



COTTESLOE PRIMARY SCHOOL
P&C ASSOCIATION INC.

School Administration
Principal: Graham Dart
Deputy: Courtney Bridge
Deputy: Jane Lowther
Registrar: Lena Harvey

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Phone: (08) 9384 2426
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P. & C. Association Inc
President: Myke Bartlett
Vice President: Kat Tiller
Secretary: Lucy Henderson
Treasurer: Andrea Binedell

COTTESLOE PRIMARY SCHOOL P&C ASSOCIATION ANNUAL GENERAL MEETING (AGM)

PLEASE TAKE NOTE THAT THE NEXT GM WILL TAKE PLACE ON:

WEDNESDAY 26 APRIL 2023
7:00PM
SCHOOL LIBRARY

AGENDA

No	Item
1	<p>Record of Attendees: Kat Tiller, Lucy Henderson, Bridie Howe-Keetelaar, Gabby Mathews, Mel Love, Myke Bartlett, Milly Bartlett, Jenny Murtagh, Andrea Binedell, Anna Woodliff, Anna James, Ben Tiller, Benita Ross, Jessica Harrison, David McKenna</p> <p>Record of Apologies: Deb Sampson</p>
2	<p>Welcome/ Opening of Meeting A quorum was noted as being present. The meeting commenced at 7.06pm with brief</p>

	opening comments and a welcome from the President, Kat Tiller.
3	<p>Confirmation of Minutes from previous meeting</p> <p>Proposed Motion- <i>That the minutes of the Cottesloe Primary School P&C Association general meeting of 6 December 2022 be taken as read and confirmed as a true and accurate record.</i></p> <p>Proposed: Anna W; Seconded: Andrea</p>
4	Reports
4.1	<p>President's Report</p> <p>The President, Kat Tiller, then delivered her report. Please refer to attached President's report for full details. In addition to what is in the report, we also discussed the following:</p> <ul style="list-style-type: none"> • As we do not have a Class Rep for either of the Kindy classes, Kat is going to attend the Kindy parent info session for encouragement. We are also missing a Class Rep in PP 11b and Year 2, Room 1. • Kat to change Key Dates – Movie Night to Family Night and P&C will now support Walk to School in May (not Ride to School in March). • Family Night – we need to look into an alternative indoor activity to replace Scitech this year. Dan to please follow up with his contact at the Maritime Museum. Kat is buying the deposit for the Movie Night from the P&C so that we have the flexibility to book an alternative event. • Kat is going to set up Trybooking for the hot cross bun sale. We will need volunteers to hand them out on 2 separate days. • We discussed installing a hot water system, dishwasher and raising the sink in the P&C room. We have decided to pause this project whilst we look at different possible locations for the P&C room that would make the space more useable. • Bridie to please follow up with Chris Shellabear to confirm if he is happy to run the auction for the VIP parking bays. • Kat is going to contact Connor McGrath and Rachel Hutchinson to see if they would be interested in designing a P&C logo. • Once Key Dates are finalised, Kat to send to Lucy who will arrange for them to be added to the website, and Myke, who will add them to the newsletter.
4.2	<p>Principal's Report</p> <p>Mel Love then delivered the Principal's report on behalf of Graham Dart. Please refer to attached President's report for full details. In addition to what is in the report, we also discussed the following:</p>

	<ul style="list-style-type: none"> • Firstly, Mel congratulated the P&C on behalf of Graham and the school, for all of the work that was done for the Fair and the subsequent Citizen Award received from Peppermint Grove Council. • School is back to a great start, classes settling in well with new arrangements. Year 3 class is at capacity but going well. • Please could Jess get a message out via the Parent Reps regarding the upcoming school closures in the first weekend in March. • A message was shared regarding the upcoming Parent Teacher interviews. The teachers are flexible and very keen to see parents. Please reach out to teachers (and let others know) if the proposed dates don't suit. Could we also please get the message out via Class Reps to stress the importance of parents showing up at their allotted times. • Council are aware of the parking issues around the school and will be issuing tickets. Please get message out via Class Reps. • ANZAC commemoration will be taking place very early this year – 6th April – due to the way the days fall when we get back at the start of term 2.
<p>4.3</p>	<p>Treasurer's Report</p> <p>The Treasurer, Andrea Binedell, then delivered her report. Please refer to attached Treasurer's report for full details. In addition to what is in the report, we also discussed the following:</p> <ul style="list-style-type: none"> • Andrea is going to remove the committed funds for reusable function equipment as this has been on for quite some time. • Kat is going to arrange the brass plaque. • We still don't have a gardener and some of the new trees are dying. Mel is going to speak to the office to see if we could draw up a parent roster to help with watering.
<p>5</p>	<p>Overview of the Cottesloe Primary P&C Association and the rules as outlined by WACSSO</p>
<p>5.1</p>	<p>WACSSO role</p> <p>Kat gave a brief description of WACSSO. She discussed that we are insured by them and follow their guidelines. They hold a yearly conference. If anyone is interested in attending, please advise an Exec member.</p>
<p>5.2</p>	<p>Invitation for all attendees to become members of the Cottesloe Primary P&C for 2023</p>

