



Karratha Primary School
 Parents & Citizens Association Incorporated
 Turner Way Karratha WA 6714
 PO Box 1515 Karratha WA 6714
 ABN: 44 266 417 042

**AGM Minutes for
 Annual General Meeting held in the Library on
 Tuesday 19th February 2019 at 2.45pm**

1. Welcome

Meeting Opened: 2.45pm

In Attendance: Kate Lyon, Rebecca George, Trish Sanson, Carmen Sweeney, Ana Duncombe, Daiva Gilliam, Moana Elkington, Amanda Ridout, Casey Westlake, Tanya Smith, Tanaya Stewart, Kimberley O’Conner, Tanya Graham, Katrina Pikor, Aimee Williams, Cindy Zanker, Charmaine Gorman, Lisa Heales

Apologies: Jasmin Miller, Candra Malta, Jade Lacey, Jody Calhoun, Kylie Otley

2. Confirmation of Previous Minutes

Resolution: That the minutes of the previous General Meeting of Karratha Primary School P&C Association on Tuesday 27th November, 2018 be taken as read and confirmed as a true and accurate record. **Carried**

3. Business Arising From Previous Minutes

3.1 Painted Games – Casey

Has spoken to Scott and he is due to start next week. He just needs to arrange access to the school with Kate.

4. Correspondence

4.1 In

12/12/18	WACSSO Term 4 Newsletter	Jaz File
5/02/19	Laser Sharp Flyer	Katrina
13/02/18	Australian Fundraising School Canteen Association	Katrina Katina

Out

5. Reports:

5.1 President’s Report by Tanya Graham

(See appendix 1)

5.2 Presentation and adoption of audited financial statement

Casey has been waiting for the new Treasurer and will do as part of the handover.

5.3 Treasurer's Report by Casey Westlake

See appendix 2.

ATO debt for 2008 – 2010 will be sorted and is getting done.

5.4 Principal – Kate Lyon

See appendix 3

5.5 Canteen – Katrina/Tanya

Nothing to report

5.6 Uniform committee – Katrina

Nothing to report

5.7 Fundraising committee – Katrina

Nothing to report

6. Elections:

All positions to be declared vacant

6.1 Office Bearers

Position: President

Office Bearer: Tanya Graham

Nominated by: Amanda Ridout

Seconded: Moana Elkington

Position: Vice President

Office Bearer: Rebecca George

Nominated by: Casey Westlake

Seconded: Katrina Pikor

Position: Secretary

Office Bearer: Jasmin Miller

Nominated by: Tanya Graham

Seconded: Tanaya Stewart

Position: Treasurer

Office Bearer: Jade Lacey

Nominated by: Casey Westlake

Seconded: Katrina Pikor

6.2 Executive Committee members:

All P & C members agreed to be listed.

6.3 Uniform Committee

Convener: Katrina Pikor

Members: P & C Members

6.4 Fundraising Committee

Convener: Lisa Heales

Members: P & C Members

6.5 Canteen Committee

Convener: Moana Elkington

Members: P & C Members

6.6 School Board Representative

Tanya Graham and Rebecca George

7.0 Appointments

7.1 Appointment of Honorary Auditor

Propel Business Group (Previously known as Wollett Partners.)

7.2 Delegates to WACSSO Conference

Daiva Gilliam and Rebecca George

7.3 Additional Signatory

Remove Casey Westlake to be replaced by Jade Lacey. Tanya Graham, Jasmin Miller and Katrina Pikor to remain **Carried**

8. Date of next meeting: Wednesday 27th March at 5.30pm

9. Closure: 3.23pm

Appendix 1

P&C President's Report

AGM

February 2019

I would like to start by welcoming back our previous members and thank them for a fantastic year last year, as well as welcoming new members to our team. We thank you for coming along today and hope you enjoy your time on our committee.

The P&C had a busy year last year, not only managing the canteen and uniform shop, but also fundraising and putting on events. This included free dress days for the students, Special Order lunch days by the canteen, the winning FeNaCINg float, the Faction Carnival Sausage Sizzle, selling raffle tickets for the Disabled Children's Foundation, a Disco, the Crazy Camel Fundraiser, the incredible Year Book, and finally the Grazing boxes for the end of year presentation night. A massive thank you to everyone who organised those events, and the entire P&C for your support in making them happen on the day (or night).

