



**COTTESLOE PRIMARY SCHOOL  
P&C ASSOCIATION INC.**

**Administration**

Principal: Graham Dart

Deputy: Andrea Macfarlane

Deputy: Jane Lowther

Registrar: Tracey-Anne Simpson

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**P. & C. Association Inc**

President: Ruth Fiorentini

Vice President: Brett Pearson

Secretary: Fiona Sweet

Treasurer: Rebecca Pattison

**Cottesloe Primary School P & C Association Inc.**

**Annual General Meeting Monday 13<sup>th</sup> February 2017**

7.30pm – Staff Room

**MINUTES**

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**1. WELCOME AND OPENING OF MEETING**

**1.1. Attendees** – Jeff Sweet, Bernard Cena, Garrett Bacich-Hearn, Anna Woodliffe, Rebecca Pattison, Graham Dart, Melanie Love, Bridie Bowman, Alana Phillips, Ingrid Campbell, Liza-Jean Williams, Pepi Smythe, Dan Mitchell, Larissa Wiese, Rosemary Glass, Sarah Butlin, Ennee Schultz, Lisa Beards, Tracey-Anne Simpson, Ruth Fiorentini, Fiona Sweet, Susan Venn, Lisa Harry, Ella Dennis

**1.2. Apologies** – Sharron Carew-Reid, Aoife Petrie

**1.3. Introductions** – Current and incoming members plus other attendees all introduced themselves.

**2. GENERAL BUSINESS**

**2.1 Confirmation of Minutes from the previous meeting.**

*Resolution: That the minutes of the Cottesloe Primary School P&C Association General Meeting held on 6<sup>th</sup> December 2016 be taken as read and confirmed as a true and accurate record. Motion passed: Anna Woodliffe and Rebecca Pattison.*

**2.2 Correspondence**

*Resolution: That the correspondence in be received and the correspondence out be endorsed as read as per the notations in the correspondence book.*

Motion passed: Ruth Fiorentini and Liza-Jean Williams.

### **2.3 Overview of the Cottesloe Primary School P&C Association.**

- Laminated copy of the Constitution available at every meeting to consult.
- Past achievements, future plans and how the P&C engages with the community

**2.4 P&C meeting protocol points** – Discussion on the procedure for debating around motions as well as recording any conflicts of interests that may arise when making decisions about what is best for the children. Laminated copy outlining debate procedures available at every meeting.

### **3. 2017 Election of Office Bearers for the positions of:**

All positions were declared as open and the following volunteers were voted in unanimously.

- President – Ruth Fiorentini
- Vice-President – Brett Pearson
- Secretary – Fiona Sweet
- Treasurer – Rebecca Pattison
- Executive Member (Class Parent Representative) – Anna Woodliffe
- Executive Member (Fundraising) – Daniel Mitchell
- Executive Member (Uniform Shop) – Ingrid Campbell

## **4. GENERAL BUSINESS**

### **4.1 REPORTS**

- Principal's Report – see attached report
- President's Report – Summary of the P&C projects carried over from 2016 – namely the P&C pledging of funds to the Undercover walk way existing undercover area and link the upper and lower school infrastructure. Outline of how the Parents and Citizen's Association engages with the school, to assist with learning and education. Discussion about 120<sup>th</sup> events, for further information see attached 120<sup>th</sup> committee report and President's report.
- Treasurer's Report – see attached report

**Motion: That the Treasurer's report to the 8<sup>th</sup> February 2017 be accepted as true and correct. Motion passed: Liza-Jean Williams and Dan Mitchell.**

**Motion: That the Treasurer's report to 31 December 2016 as being a statement of payments and receipts for the financial year 1<sup>st</sup> January 2016 to 31<sup>st</sup> December 2016 be accepted as true and correct SUBJECT TO AUDIT.**

**Motion passed: Fiona Sweet and Sarah Fallon.**

- 120th Anniversary Committee Report – see attached report and attached picture of the 120 badge.
- Cott Father's Report – see attached report
- Uniform Shop Report – see attached report. Discussion about presenting rain jacket samples to the board as well as possibly bringing back the umbrella. Both could be tied in with 120th celebrations. Any suggestions, please email [uniformshop@gmail.com](mailto:uniformshop@gmail.com).

#### **4.2 VOLUNTEERS NEEDED**

- Dan Mitchell as Fundraising Coordinator will oversee the multiple Fundraising and Event Management and Planning Teams for each major social event.
- Each team will be responsible managing a key 2017 event and will need to be made up of a minimum of 2 people.
- Volunteers are still needed to fill these teams. See the attached report from the President about ways to assist with Fundraising and Event Management.
- Also needed are 1 or 2 volunteers who are keen to write applications for grants to raise funds for the school.

#### **4.3 UPCOMING P&C EVENT**

**W.A. STATE ELECTION DAY, SATURDAY 11<sup>TH</sup> of MARCH.**

- Planning Update – Dan Mitchell to continue following up quotes for hire of coffee machines.
- Volunteers are needed to advertise Cottesloe Primary as a polling location to attract as many people as possible through FB, Community posters, local media, Election Website. Ruth to send an email.

### **5. MOTIONS**

- 1. Motion: That the outgoing P&C signatories Sharron Kent, Anna Woodliffe and Liza-Jean Williams are removed from bank records and the new President, new Treasurer and new Vice-President are added on as signatories following the AGM. Motion passed: Liza-Jean Williams and Sarah Fallon**
- 2. Motion: The P&C will agree to make funds of up to \$4, 500 available for expenses related to the Movie Night. Motion passed: Liza-Jean Williams and Ingrid Campbell.**

- 3. Motion: The P&C will agree to make funds of up to \$1,800 available for expenses related to the March 11<sup>th</sup> State Election Day Sausage Sizzle and associated costs. Motion passed: Liza-Jean Williams and Sarah Fallon**

## **6. ACTION ITEMS**

- 6.1** The P&C supports the Entertainment Book as a 2017 fundraiser.
- Thank you to Sarah Fallon for her continued support. It is noted for the record that Sarah works for the Entertainment Book business.
- 6.2** The P&C continues to support the Stuck on You fundraising program.
- Has raised a few hundred dollars already.
- 6.3** 120<sup>th</sup> Anniversary commemorative badges.
- Garrett Bacich-Hearn has offered to purchase the full order amount of 120<sup>th</sup> badges and donate back to the school so every student can have a badge.
  - Ingrid Campbell will liaise with the badge company to finalize the order.
  - Graham Dart and Ruth Fiorentini will confirm with Garrett Bacich-Hearn that he is happy to pay the full order amount inclusive of GST.
  - Ingrid Campbell can then place an order either at the end of this week or early next week.

## **7. GENERAL BUSINESS**

- Tracey-Anne Simpson presented her research about Cottesloe Primary Schools P&C Voluntary contribution charges compared to other similar state primary schools in the area. The Board has not changed Cottesloe Primary Schools voluntary contribution amounts in the last few years but will continue to monitor these amounts to make informed decisions about any future price changes.

## **8. DATE OF NEXT MEETINGS**

**7.1 Executive Meeting 9<sup>th</sup> March @ 7.30pm**

**7.2 General Meeting Friday 17<sup>th</sup> March @ 9.10am**

## **9. MEETING CLOSURE @ 8.50PM**