6	<p>2023 Election of Office Bearers and Sub-Committee Conveners</p>
	<p>All positions were declared vacant.</p> <p>New members were elected unopposed as follows on a unanimous show of hands:</p> <ul style="list-style-type: none"> • President – Myke Bartlett • Vice-President – Kat Tiller • Secretary – Lucy Henderson • Treasurer – Andrea Binedell • Executive Member – Class Parent Representative – Jess Harrison • Executive Member – Fundraising Coordinator – VACANT • Executive Member – Uniform Shop Convener – Jenny Murtagh & Gabby Mathews • Executive Member - General – Bridie Howe-Keetelaar • Cott Fathers Sub-Committee Convener – VACANT • Green Scene Sub-Committee Convener – VACANT • Media Relations – Milly Bartlett
7	<p>Fundraising/Social Occasions Update</p> <p>Welcome Picnic and Light Spectacular</p> <ul style="list-style-type: none"> • Friday 24th February 2023 5-8pm • Trybooking set up with food options (Nachos bowls/Chicken Burgers/Hotdogs) • Bar being organised through Dan Mitchell • Snow cones being organised with year 6 Engagement Committee • Live music being arranged through KT • Ad going in Post asap to let public know
7.1	<p>General update</p> <ul style="list-style-type: none"> • Welcome Picnic and Drone Show re-run is on the 24th February from 5-8pm. • Struggling to find a landscaper who will take on the smaller jobs for the ELC (needs to be less than 50k). Dave McKenna may know a landscape architect. • 1 company is providing a quote but we think it is going to be pricey. • Could we reach out to other schools to see how they did it? • Our hope was to get one company to complete the entire process...but if we are willing to separate into smaller disjointed pieces, we may find more people who can quote. Milly may know someone.
7.2	<p>Parent/family event</p> <ul style="list-style-type: none"> • New family morning tea on the 17th March 2023 from 9am in the school library. P&C will assist in setting up tea and coffee and arranging donations of baked

	<p>goods.</p> <ul style="list-style-type: none"> • Milly will send out a request for baked goods.
7.3	<p>Fundraising Goals 2023 and Update</p> <ul style="list-style-type: none"> • We applied for Volunteers Grant for \$2500 for volunteers. Still awaiting outcome. • Still waiting for a company to be decided for the ELC upgrades that we have been raising funds for. Once approved by the board, we can then proceed to do in blocks of work within the 50k range. • Key Dates set with a plan for 2023. • Containers for Change bins. • New parent organiser code/fundraiser. • Name Labels fundraiser.
8	<p>Uniform Shop Update</p> <ul style="list-style-type: none"> • Jenny has been an integral member of our P&C who works so hard to run our uniform shop. I would like to thank her for all her efforts in making it such a success and for being a wonderful first point of contact with our P&C for all new starters. • We are discussing the idea of outsourcing the role and making it a paid position. • In order to progress with making this a paid role we would need to register it with WACSSO and find out the award details. Andrea to please find out what award this role would be under. • The uniform shop would also need to have their own bank account with incomings and outgoings. We discussed the possibility of moving the ordering system online via Quickcliq. Jenny to speak to the school to see if this is something we could do. • The position will need to be advertised to other families in the school. Jenny to please draft a job description. • Lucy to send out Connect ASAP asking for volunteers for the Uniform Shop as Jenny not currently available on advertised days - done.
9	<p>Items seeking motion</p>
9.1	<p><i>That the Treasurer's report to 10th February 2023 be accepted as true and correct.</i> Proposed: Bridie; Seconded: Gabby</p>
9.2	<p><i>That the Treasurer's report to 31 December 2022 as being a statement of payments and receipts to the financial year 1st January 2022 to 31st December 2022 be accepted as true and correct.</i> Proposed: Anna W; Seconded: Jess</p>

<p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p> <p>9.9</p> <p>9.10</p>	<p><i>That the Cottesloe Primary School P&C Association add Myke Bartlett as a signatory(s) to the P&C bank accounts, and remove as signatories outgoing executive member(s) Anna Woodliff</i> Proposed: Bridie; Seconded: Gabby</p> <p>Other financial motions proposed:</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$6400 in funds for the employment of a paid uniform staff member (Casual role \$35hr plus super, up to 4hrs a week (paid only during school terms until 30th December 2023/mid Feb tbc).</i> Proposed: Bridie; Seconded: Jess</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$300 in funds for the Walk to School Day.</i> Proposed: Anna W; Seconded: Jess</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$1200 in funds for the Easter Hot Cross Buns.</i> Proposed: Anna W; Seconded: Kat</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$2800 in funds for new mats in the Pre-Primary classrooms.</i> Proposed: Anna W; Seconded: Gabby</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$385 for an ad to be run in the Post for the re-run of the Drone Show (required per grant).</i> Proposed: Milly; Seconded: Gabby</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$2000 in funds for the purchase of a replacement shade shelter for Mosman Park Primary as there was a mix up with the shade shelters post the school fair.</i> Proposed: Bridie; Seconded: Gabby</p> <p><i>That the Cottesloe Primary School P&C Association resolve to allocate \$2373.79 in funds a dishwasher (\$699), sink and hot water system (\$1674.79) in the P&C room.</i> PAUSED</p>
<p>10</p>	<p>New or Other Business</p> <ul style="list-style-type: none"> • Andrea raised the point of how class lists are distributed at the start of the year. She wanted to better understand the school's current procedure of advertising these lists (specifically why the lists are published last minute with no advance warning of date and also why parents cannot photograph class lists). The P&C discussed that many of us also felt this process could be made easier and less stressful for families. • Mel advised that the lists will always be published last minute due to the nature of the area and the high flux of families over the holidays. Members understood this but requested that next year we are given advance notice of what the date will be.

	<ul style="list-style-type: none"> • Anna recognised that there are children whose identities are protected and explained that is why we can't photograph the lists. The group then wondered if we could send individual class lists via Connect to existing families. The school could then directly communicate with the new families. • Parents have also given feedback that they would like a heads up if their child is in a split class. • The group congratulated and thanked Anna for her many years as an Exec Member of the P&C. • Myke thanked and congratulated Kat on behalf of the group, for the last 2 years as P&C President.
11	Date of Next Meeting – Wednesday 26th April 7pm – School Library
12	Close of meeting There being no further business, the meeting concluded at 8.30pm