



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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P. & C. Association Inc

President: Myke Bartlett
Vice President: Kat Tiller
Secretary: Lucy Henderson
Treasurer: Andrea Binedell

COTTESLOE PRIMARY SCHOOL P&C ASSOCIATION

NOTICE OF GENERAL MEETING

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

WEDNESDAY 11TH OCTOBER

6:00PM

SCHOOL LIBRARY

AGENDA

No	Item
1	<p>Record of Attendees:</p> <p>Louise Allen, Myke Bartlett, Milly Bartlett, Andrea Binedell, Graham Dart, Freya Hewitt, Bridie Howe-Keetelaar, Jane Lowther, Gabby Mathews, Jenny Murtagh, Victoria Swarbrick, Anna Woodliff.</p> <p>Record of Apologies:</p> <p>Lincoln Elliot, Jess Harrison, Lucy Henderson, Kat Tiller</p>

2	<p>Welcome/ Opening of Meeting</p> <p>A quorum was noted as being present. The meeting commenced at 6.10pm with brief opening comments and a welcome from the President, Myke Bartlett.</p>
3	<p>Confirmation of Minutes from previous meeting</p> <p>Proposed Motion:</p> <p><i>That the minutes of the Cottesloe Primary School P&C Association Annual General Meeting of 26 July 2023 be taken as read and confirmed as a true and accurate record.</i></p> <p>Proposed: Andrea; Seconded: Gabby</p>
4	<p>Reports</p>
4.1	<p>President's Report</p> <p>The President, Myke Bartlett, delivered his 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"> - The faction carnival lunch worked well. Next year reorganise the ordering system to ensure soy sauce and supply water for the adults. - Term 4 fundraiser selling well, thanks to Victoria and Jess. 10 of 15 tables sold. - Cottfathers is progressing well, thank you Lincoln and Dan - There will need to be an extraordinary meeting before the end of the year to pass financial motions. - Cott footbridge - the school has been approached to provide (non-financial) support. Myke has said we're supportive but won't offer any financial assistance. - Roles for 2024 P&C exec - many positions open. Myke is happy to continue as President for another year if no-one else wants to take on the role. - Number of meetings - consider changing timing of dates so it's not the first the first week of term, consider a meeting/celebration at the end of term (6 Dec) - Not having sausage sizzle on voting day. Sometimes it's better to show that we can't do everything to encourage more people to get involved. - Term 4 events: Christmas concert, coordinated by Year 1s (June Buchan and Jay Barker leading); National Teacher Day 27 October, Kat organising morning tea; Graduation morning tea, coordinated by Year 5 parents, Freya has already arranged a meeting.

4.2	<p>Principal's Report</p> <p>Graham Dart delivered the Principal's report. Please refer to attached Principal'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"> - New art teacher for the remainder of 2023 after Mrs Jones's injury - Approval for replacement of bike shed with heritage-looking shed in a new location, old location will be converted to sports courts. Opportunities with sump development to do more land levelling works. - Performing arts room is to be converted into science room over summer. - Broken bore pump so ovals not being watered. Due to be replaced, cost to be paid by Education Department. - Correction to 2024 calendar: 16 August 2024 school development day (not 16 July) - Term 1 2024, students return on Wednesday 31 Jan. Class list 30 Jan, uniform shop will also open that day. - Term 2 June public holiday Thursday & Friday PD days before public holiday - Open night, Wed 1 November 2023, opportunity to promote P&C. - P&C noticeboard due to be updated. - Graham expressed his thanks to the P&C for its generous donations.
4.3	<p>Treasurer's Report</p> <p>Andrea Binedell then delivered the Treasurer's 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"> - \$27K was approved for ELC works but it was actually \$17K for fencing, \$10K for undercover area speakers and screens so additional approval for \$5K for speakers and screens will be rescinded. - Uniform shop paid role. There has been an increase in award rates to \$30.91/hour plus super. (More discussion below under item 8). - Confirmed Kate Chaney grant has been received
5	<p>Invitation for any new attendees to become members of the Cottesloe Primary P&C for 2023</p> <p>There were no new attendees.</p>

6	<p>General Update</p> <p>ELC Upgrade:</p> <ul style="list-style-type: none"> - Raised idea of fundraising thermometer again to encourage general donations to ELC upgrade - Site works costs of \$41,760 ex GST have been passed. - The install of play unit will cost \$38,190 ex GST and a motion will need to be passed. The treasurer advises we wait until after the quiz night to pass the motion. - Suggestion from Louise to offer families the chance to buy a plaque or brick for the playground as a further fundraiser. Louise happy to be involved. <p>ACTION: Myke to talk to Anna about the brick fundraisers run in the past.</p> <p>Planning for 2024:</p> <ul style="list-style-type: none"> - We are due to set dates for 2024 calendar - start draft calendar at next meeting on 6 December. - We need to encourage new P&C membership to help with take-up of roles for the next year - several people are stepping down. <p>ACTION: Myke to arrange promotion at Open night for P&C</p>
7	<p>Fundraising Goals 2023 Update</p> <ul style="list-style-type: none"> - Last day lunch allocated to pre-primary, Jess said P&C will organise the ordering. Lunch at 1pm. Parent helpers from 12-12.30. \$60 allocated for icy poles (motion passed at last meeting) as a thank you to the kids for the lapathon. - Ensure there are separate tables for gluten free and vegetarian. <p>ACTION: Milly & Bridie to set up try booking.</p>
8	<p>Uniform Shop Update</p> <p>Updates from Jenny and Gabby</p> <ul style="list-style-type: none"> - ordering jackets and grad shirts tomorrow, putting in a big order (\$5-6K), won't see income until January. - Uniform shop to reduce current stock of Year 6 shirts to half price for end of year signing day. (As discussed at last meeting) - Prices need to increase 3-5% with inflation, on much stock we're only making 50 or 60 cents per item. Jenny will bring notes to next meeting for approval. - Paid role: In shop 1-2 days/week (2 half days once a week). Next steps: create job description and start to promote. <p>ACTION: Myke to check minutes from last meeting of 2022 and bring next steps to next meeting.</p> <p>ACTION: Gabby to prepare job description (Jenny said to look at recent PLC job)</p>

9	Cottfathers Update Linc was an apology but reported: - Ticket sales going well - \$12K income last term. \$7K in TryBooking.
10	Items seeking motion <i>That the Treasurer's report to 7 October 2023 be accepted as true and correct.</i> Proposed: Freya; Seconded: Jenny <i>That the Cottesloe Primary School P&C Association resolve to allocate \$1000 to the Last Day Lunch</i> Proposed: Bridie; Seconded: Andrea <i>That the Cottesloe Primary School P&C Association resolve to allocate \$2000 to the Welcome Picnic 2024.</i> This motion is to be held over until 6 December meeting.
11	New or Other Business
12	Date of Next Meeting - 6 December School Library
13	Close of meeting There being no further business, the meeting concluded at 7.30 pm.