

Madeley Primary School
P&C Meeting – Mtg2
Wednesday 15th March 2023
7:30pm to 9:10pm
Madeley Primary Staffroom



1. Welcome, attendance and apologies

Attendance (16)		Apologies (3)
Joseph Madafferi	Lainie Beccegato	Sarah Hutchinson Rachel Williams Gemma Wright
Adam Marinich	Giao Valenti	
Alana Foley	Rebecca Dundon	
Sally Price	Peter Whitnell	
Carolyne Cole	Monique Forde	
Kyle Jorgensen	Carolyne Lane	
Carli Williams	Amanda Raykos	
Andrew Beech	Stacey Mansfield-Hourigan	

Meeting declared open at 7:30pm by Joe. Apologies were noted.

2. Ratify previous minutes

Minutes were declared correct by Giao Valenti, moved and seconded by Alana Foley.

3. Summary of actions

Rebecca ran through actions from the previous meeting:

SUMMARY OF ACTIONS FROM PREVIOUS MEETING	
Everyone to complete a membership renewal form, send to P&C email and make a gold coin donation.	ONGOING
Giao to investigate Merchant fees for CBA.	DONE
Giao/Carli to renew the WACSA membership.	DONE
Giao to consolidate and note down daily tasks for the Treasurer.	ONGOING
Giao to merge the P&C Treasurer and Canteen Treasurer roles.	DONE
Giao to change accounting software from Reckon to MYOB/XERO.	DONE
Giao to investigate the steps into registering as a charity with the ACNC.	DONE
Joe to look at completing Solvency statement that covers the P&C's liabilities for the year.	DONE
Rebecca to forward the Office bearers details to WACSSO.	DONE
Giao to submit the financial statements to Associations Online.	DONE
Carli to investigate whether we need to join Freshsnap and the costs and benefits involved.	DONE
Carli to contact WACSA to see if the canteen could change the funding for the bench fridge from the grant to put it towards warming equipment instead.	ONGOING
Rebecca to be in contact with Carnaby Rise P&C's newly elected Lunch Co-ordinator.	ONGOING
Carolyne to confirm approval for the rides so advertisement can begin.	DONE
Everyone to see if they can source some additional sponsors and raffle prizes.	ONGOING
Stacey to confirm council approval, following confirmation of the P&C insurance and carnival rides 'plan'.	DONE
Everyone to share tag and interact with the EoTG facebook page.	ONGOING
Rebecca to contact teachers for the classroom stalls on 5 th March.	DONE
Alana to add the High tea event to QKR!	DONE
Rebecca to print the flyers for the Kindy High Tea and pass to Monique.	DONE
Monique to advertise on the Kindy Facebook page, add flyers to boards outside the classrooms and distribute.	DONE

Rebecca, Alana, Giau and Monique to finalise the High Tea menu.	DONE
Rebecca, Alana, Giau and Monique to ask for volunteers to assist with the High Tea.	DONE
Alana to contact Hire Society to hire crockery for the High tea.	ONGOING
Rebecca to advertise 'Wedding Magic' on Madeley P&C page and arrange with Carlyne to advertise on the Madeley and surrounds Facebook page.	ONGOING
Alana to order the products for the Mothers and Others stall	DONE
Gemma to complete the upcoming newsletter item.	DONE

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

ACTION: Giau to consolidate and note down daily tasks for the Treasurer.

ACTION: Carli to contact WACSA to see if the canteen could change the funding for the bench fridge from the grant to put it towards warming equipment instead.

ACTION: Rebecca to be in contact with Carnaby Rise P&C's newly elected Lunch Co-ordinator regarding school lunches.

ACTION: Everyone to see if they can source some additional sponsors and raffle prizes.

ACTION: Everyone to share tag and interact with the EoTG facebook page.

ACTION: Alana to contact Hire Society to hire crockery for the High tea.

ACTION: Peter to advertise 'Wedding Magic' on Madeley P&C page and arrange with Carlyne to advertise on the Madeley and surrounds Facebook page (after EotG).

4. Submissions

Further submissions from teachers/staff will be submitted at the next P&C meeting.

2023 TEACHER/STAFF SUBMISSIONS – March meeting		
Submissions		P&C Decisions
1.	Provide funding for Ribbons and Stickers for Physical education carnivals <ul style="list-style-type: none"> - Motioned by Alana, Seconded by Carolyn. - All in favour. 	Agreed. Cost \$600
2.	Provide funding for Library Book Week – a grandparents morning tea, promotional material and decorations <ul style="list-style-type: none"> - Motioned by Adam, Seconded by Monique. - All in favour. 	Agreed. Cost \$300
3.	Provide funding for a Science/STEM - Coding and Robotics program <ul style="list-style-type: none"> - Motioned by Sally, Seconded by Joe. - All in favour. 	Agreed. Cost \$5,980

5. Executive Committee reports

Secretary's report <i>Rebecca Dundon</i>	<ul style="list-style-type: none"> • All receipts and invoices have been distributed and all emails responded to. ACTION: Rebecca to email Kenny Yu an invoice for the EotG sponsorship. ACTION: Carolyn to laminate Certificates of Appreciation.
Principal's report <i>Lainie Beccegato</i>	Attached – Principal's Report
President's report <i>Joe Madafferi</i>	<ul style="list-style-type: none"> • A lot going on. The P&C have been extremely busy. • Thank you to everyone with EotG

