



P&C SGM MINUTES

Bull Creek Primary School Parents and Citizens Association

7 April 2022 at 7.30pm via Microsoft Teams online

In Attendance

Amanda Green (AG), Ana Haynes (AH), Hayley Hope-Johnson (HHJ), Helen Britza (HB), Hari Kirupanather (HK), Janelle Osenton (JO), Jessie Jiang (JJ), Julie McCarthy (JM), Maria Masilang (MM), Martin Lau (ML), Michelle Cronin (MC), Nicky Stott (NS), Olivia Watling (OW)

Apologies: Chris Hodson (CH), Dilshad Dhaliwal (DD), Ivonne Whitehouse (IV), Melissa Turner (MT), Rachel King (RK), Sharon Marchenko (SM), Tracey Owen (TO),

Approval of Minutes

Previous minutes approved. Motioned by JM, seconded by NS.

One amendment – Celebration night is now Tuesday 13 December.

Elections

Maria Masilang volunteered as Treasurer and was voted in unopposed. Thank you Maria!

NS thanked ML for continuing the Treasurer role until 31 March 2022.

ML motioned that Maria Masilang and Lydia U become signatories to the P&C Accounts and that Cecilia Kevan be removed. ALL AGREED.

No one new nominated for Communications coordinator, so Michelle volunteered for that role again.

There was a call for additional Executive Committee members to make up 8 positions in total. ALL AGREED to appoint - Ana Hayne, Michelle Cronin, Amanda Green and Helen Britza.

There were two additions to the sub-committees with Ana Hayne joining the Book Club committee, and Rachel King joining the playground committee.

Therefore the 2022 Committee is:

President - Nicky Stott

Vice President – Martin Lau.

Treasurer – Maria Masilang. Assisted by Lydia U.

Secretary – Janelle Osenton.

Executive Committee Members:

1. Amanda Green - Uniform Shop Coordinator
2. Helen Britza – Fundraising Committee Coordinator
3. Michelle Cronin -Communications Officer
4. Ana Hayne – Kindy year rep.

Committees:

Canteen –Kylie Atkin, Carrie Keegan, Olivia Watling and Martin Lau

Uniform – Amanda Green, Nicky Stott and Janelle Osenton

Book Club – Sameeha Elwan, Lauren Hortin, Ana Hayne and Dilshad Dhaliwal

Fundraising – Helen Britza, Amanda Green, Chris Hodson, Erin Curnow, Michelle Cronin and Olivia Watling

Playground – Janelle Osenton, Hari Kirupanather, Rachel King, Olivia Watling and Helen Britza

Fathering Project -Luke Lewis, Martin Lau, Chris Hodson, Hari Kirupanather, Scott Britza, Mark Green.

Note: Nicky Stott, as President, is an ex-officio member of all sub-committees. Please copy her in on all correspondence relating to the committee activities bcpspandc@outlook.com. However she may not attend all meetings.

General business

1. Petty cash limit increased

ML motioned to permit petty cash spending limit of up to \$1,000 between meetings if agreed in writing by 3 Executive Committee Members

This is used occasionally if funds are required urgently between formal meetings. Any agreements are then formalised at the next P&C meeting.

ALL AGREED to this motion.

2. Motion to destroy Financial Archives more than 7 years old

Lydia U and JO sorted through all historical archives on 21/3/22 at SM's request.

JO motioned that financial archives more than 7 years old be destroyed as per the record keeping requirements provided by WACSSO. ALL AGREED to destroy the following documents via secure document disposal.

Year	General Account Records	Canteen Account Records	Other
2011		Y	Bank Deposit Books
2012	Y	Y	Bank Deposit Books
2013	Y	Y	
2014	Y	Y	

NS to arrange for document disposal. Any excess files, sleeves etc to be placed in the staff room for teachers to use.

3. Fundraising:

Banners from the school's 40th birthday celebrations were found during the archive sort. A banner was made by each class for a fete including stalls such as sausage sizzle, popcorn/fairy floss, coin toss, devonshire tea, lucky dip, mystery jars & toy sale. The committee agreed to keep all the banners in the P&C shed and considered that a similar event could be undertaken for the 50 year celebration.

HB asked whether there was advice on whether the Mother's Day fundraiser could go ahead. JM was not sure due to the rapidly changing Covid rules but would check.

JM advised that Covid restrictions were changing for Term 2 and SM would send out advice soon. Fit Club is likely to commence in Term 2.

JO requested whether Admin would consider whether library books and readers could be reintroduced for Term 2, along with an 8.30am class drop off time. JM to speak to SM about it.

NS requested that Admin and the fundraising committee consider a readathon as a non-contact fundraiser once the library re-opens.

4. Committee communications

JO motioned that a P&C committee WhatsApp group be set up for reminders such as newsletter content and sub-committee meetings to reduce the number of emails sent from the P&C account. All formal emails such as meeting agendas and minutes will be sent via email. Previously some groups used Facebook but WhatsApp was agreed to be a better forum.

Business arising from previous minutes

1. Nil

Correspondence

No significant correspondence received.

Next Meeting

10 May 2022

Meeting Closed

7.56pm

