



# WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION INC.



## General Meeting - Monday, 23<sup>rd</sup> October 2023

### Attendance and Apologies

Committee (5):	Rebecca Reilly (President), Justine Bourke (Treasurer), Georgina Thomsen (Secretary), Mellanie Hawke (Committee Member), Naznin Schwab (Committee Member)
Members (1):	Stacey Dunn
School (1):	Scott Fagan
Apologies (5):	Amelia Anthony (Vice President), Felicity Matosevic (Public Officer), Kylie Charlesworth, Joanne Hann, Beth Sheather

### 1&2. Welcome, Apologies and Confirmation of Minutes

The meeting opened at 7:03 pm. The minutes of the previous meeting were confirmed (1<sup>st</sup> Justine, 2<sup>nd</sup> Mellaine).

### 3. Treasurer's Report

Treasurer tabled the latest financial report (appendix A).

A question was asked about the merchant fees paid on the EFT machine given the large number of very small transactions processed at the cake stall during the Referendum BBQ.

**ACTION:** Justine / Jo to review merchant fees and provide advice to the committee.

### 4. Clothing Pool

The clothing pool coordinator was not available for the meeting and the clothing report has been omitted from the minutes.

**ACTION:** Georgina to follow-up with Jo to see if a clothing pool report is available.

### 5. Community Activities and Engagement

- 1) **Ride to School:** a successful event, noting fruit is becoming hard to source so may have a budget impact for any planned future events.
- 2) **Referendum BBQ & cake stall:** 100kgs of sausages were purchased, 40kgs used. The BBQ ran until around 2:45 and was then closed based on lack of foot traffic. It was noted that the school was unlikely to see funds from the potato man, however it was good to have the additional food options (especially vegetarians). Great contributions were made for the cake stall, there were sufficient cakes supplied for the event.

3) **Sock Fundraiser:** the crazy sock day was well received. The launch had to be pushed back 1 week based on community feedback as there have been several recent dress up days (French Day, Jersey Day).

4) **Preschool Tea Towel / Plate Fundraiser:** no updates provided. Given the plans for the remainder of the year, if this is not already in flight then it will need to be revisited in early 2024. The committee thought a preschool tea towel and P-2 plate fundraiser would be good events.

**ACTION:** Georgina to reach out to Alicia to see if plans are in flight for a preschool fundraiser in 2023.

5) **Christmas Concert:** Organiser Stacey and Robert.

**ACTION:** Rebecca/Justine to provide an event overview for Stacey to assist with planning for this event.

There was a suggestion from the fete committee to offer some additional food options as a trial for the 2024 fete. Given the large numbers of sausages left over from the referendum BBQ, concern was raised about the potential for a large amount of food waste and it was agreed that only sausages would be offered on the day.

Justine raised a large number of items that were left over from the Christmas stall and if was possible to sell these at the Christmas Concert.

**ACTION:** Justine to reach out to Karen to understand the quantity and quality of the stock and establish a plan to either sell or distribute to the students.

6) **Year-End Zooper Doopers:** As has been done in the past. P&C to provide Zooper Doopers as a year end gift for the students. The school to distribute when appropriate.

**ACTION:** Rebecca to purchase Zooper Doopers and provide to the school. Purchase to be reimbursed by the P&C.

7) **School Fete/Fair:** Planning is progressing for 4th May (term 2). The committee is checking with St Anthony's to not clash with any of their fete activities. Plant Stall is being investigated to see if it is feasible leading into winter. The fete committee was looking for further options

## 6. Principal and School Board Report

Principal provided an update regarding:

- Year end reporting and 2024 class placements
- Graffiti and rubbish being left at the school over the holiday, evenings and overnight is becoming an increasing problem
- Smart board purchases (upgrades are complete in the senior school, further boards required in parts of the junior school)
- 2024 kitchen garden plans
- Defibrillator purchase, training and installation
- Development of plans for the introduction of senior (yr5/6) hoodies to encourage greater compliance with the school uniform.
- Potential for a colour run fundraiser. The P&C gave support for the event in 2024 and offered further assistance if and when required.

**ACTION:** Scott to provide a year-end summary of the efforts around purchasing of the smart boards (thanking both the P&C and McCann Properties for their contributions) for an upcoming newsletter.

## 7. Any Other Business and Open Mic

The committee has agreed to stop offering an online meeting option due to lack of participants. Going forward all meetings will be in person at the school only.

World Teacher Day on 27<sup>th</sup> October. No formal activity being planned from the P&C. However the school community is encouraged to send appreciation notices to teachers via seesaw on the day.

**ACTION:** Justine to post the to the P&C facebook group encouraging the community to show appreciation to teachers via seesaw on Friday. (DONE)

## 8. Close and Next Meeting

Next meeting (AGM and regular meeting): TBD

**ACTION:** Georgina to establish meeting notice requirements for the AGM , including AGM announcement to be sent in the Term 1, Week 2 newsletter.

Meeting close: 8:56PM

## Attachment A - Treasurer's Report

### WHPS P&C TREASURER'S REPORT

#### 23 October 2023 Meeting

#### 1. Financial Statements

The bank account reconciliation is below.

#### 2. Comments

The balance of the P&C **General account** as at 23 October 2023 is **\$25,050.72**, down from **\$31,914.04** at the 4 September 2023 P&C meeting.

The balance of the P&C **Clothing Pool account** as at 23 October 2023 is **\$8,370.35**, down from **\$10,635.57** at the 4 September 2023 P&C meeting.

Summary of financial transactions in the **General account** since the 4 September 2023 meeting:

#### Income

Nil

#### Expenditure

Donation to WHPS - Defibrillators	\$4,158.00
ACT Council of P&C Affiliation fee	\$448.23
Alpha Fresh - Referendum BBQ & Christmas Concert	\$1,371.99
Erindale Cakery Bakery - Referendum BBQ	\$215.00
Float J Bourke - Referendum BBQ	\$310.00
Reimbursement F Nestler - Referendum BBQ & Christmas Concert	\$360.10

#### 3. Outstanding Items

Decoration costs for 2022 Graduation

#### 4. Commitments

Nil

#### 5. Notes

Referendum BBQ cash takings yet to be banked (approx. \$1,560 including float)

#### 6. Other Business

\$706.00 from EFTPOS sales at the Referendum BBQ to be transferred to the WHPS account from the P&C Clothing Pool account

## Attachment B – Clothing Pool Report

Not submitted