<p>Canteen Report <i>Carli Williams</i> <i>(brought forward)</i></p>	<p>Attached</p> <ul style="list-style-type: none"> • Canteen report • Harmony Day Specials 2023 • Easter Specials 2023 <p>Summary of discussion</p> <ul style="list-style-type: none"> • Carli mentioned there have been a few students who do not have lunch due to an incorrect order date, not pressing submit in QkR! or forgetting to order. Carli would like to have a procedure in place for these students to receive a vegemite or cheese sandwich, with the cost to be paid via QkR! or Direct Debit and the option of parents to set up a contingency fund in QkR! <ul style="list-style-type: none"> - Motioned by Carli, Seconded by Alana. - All in favour • There have also been a few complaints from students that they have not received their lunch orders. It is usually the case that the parent/carer has incorrectly allocated the student to the wrong class in QkR! However, there was some questions about happens to the lunch baskets when they go back to the classrooms. It was agreed that Carli would send an email to the teachers to ask them if they could oversee the distribution of the lunch orders. • Debit/Credit card – to be discussed in the Treasurer’s Report below. <p>ACTION: Carli will organise to put the procedure in place for students without lunch.</p> <p>ACTION: Carli to ask the teachers if they could oversee the distribution of the lunch orders.</p>
<p>Treasurer’s Report (P&C plus Canteen treasurer) <i>Giao Valenti</i></p>	<p>Attached</p> <ul style="list-style-type: none"> • Feb 23 Bank account statement for the P&C account (137 065 652) • Feb 23 Bank account statement for the Canteen account (137 645 727) • Consolidated YTD P&L from Xero - up until 14/03/23 • Dec22 and Feb23 CBA Merchant statement <p>A summary of events to date:</p> <p>P&C Account</p> <ul style="list-style-type: none"> • Income <ul style="list-style-type: none"> ○ Nil from containers from change ○ Nil from entertainment books ○ EotG (to date): <ul style="list-style-type: none"> ▪ 9 Food trucks x \$150 = \$1,350 ▪ 22 Market stalls x \$35 = \$770 ▪ Kenny Yu donation \$1,500 ▪ Sponsorship \$1,500 – Castlegate Dental, Terry White Chemmart Kingsway and Krusty Kob bakery. ▪ 52 pre-ordered ride tickets \$1,300 to date sales via QkR! for. ○ Kindy High Tea – 20 tickets totalling \$800 • Expenses <ul style="list-style-type: none"> ○ EotG invoices – totalling \$3,086 ○ Kindy High tea expenses are due to be paid ○ Mother’s Day merchandise has been paid totalling \$2,236.54 ○ Xero monthly expense will be paid from the P&C account going forward • Account balance as of 14/03/2023 \$31,824.92 <p>Canteen Account</p> <ul style="list-style-type: none"> • There are few invoices that have yet to be paid <ul style="list-style-type: none"> ○ 2 x SDD from the start of the year and milk – totalling \$900

- There is a loss to date of \$3,725
 - It has been a quiet start to the year, and with opening the extra day on Wednesdays, we have spread the income over four days however, are paying the extra two wages on Wednesday
- Giao has discussed this briefly with Carli, and we may consider Carli not coming in on a Monday, and closing after break 1 on Wednesday. The volunteer numbers are great, so we may need to utilise the volunteers more. This may also be applicable in Winter when wet weather and over the counter sales reduce
- We are unlikely to see a real shift this term, given swimming in weeks 9 & 10, however, Harmony Day may bring a little boost
- Expenses in particular hot food this term is high, but the canteen also needed to restock for the start of the year. Packaging has increased significantly with eco-friendly alternatives now that plastics are no longer an option
- Term 2 will also see an increase in our prices
- Balance as of 14/03/2023 **\$21,663**

P&C actions

- Australian Charities and Not-for-Profits Commission (ACNC) application has been submitted and resubmitted
 - We will wait to hear from there about any issues
- We have successfully migrated and converted to Xero accounting software
 - We decided to use Xero because we have a 30 day free trial period and 50% for the first four months. Post four months we are eligible for a 25% discount, total cost of \$57, if we are classified as a charity. Giao is hoping we will have an outcome from our ACNC application by then. As mentioned earlier, accounting fee will be debited from the P&C account.
- Debit/credit card.
 - At the moment the canteen staff are paying for the canteen purchases from their own personal funds and re-imbursed at the end of the week. To eliminate the spending of personal funds it is proposed that the P&C obtain a debit card for the Canteen Staff.
 - To obtain a debit card the P&C will need to open a separate additional account. This would be the third account for the P&C and the signatories of the account would be the four executive members. The account would have a maximum of \$500 and the maximum approved purchase would be \$250. A PIN is required to use the card. If the maximum amounts are reached funds would need to be transferred into this account which requires two approvals. The PIN needs to be changed every year. There is not any extra work for the Treasurer to maintain this third account.

