

# NORTH MORLEY PRIMARY SCHOOL

## Parents and Citizens Association

ABN 71 580 067 091

WACSSO Member

15 Bunya Street, Dianella WA 6059

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## Annual General Meeting Minutes

**Date and Time:** Wednesday 8<sup>th</sup> February 2023

**Location:** NMPS – Staff Room

### In Attendance

Present at NMPS Staff Room: Terri Roberton, Rita Mallard, Kelly Thomas, Kimberley Sarich, Emma Richards, Bodie Foster, Jodie Quader, Collette Cecins, Emma Harris, Valerie Thomas, Kelly Dansie, Stacie Skehan, Coby Francis, Zoe Marshall

Attending Online (Teams): Emily Keeshan

### Apologies

Stephanie McBrydie

### Approval of Minutes

Minutes of the previous NMPS General Meeting (30<sup>th</sup> November 2022) were taken as read and confirmed as a true and accurate record.

**First:** Kimberley Sarich

**Seconded:** Emma Harris

## Elections

The Principal declared all office bearing positions opened.

### Office Bearers

**PRESIDENT:** Terri Robertson nominated. All in favour and position accepted.

**VICE PRESIDENT:** Coby Francis nominated. All in favour and position accepted.

**SECRETARY:** Jodie Quader nominated. All in favour and position accepted.

**TREASURER:** Kelly Dansie nominated. All in favour and position accepted.

Coby Francis is authorized by all members of the P&C to be additional signatory to all P&C bank accounts replacing Rita Mallard who is to be removed.

Terri Robertson, Jodie Quader and Kelly Dansie remain as a signatories as per above roles.

**Executive Committee:** Kimberley Sarich, Emma Richards and Zoe Marshall

**Canteen Coordinators:** Terri Robertson, Jodie Quader

**Uniform Shop Coordinator:** Emma Richards and Bodie Foster to work with Kim in term 1 to establish handover and further plans going forward. Update at next general meeting (week 8).

**Sustainability:** Emma & James Harris to continue containers for change and other options for 2023.

## Correspondence

N/A

## Reports

### PRINCIPAL'S REPORT

Stacie Skehan has joined the North Morley Primary School for term 1 this year. It has been great welcoming back families for the school year as well as new families to NMPS. Stacie is available to contact through the admin office or email.

### PRESIDENT'S REPORT

Terri Robertson outlined the president's vision for P&C this year.

- a. Rebuilding the P&C community after Covid
- b. Supporting and connecting parents, to the school and each other
- c. Increasing students' sense of belonging and school pride

*See 2022 Annual Report, attachment 1.*

### TREASURER'S REPORT

We, the Executive Committee of the North Morley Primary School Parents and Citizens Association Inc. declare that having reviewed and considered the Associations' current and projected financial position, in the Executive Committee's opinion the Association is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

Signed by the P&C President on 8<sup>th</sup> February 2023 on behalf of the Executive Committee of the NMPS P&C Association Inc.



P&C President Signature:

P&C President full name: Dr. Terri Robertson

*See Profit and Loss Statement for 2022, attachment 2.*

### UNIFORM SHOP REPORT

Monday 30<sup>th</sup> January open day, Emma R and Rita M helped out for the day (thank you very much). Terri also successfully organized second hand items to be brought along and sold onto parents.

Handover with Emma R & Bodie F to be focus for term 1 with further update at our next P&C meeting to establish when/who can open uniform shop and/or fill orders as they are received.

Thanks to Kim for all her work in this role!

*See Dec 2022 – Jan 2023 statement, attachment 3.*

**MOTION TO ACCEPT REPORTS: First:** Bodie Foster

**Seconded:** Kelly Thomas

## General Business

- d. Motion to pay up to \$500 per canteen toastie day spend for ingredients and related materials for the 2023 year – **All in favour and motion passed**
- e. Motion to approve spend of up to \$300 to engage an auditor for the P&C 2022 finances – **All in favour and motion passed.** Contact follow up by Kimberley Sarich and Zoe Marshall.
- f. Toastie Mascot competition to run in Term 1 (entries close 22<sup>nd</sup> February, voting 24<sup>th</sup> February). Students are to draw and name a mascot for Toastie Days, winner will receive FREE TOASTIE PACKS for all of 2023. 3 runner-ups will receive a voucher to redeem a free toastie pack.
- g. Brainstorming
  - i. Kim – Year 6 class fundraising for end of year. Easter Raffle and cookie dough.
  - ii. Rita – school uniform (faction shirts), can we change colour and/or fabric.  
Can be changed by P&C. Kim/Emma to investigate options with intention of phasing out this year with new options available for 2024
  - iii. Christmas Concert – school to advise update when possible
  - iv. Emma H – clean up fence line March 3<sup>rd</sup>, Schools clean up day

- v. Emma R – ‘cards that count’ fundraising. Kids to design card, uploaded and then printed to order \$16 for packs of 8 (\$5 return to the school). Submitted mid-August, order in September to arrive in time for Christmas
- vi. Kelly D – P&C to provide \$100 to each teacher to spend. All agreed we are happy to continue this option for teachers rather than submitting specific requests (other requests can still be put forward to review by P&C)
- vii. Coby – possibility to do Rollerdrome fundraiser, great feedback from kids. Possibly term 2/term 3
- viii. Election fundraiser (possibly August TBC)
- ix. Bodie – environmental & heritage consultants. Could provide classes for year 5/6 students involving the bushland area. Will liaise with Principal and teachers and update P&C

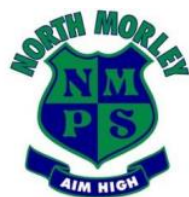
## Next Meeting

General Meeting Wednesday 22<sup>nd</sup> March 2023

7:30pm in the Staff Room.

