

# Madeley Primary School

## P&C Meeting – AGM

Wednesday 23<sup>rd</sup> February 2022

7:00pm to 8.20pm

Webex meeting

Parents' and Citizens'  
Association Inc.

of Madeley Primary School



### 1. Welcome, attendance and apologies

Attendance (14)	Apologies (2)
Mark Paulton	Stacey Mansfield-Hourigan
Giao Valenti	Alana Foley
Joseph Madafferi	
Lainie Beccegato	
Rebecca Dundon	
Gemma Wright	
Kelly Walker	
Laura Walsh	
Andrew Beech	
Adam Marinich	
Carli Williams	
Carolyne Cole	
Amanda Raykos	
Anna Keunan	
Aliza Skedgwell	

Meeting declared open at 7:00pm via Webex by Mark. Apologies were noted.

Mark reminded everyone to fill out the membership renewal forms, send back to Madeley P&C inbox to process, and make a gold coin donation to the P&C bank account. Gemma will post a copy of the membership renewal form to the P&C facebook page.

Handovers to the new committee members to be arranged between the relevant parties.

**ACTION: Everyone** to complete a membership renewal form, send to P&C email and make a gold coin donation.

**ACTION: Gemma** to post a copy of the membership renewal form to the P&C facebook page.

**ACTION: Relevant committee members** to conduct handover.

### 2. Ratify previous minutes

Minutes were declared correct – Giao Valenti moved and seconded by Joeseeph Madafferi.

### 3. Summary of actions

Gemma ran through actions from the previous meeting:

Gemma/Carli to review the role descriptions of canteen coordinator, canteen manager and canteen assistant	Underway
Mark to attend the Kindy orientation to speak about the P&C and Canteen	Done
Lainie/Carli to check the costing of labels for Qkr! and what account this will come from	Underway
Gemma to contact Lainie RE: P&C logo	Done
Gemma to follow up Buddy Bench	Underway
Gemma to create flyer for Kindy Orientation	not needed as a QR code was created
Lainie to invoice the P&C for their contribution to the solar panel instalment	To be discussed
Gemma to send out meeting minutes and ensure a notice of AGM is done	Done
P&C Members to contact Mark if they are interested in being involved in the WACSSO ethics and critical thinking program	Done
Carli to follow up vaccination status of Canteen staff ahead of Term 1, 2022	Done
Giao to be in touch with Ivona mid-January	Done
COMMS to thank Ivona publicly and certificate of appreciation (newsletter and/or facebook)	Done

<b>Giao</b> to present the formal request for the table cloths submission to be voted on at the next meeting	<b>To be completed</b>
<b>COMMS</b> to remind parents to retrieve funds from the QuikCliq accounts	<b>Done</b>
<b>Executive</b> to send through newsletter points	<b>Done</b>
<b>Giao Valenti and Paul Wright</b> to update bank account signatories (ie remove Paul Wright)	<b>Done</b>
<b>Lainie</b> to destroy voting slips	<b>Done</b>

**ACTION: Gemma/Carli** to continue to review the role descriptions of canteen coordinator, canteen manager and canteen assistant.

**ACTION: Lainie/Carli** to check the costing of labels for Qkr! and what account this will come from within the school.

**ACTION: Gemma/Giao** to liaise regarding the P&C logo and tablecloths.

**ACTION: Gemma** to follow up Buddy Bench – Gemma to investigate about a slab to be laid.

**ACTION: Giao** to present the formal request for this submission to be voted on at the next meeting.

#### 4. Executive committee reports

<p><b>Secretary's Report</b> <i>Gemma Wright</i></p>	<ul style="list-style-type: none"> <li>• Buddy bench update</li> <li>• Correspondence in/out – Emails re: fundraising have been forwarded to Alana.</li> <li>• Margaret Quirk's office has contacted the P&amp;C re: pop up gazebo to be given away. Gemma has picked this up and it has been stored in the storage room.</li> <li>• High resolution P&amp;C logo – permission sought from Lainie to edit the school's logo into a renewed high resolution P&amp;C logo as there isn't a high resolution digital version in the secretary files.</li> </ul> <p><b>ACTION: Gemma</b> to follow up Buddy Bench – slab to be laid  <b>ACTION: Gemma</b> to follow up P&amp;C logo  <b>ACTION: Gemma</b> to update the dates of the future P&amp;C meetings for the newsletter.  <b>ACTION: Gemma/Rebecca</b> to send out minutes, update members on the 23 March 2022 P&amp;C meeting and how it is to be conducted.</p>
<p><b>Principal's Report</b> <i>Lainie Beccegato</i></p>	<ul style="list-style-type: none"> <li>• <b>Attached</b></li> <li>• The invoice the P&amp;C for their contribution to the solar panel instalment may not be required as an application for a grant has been submitted to the Department of Education.</li> </ul> <p><b>ACTION: Laine</b> to investigate whether the Department of Education grant was successful.</p>
<p><b>President's Report</b> <i>Mark Paulton</i></p>	<ul style="list-style-type: none"> <li>• <b>Attached</b></li> <li>• Reminder to everyone to pay dues for P&amp;C membership for 2022.</li> <li>• Reminder for the Financial statements to be submitted to WACSSO</li> <li>• The Commonwealth Bank school banking program will be closed – as directed by the Commonwealth Bank.</li> <li>• WACSSO looking for volunteers for ethics and critical thinking program (1 hour per week including training)</li> <li>• 2021 wrap up – huge year of fundraising, incredible work from the whole group including a brilliant effort from the Canteen</li> <li>• Big thank you from Mark to everyone for a very successful year</li> <li>• Highlight was hearing from Ayra on the push for solar panel installation</li> <li>• Congratulations to Mark for a great year of Presidency from Margaret Quirk MLA</li> <li>• Confirmation of the following subcommittees for the year: <ul style="list-style-type: none"> <li>○ Fundraising subcommittee – Alana to finalise the names.</li> <li>○ Canteen subcommittee – Giao Valenti, Carli Williams, Cindy Veza, Lisa Naumchevski, Shannon Tsavallas, Malissa Blomeley, Amanda Raykos</li> </ul> </li> </ul> <p><b>ACTION: Rebecca</b> to forward the Office bearers details to WACSSO and the ATO.</p>