Motions:

1. That a new Bendigo Club Account be opened as the 'Madeley Primary School Parents and Citizens Association Incorporated debit card account'
 - Motioned by Carli, Seconded by Joe
 - All in favour
2. That the debit card and account usage policy dated 15/03/2023 be adopted for the year 2023, and that the signatories to the account are:
 1. Joseph Carl Madafferri, President
 2. Adam Marinich, Vice President
 3. Rebecca Dundon, Secretary
 4. Giao Thi Quynh Valenti, Treasurer
 - Motioned by Carli, Seconded by Alana
 - All in favour

Further Bank account information:

- Signatories – any two of the above signatories to sign

	<ul style="list-style-type: none"> • 1 x Debit card to be issued to Madeley Primary School Parents and Citizens Association Incorporated. • New account to be added to the following Bendigo Banking Internet Banking Access ID's: <ul style="list-style-type: none"> ○ Giao Valenti, Access ID:2322482721 ○ Josephn Carl Madafferri, Access ID:2322482726 ○ Adam Marinich, Access ID:23224827 ○ Rebecca Dundon, Access ID:2322482725 <p>ACTION: Carli to investigate options to reduce costs for the Canteen.</p> <p>ACTION: Giao to take steps to open the third P&C account and arrange debit card for the Canteen staff.</p>
Fundraising Report <i>Alana Foley</i>	<p>Attached</p> <ul style="list-style-type: none"> • Fundraising report <p>ACTION: Alana to source a contact for the pre-primary year group.</p> <p>ACTION: Alana to organise to print and arrange for volunteers to distribute flyers.</p> <p>ACTION: Rebecca to advertise again and finalise the volunteer roster.</p> <p>ACTION: Alana and Carlyne to distribute event plan (map) to vendors.</p> <p>ACTION: Alana and Carlyne to create run sheet (underway).</p> <p>ACTION: Everyone to do more promotions and advertising of the event and our vendors.</p> <p>ACTION: Carlyne to send sponsorship wording to Sally and Carolyn.</p> <p>ACTION: Everyone to move tables to the undercover area (Friday school pick up time).</p> <p>ACTION: Alana, Giao and Rebecca to purchase and prepare food and beverages Kindy high tea.</p> <p>ACTION: Alana to finalise numbers for hired goods for the Kindy high tea.</p> <p>ACTION: Alana, Giao and Rebecca to set and style the event for the Kindy high tea.</p> <p>ACTION: Alana to share the Mothers and Others Day stall timetable with teachers.</p> <p>ACTION: Peter to create a post on the Madeley P&C page and everyone to advertise to parents on all available channels (closer to the date – 11 and 12 May).</p>
Communications Report	<ul style="list-style-type: none"> • Nothing further to report. • Created multiple Facebook posts as required.

6. Any Other P&C Business

1) Nominations for the Communications Officer position were voted in:

- Communications Officer – Peter Whitnell elected unopposed.

Peter will commence his term as the Communication Officer immediately.

2) School Crossing Issue – safety and funding

Attached

- Warrant Criteria for type A, B Children's crossing
- Application for children's crossing
 - The P&C received an email from a parent for the need for some type of pedestrian crossing, pedestrian light, visible road/path markings on Cooper Street, crossing straight over to Olivedale Road. The parent has written to the City of Wanneroo Council and were advised that her request needs to come from the P & C.

- Adam has investigated this issue and has liaised directly with Natalie Herridge (South-West Ward Councillor for the City of Wanneroo). In order for the request to be forwarded to the Police Crossing Unit, a few steps need to be taken including three people to volunteer for a traffic count for before and after school for a week.
- It should be noted that the P&C have previously tried to advocate for a crossing at Gnangara Rd but unfortunately, the crossing did not meet the requirements. It is doubtful this crossing will meet the requirements as an 'A' crossing (have a minimum of 20 students and 200 cars over an hour duration period) or a 'B' crossing (have a minimum of 10 students and 100 cars over an hour duration period). However, the P&C support the parent to pursue their request to see if the crossing meets the requirement.
- Rebecca will forward the information to the parent to decide if she would like to pursue this request.
- Sally will also arrange for students to be presented with an information session about safety awareness.

ACTION: Adam to email the information re: request for student requests to Rebecca.

ACTION: Rebecca to forward information to the parent.

ACTION: Sally to organise for students to be presented information session about safety awareness.

7. Summary of Actions from Meeting

ACTION: Everyone to complete a membership renewal form, send to P&C email and make a gold coin donation.
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Everyone to do more promotions and advertising of the event and our vendors.
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Alana to share the Mothers and Others Day stall timetable with teachers.
Peter to create a post on the Madeley P&C page and everyone to advertise to parents on all available channels (closer to the date – 11 and 12 May).
Adam to email the information re: request for school crossing to Rebecca.
Rebecca to forward information to the parent.
Sally to organise for students to be presented information session about safety awareness.

8. Conclude meeting

Meeting closed at 9:10pm. Thanks to all for attending.

Next P&C Meeting

Next meeting is starting at **7:30pm** on **Wednesday 10th May 2023.**