

**PHOENIX PRIMARY SCHOOL P & C ASSOCIATION
MINUTES OF GENERAL MEETING**

DATE:	Wednesday March 6 2019	PRESIDENT:	Narelle Wheaton		
START TIME:	3.30 pm	MINUTES SECRETARY:	Carol Birch		
ATTENDEES:	Renee Puizina; Margaret Pretty; Maryke van Rooyen; Melanie Starkey (new financial member); Novita Mulyani; Tanya Whittaker; Carol Birch; Narelle Wheaton; Mandy Pike; Cath Wyatt; Phillip Bryant (new financial member);				
APOLOGIES:	Darryl Whittaker; Keith Barr; Fran Coen; Maria Clapsis;				
ITEM REF	ITEM	DISCUSSION/MOTION	RESOLUTION	ACTION / TIMELINE	CARRIED
1	WELCOME	President, Narelle Wheaton called the meeting to order and thanked everyone for their attendance.			
2	MINUTES OF PREVIOUS MEETING	Confirmation that they be accepted as read		Moved: Mandy Pike 2 nd : Tanya Whittaker	CRD
3	BUSINESS ARISING FROM PREVIOUS MINUTES	None	Amendment	A copy of these minutes and AGM need to be given to bank with new signatures.	CRD
4	CORRESPONDENCE – IN	<ul style="list-style-type: none"> • Email from Phillip Bryant – nomination for Secretary • Email from Tanya Whittaker – nomination for Secretary • Email from Mandy Pike with flyers for Car Book Sale • Email from Suzy Mackic seeking information on the Secretary's role 	<p>Later cancelled by phone to Carol Accepted by executive with some changes</p> <p>Carryover to General Business</p>	<p>Carol replied with thanks & details re mtg</p> <p>School to print A3 & A5 flyers – done</p> <p>Carol sent information sheet with excerpts from WACSSO Secretary's Guide</p> <p>Renee went through info with group</p>	

		<p>CANTEEN : Renee presented certificates for attendees at last year's Canteen Association training. Explained that anyone who volunteers in canteen needs training (within 3 months of first volunteer day)</p> <p>Need a commercial 1st aid kit for canteen; also coloured band aids and coloured food cutting boards</p> <p>Renee mentioned that the insect catcher not working properly</p>	<p>All agreed to put on website & P & C facebook page + link for online training</p> <p>Narelle moved that Renee price 1st aid kit and purchase band aids and boards 2nd Tanya Carol to get it checked out through school</p>	<p>Renee will get clarification on holding a face to face training session at Phoenix and invite other schools – will discuss at next meeting</p> <p>Renee to price 1st aid kit and make other purchases</p>	CRD
		<p>FUNDRAISING: Narelle thanked everyone for their help with the Welcome afternoon, it was a great success.</p> <p>Entertainment Book : Narelle explained the concept</p> <p>Car Boot Sale: Narelle explained that the Council approval and food permits had been done. A3 and A5 flyers printed by school Narelle will open the gates to oval for cars then lock again. Volunteers on pedestrian gates for entry fee.</p>	<p>All agreed that it is not viable so NO to this</p> <p>A3 colour flyers for shopping centres A5 b/w flyers for letter drop and to go home with children</p>	<p>Carol to organise extra flyers for going home</p>	CRD
9.	OTHER BUSINESS	<p>Funding submission received from Deputy Principal Fran Coen for National Young Leaders Day and Internet Awareness Presentation</p>	<p>Submission read out by Narelle moved motion to approve 2nd Renee</p>	<p>Donation Request signed – P & C to donate \$1889.30.</p>	CRD

		Funding submission received from Melanie Starkey (handouts given to all present) for sound system in the Music Room. After discussion it was agreed to get more information on what is needed.	Phillip very generously offered to donate the \$1400 towards the sound system, then with P & C / school assistance it may be possible to get an improved system.	Mel to meet with Novita's husband who is a sound engineer to get advice.	CRD
DATE OF NEXT MEETING		Wednesday April 3 2019; 3.15 for 3.30pm start	MEETING CLOSED:	4.35 pm	
SIGNED PRESIDENT :			DATE SIGNED:		

Presidents Report

I don't really have a lot to report at this meeting.

I would like to take this time to say thank you for voting me back in as the President of the Phoenix Primary P & C.

I look forward to working with the P & C Executive and Committee as we work together to raise funds for the Students and Staff.

This year have booked in the Car boot Sale and we will look at other fundraising opportunities for the 2nd half of the year.

Again thank you

Narelle Wheaton

President



Phoenix Primary School

An Independent Public School

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P&C Meeting 6 March 2019

Principal's Report

Thank you to all our parents and community members for attending this meeting. Our first donation from the P&C was enjoyed at the school assembly last week when the big fan circulated the air, offering some respite to the heat. Thank you again for that decision on behalf of our teachers and students.

I would like to sincerely thank the parents who volunteer during the week at Phoenix. Whether helping at the open classroom day, the canteen, covering books in the library, hearing children read and/or helping in the classrooms, your time and efforts are really noticed and appreciated. Thank you.