	<p><b>ACTION: Laine</b> to ensure formal submissions from the teachers are to be provided to the P&amp;C before the next meeting.</p> <p><b>ACTION: Giao</b> to submit the financial statements to the WACSSO and ATO</p> <p><b>ACTION: P&amp;C Members</b> to contact Mark if they are interested in being involved for the WACSSO ethics and critical thinking program.</p> <p><b>ACTION: Alana</b> to finalise the names for the Fundraising subcommittee.</p>
<p><b>Treasurer's Report (P&amp;C plus Canteen treasurer)</b> <i>Giao Valenti</i></p>	<ul style="list-style-type: none"> <li>• <b>Attached</b></li> <li>• Qkr! launched in time for the start of Term 1, 2022</li> <li>• Receipts and expenses were reported on for the 2021 financial year.</li> <li>• Auditor update – Ivona (parent) kindly reviewed the accounts. A public post of appreciation was made.</li> <li>• Tablecloth quote obtained by Giao, discussed that we can have a mix of school logo and P&amp;C logo. A submission will be made for the March P&amp;C meeting.</li> <li>• Signatories have been organised with new committee members for the bank accounts.</li> </ul> <p><b>ACTION: Giao</b> to present the formal request for tablecloths to be voted on at the next meeting.</p>
<p><b>Canteen Co-ordinator Report</b> <i>Carli Williams</i></p>	<ul style="list-style-type: none"> <li>• <b>Attached</b></li> <li>• General update</li> <li>• Theme days</li> <li>• Sales and cost savings</li> </ul> <p><b>ACTION: Carli/Giao</b> to investigate adding age groups and classes in QKR!.</p> <p><b>ACTION: Cindy</b> to speak to Streets about a plastic transition plan.</p>
<p><b>Fundraising Report</b> <i>Gemma Wright on behalf of Alana Foley</i></p>	<ul style="list-style-type: none"> <li>• <b>Attached</b></li> <li>• Hot cross buns fundraiser approved.</li> </ul> <p><b>ACTION: Alana/Carli/Giao</b> to add the Hot cross buns fundraiser to Qkr!.</p> <p><b>ACTION: Alana</b> to contact Margaret Quirk regarding donating an Easter basket for the Easter raffle and investigate the linking to the P&amp;C account.</p> <p><b>ACTION: Alana</b> to investigate the Cookie dough pricing breakdown and check if it complies with healthy food policy.</p> <p><b>ACTION: Alana</b> to investigate and send email re: Pegs fundraiser for term 2.</p> <p><b>ACTION: Alana</b> to order and organise the Mothers Day stall for May.</p> <p><b>ACTION: Alana</b> to send Laine the fundraising calendar for 2022.</p>
<p><b>Communications Report</b> <i>Gemma Wright</i></p>	<ul style="list-style-type: none"> <li>• Gemma completed the last newsletter item.</li> <li>• Next newsletter deadline in a week (Wed 23rd/Thurs 24th March).</li> </ul> <p><b>ACTION: Gemma</b> to add the dates of the P&amp;C meetings on the P&amp;C facebook page.</p> <p><b>ACTION: Gemma</b> to get a picture of Margaret Quirk with the solar panels.</p>

## 5. Appointment of Office Bearer and Exec Committee Roles

New office bearers and committee members to commence their term at the conclusion of the AGM.

## 6. Any Other P&C Business

Submission through email – note around committee – COVID appreciate the decisions.

Items raised via email from a P&C member:

- Reminder to members to be mindful and caring when considering other parent's choices regarding vaccination/pro-choice. Encourage P&C members to model compassion and kindness with parent and friend groups.
- Clarification around support for home learning and access to devices – was noted this is handled by the school, not the P&C.

- Additional suggestions for expanding the solar – this will be kept in mind when the next Education Department grant rolls out.
- Suggestion of a mum's high tea where the dad's serve the mums – noted by fundraising committee.

## 7. Summary of Actions

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- ACTION: Relevant committee members** to conduct handover.
- ACTION: Gemma/Carli** to continue to review the role descriptions of canteen coordinator, canteen manager and canteen assistant.
- ACTION: Lainie/Carli** to check the costing of labels for Qkr! and what account this will come from within the school.
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- ACTION: Gemma/Rebecca** to send out minutes, update members on the 23 March 2022 P&C meeting and how it is to be conducted.
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- ACTION: Alana** to send Laine the fundraising calendar for 2022.
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- ACTION: Gemma** to get a picture of Margaret Quirk with the solar panels.

## 8. Conclude meeting

Next meeting is starting at **7:30pm** on **Wednesday 23<sup>rd</sup> March 2022**

Meeting closed at 8:20pm. Thanks to all for attending.

### Next P&C Meeting

Wednesday 23<sup>rd</sup> March 2022 at 7:30pm