to be ordered ASAP. Gifts to be distributed Week 2 Term 2 – Monday 7 and Tuesday 8 May. Order form note to be distributed mid this term. · *Easter Egg Raffle* – Toni Mason to champion. Note and tickets to be distributed week commencing 26 February. To be drawn at Easter Hat Parade Thursday 29 March. · *Entertainment Books* - Kristy G currently contact point.	Abby/Laurie Toni
15.3	· Sheena advised that Sundowner organisation needs to commence in Term 2, in particular sourcing sponsorship and donations.	
15.4	· Jenie noted that P&C at previous school published a fundraising newsletter with details of fundraising events and what funds are being used for. Fundraising coordinators to look at developing a newsletter.	Abby/Kylie/ Laurie
16	Canteen	
16.1	Two volunteers are needed each Monday and Friday to distribute the canteen orders received from Belridge Canteen. Term 1 roster has been filled by P&C members. Toni to distribute Term 2 roster to wider school community to encourage new volunteers.	Toni
17	General Business	
17.1	Facebook Communications: · Three official Facebook groups are used for the School. Beldon Primary School – Administered by School Admin; Beldon Primary School Community – Administered by P&C Representatives and Staff Representatives; and Beldon Primary P&C – Administered by P&C. · Laurie questioned control of groups set up by class groups. As these are not official school groups these are difficult to control. Mary will brief Class Coordinators of the required communication format of email for all Class Coordinator correspondence. Any unofficial groups must not reference Beldon PS. P&C Members to be advocates for responsible use of Facebook groups. · Protocols to be set up for management of P&C administered Facebook Groups in line with the schools protocols.	
17.2	Sheena to meet with Mary regarding BHP support for STEM initiatives. Sheena also asked for clarification of the Stephanie Alexander Kitchen Garden Program as part of this meeting.	Sheena/Mary
17.3	Mary and Tessa to meet to discuss consolidating location of P&C resources which are currently stored in numerous locations.	Tessa/Mary
17.4	Tessa requested that the parking issue be looked at this year. Mary has asked to hold off at the moment as the school is trying to negotiate something else with the Council and once this is resolved options for parking can be discussed with the Council.	
18	NEXT MEETING – Tuesday, 20 March 7.30pm	