The school will continue to work with the P&C in targeted fundraising ventures to provide for our children at Phoenix. The staff continue to write submissions for grants to provide opportunities and facilities for the children at Phoenix. Mr Walsh has submitted a request to Tennis Australia for the resurfacing of the undercover area to make it into 3 tennis courts. We have the nets, racquets and balls because we are already a 'tennis school'. At the cake stall at the 2018 athletics carnival, staff and a few parents raised approximately \$900 to go towards this project. We must now wait to find out if we have been successful in securing this grant.

The Phoenix Primary open classrooms and sausage sizzle organised by the P&C was a success as an inaugural event. Most parents had left the classrooms by 3.30pm but had gathered up near the assembly area where their children were playing on the climbing equipment and they were enjoying a chat and a delicious sausage sizzle.

The Year 6 Leavers shirts have been ordered for 2019 and will be ready this term for distribution. We have been able to keep the price the same as the last 2 years.

I would like to submit 3 requests from the school for your consideration regarding funding. They are

1. The Leaders Conference
2. Cyber Bullying Presentation for children and parents
3. Music Equipment.

I sincerely hope that our parents will continue to support their P&C for the benefit of all the children at Phoenix Primary School.

Kind Regards

Margaret Pretty
06/03/2019



Phoenix
Primary School
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P&C Committee
28 Phoenix Road,
HAMILTON HILL WA 6163

Good Afternoon All,

I would just like to say sorry I can't be here today, but my leg alterations are Important to me.

We had a good turn out for the Welcome to Phoenix Primary School last Thursday 27th Feb 2019. I would like to say Thanks to All those who came and helped either in the Canteen or doing the Sausage Sizzle.

I have been in touch with WACSSO regarding some Financial reports. As our P&C Revenue is under \$250,000.00 this is our financial reporting obligation (under the Associations Incorporations Act 2015)

- A statement of receipts and payments for the financial year.
- Reconciled statement of the associations bank account balance as the end of the financial year
- A statement of Assets and Liabilities of the association at the end of the year.

I have been advised that the Last Reports sent into WACSSO was 2013, I am working with them to get this all sorted out as quickly as I can. I have explained when I took over as Treasurer last year and the work that needed to be sorted. They can understand where I was coming from and have told me that I need to get this ALL sorted as quickly as I can. It's a bit hard when there isn't much information to go on, but I am doing my best to sort it out. An update will be ready for the next meeting.

We have also been asked by Bunnings if we would like 2 spots for a Sausage Sizzle this year.

Have been asked if we would like a spot in May and November. Can we please look at this so that we can make a booking if this is what we would like to do please?

I also would like to see if we could do one of these fundraiser BBQ to buy a Laptop for the P&C Treasurer, this way ALL information is located on this laptop and then whoever takes over ALL information is in one location. Just a thought.

We also need to look at other ways to do some fundraising for the year like Mother's Day Raffle and Stall, Derby Day free dress, Crazy Hair day, Father's Day raffle and stall, Quiz night.



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The following payment have been made from the last meeting. Please see list below.

1. Float for the Canteen - \$50.00
2. Cash cheque -- \$400.00 for shopping for the welcome to Phoenix – sausage sizzle, Canteen Shopping.
3. Canteen food - \$112.37
4. Canteen Shopping - \$176.80
5. Streets Account – 6T G66504 - \$253.80
6. Streets Account – 6T G66505 - \$649.20
7. Gas Exchange Bottle - \$28.00
8. Shopping for Welcome to Phoenix Sausage Sizzle - \$91.50

Then we had the following deposits go into the account

1. Money from Sausage Sizzle & Can Sales – \$123.00
2. Canteen Sales for week 1- 25 & 27-2-19 – \$146.05
3. Canteen sales from Welcome to Phoenix - \$50.45
4. Member fees - \$27.00
5. Balance of Petty Cash Cheque re banked - \$103.70

As of the 28th February 2019 the bank Balance stands at \$11,561.45

We also need a new Authority for Business Account Signatories to be updated. Can All those to be added to this account please fill in the form today and return to Tanya so I can action this ASAP. I also need a copy of the AGM Minutes to take to the bank. We also might need to alter the minutes to list the people who will be listed to sign on the bank account. The people to be added to this account will be the following - President, Vice President, Secretary, Treasurer and 2 Executive Members.

Have also spoken to the bank regarding a Debit Credit Card, this has been thought about for the use for buying every day items for the Canteen ect. It will be the same kind of account we have now, but the Credit Cards will have the Person's name on it with Phoenix Primary School P&C also listed on it. Those who will have a card if they leave the card will automatically be suspended and the new person will have to apply. This will save writing cheques out for cash to go and do shopping. Can we please look at voting this in. The bank said the people that could



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have the Credit Cards are the President, Treasurer and the Canteen Supervisor. This account would have a set amount deposited into it and will be reloaded once receipts have been reconciled.

Regards,

Darryl Whittaker

Treasurer,

Phoenix Primary School P&C Committee - 2019