Thanks to the money that was raised we were able to donate a number of things to the school in 2018. This included money towards the Sustainability Committee for the vegetable gardens, individual whiteboards for the students to use in class, new interschool shirts, Year 6 leavers shirts, and the new bike racks that have been installed over the school holidays. We have also approved the funds for some large games to be painted

around the school which is now in the process of being finalised. And lastly, we submitted the tenor for the mini golf equipment which is now set up for the students to use.

I would finally like to thank Casey Westlake for her support over the past three years in her role as treasurer. You have done an amazing job and it has been such a pleasure to work with you.

Appendix 2:



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Treasurers Report – AGM

2019 Financial Year

1. Profit and Loss Attached

2. Auditors Report

- Records are finalized but not sent awaiting the appointment of a new Treasurer

3. Account Balance as at 19th Feb 2018

- Maxi \$21,027.71
- General \$3204.66
- Canteen \$6334.04
- Handy \$500.78

4. ATO/Superannuation

ATO debt from statements not submitted in 2008-2010 to be finalised this month

5. Unpaid Invoices from 2018

Nil

Karratha Primary School P & C Assoc. Inc
P O Box 1515
KARRATHA WA 6714

Profit & Loss Statement

January 2018 through December 2018

19/02/2019
7:45:55 AM

Income		
Canteen		
Daily Takings	\$22,587.90	
Canteen On-line Food Sales	\$16,044.34	
Catering - Canteen	\$770.00	
Fundraising Income		
Disco	\$2,465.50	
Other Fundraising	\$5,218.45	
Uniform Shop		
Uniform Sales	\$19,101.00	
Canteen On-line Uniform Sales	\$9,504.17	
Miscellaneous Income - General		\$5,504.40
Parent Voluntary Contributions		\$1,790.00
Total Income		<u>\$82,985.76</u>
Expenses		
General Expenses		
Accounting Fees	\$1,595.00	
Insurance	\$611.20	
Licenses	\$653.48	
Postage	\$145.60	
New Account	\$2,752.20	
Operating Expenses		
Canteen Equipment	\$3,621.44	
Cleaning Supplies	\$9.25	
Food Supplies	\$17,509.98	
Kitchen Supplies	\$7.50	
Maintenance	\$4.60	
P&C Funding Items - Spent	\$7,949.52	
Fundraising Expenses		
Fundraising Purchases	\$2,621.21	
Uniform Shop Expenses		
Uniform Purchases for Resale	\$28,344.18	
Employment Expenses		
Wages & Salaries	\$16,732.50	
Superannuation	\$1,578.77	
Total Expenses		<u>\$84,136.43</u>
Operating Profit		<u>-\$1,150.67</u>
Other Income		
Interest Income		\$113.76
Total Other Income		<u>\$113.76</u>
Other Expenses		
Net Profit/(Loss)		<u>-\$1,036.91</u>

Appendix 3.

Principal's Report – AGM 2019

Welcome back for 2019. The year has started on a positive note with students settling into their new classes. There are five new teachers in the school and they are fitting well into our team and the KPS way of doing things. We had census on Friday 15 February. Our numbers were up a little on what we anticipated with current enrolments at 296. We have several classes close to or at their maximum number.

In 2018, the school was in the first year of a new Business Plan. We started the Fogarty Edvance program and joined the Innovation Partnership Project. This saw us put a lot of focus and effort into improving our teaching and developing an instructional model for lessons. Staff undertook a lot of professional learning and discussion. As a school, we had some unexpected changes in teaching staff and experienced some challenges with student behaviour. Both these factors had a significant impact on the daily running of the school and the wellbeing of staff.

2019 is the second year of our Business Plan and involvement in the Fogarty program. This means that the work we started last year continues, with a strong focus on refining how we teach children. The school's priority areas are still academic excellence, belonging and lifelong learning. We are seeing a strong overlap of these areas as we continue to develop our processes of identifying the needs of each child and supporting them to achieve in their learning. On the first days of school, teachers established routines and behaviour expectations and we are working to be consistent and clear across the school to maintain a calm, safe environment, which is crucial for learning.

The Minister for Education and Training, Hon Sue Ellery MLC, released a statement and plan to address violence in schools. This has seen us take a stronger stand already in the way we respond to physical aggression and behaviour that places others at risk of harm. The Minister stated, "schools alone cannot solve this problem and they need support from families and communities."

On an exciting note, the school will soon be starting a KindiLink program. This is a 'play and learn' program for three-year-old Aboriginal children and their family. Our KindiLink sessions will be delivered by Miss Burton and an Aboriginal and Islander Education Officer (AIEO) who will work alongside families. KindiLink values and supports the learning that families provide at home.