## Close

Meeting closed at 8.50pm



## North Morley Primary School Parents & Citizens' Association



### Annual Report 2022

#### Introduction

North Morley Primary School (NMPS) P&C Association is a group of dedicated parents and community members who work closely with the School Principal for the benefit of the students at the school. Our main objective is to generate cooperation between parents, teachers, students and members of the general community. We also foster community interest in educational matters. In addition, we can assist in the provision of resources, facilities and amenities for the school.

#### Office Bearers

In 2022, some of our office bearers continued in their roles from 2021, with some new additions:-

President	Emma Harris
Vice President	Kimberley Sarich
Secretary	Kelly Dansie
Treasurer	Kelly Dansie
Executive Committee	Karen Blackshaw, Narelle Hocking, Coby Francis

Additional P&C Roles:-

Uniform Shop Coordinator	Kimberley Sarich
Special Canteen Days Coordinator	Terri Robertson and Jodie Quader

Classroom Representatives:- Kelly Thomas, Jodie Quader, Emily Keeshan, Narelle Hocking, Karen Blackshaw, Kelly Dansie, Lucy Oreb, Kimberley Sarich

#### Meetings and Communication

The P&C meets at least twice a term at 7:30pm in the Staff Room. In 2022, we held 8 meetings on Wednesdays following the school's Board Meetings. We had 19 financial members in 2022. Our avenues of communication with our school families included our Facebook page, updates on our new school website news page, via our parent classroom representatives and the Connect app through the school admin to access our entire parent body.



#### Volunteer Services Provided to the School

##### Uniform Shop

The P&C continues to provide a uniform shop facility within the school coordinated by our parent volunteer, Kimberley Sarich. The uniform shop is open before school assemblies (held fortnightly) and uniforms can be ordered via an order form any other time throughout the term. Kimberley was also integral to the re-design and organisation of the Year 6 Leavers' shirts.





### Special Canteen Days

In 2022, Terri Robertson and Jodie Quader continued their successful Toastie Day concept from last year. Twice a term, Terri and Jodie coordinated a canteen lunch with a set menu of toasties and two additional snack choices. This was a continued high uptake of around 80-100 canteen orders each time. This year a profit of \$2,021.76 was made and we directed this money back into this year's cohort of students by offering a Free Toastie Lunch and Colour Fun Run for the entire school at the end of the year.

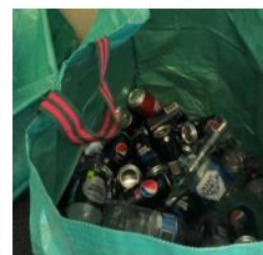
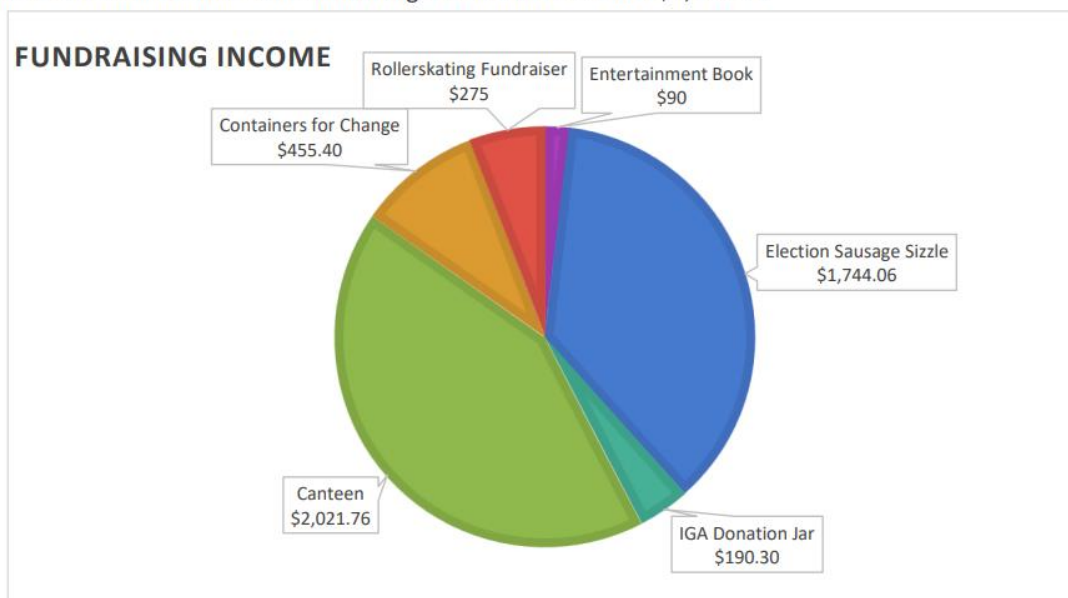
### Containers for Change and Community Recycling Hub

NMPS P&C Association works with our Volume Partner – Scouts WA Recycling – who collects our eligible containers and returns the refund directly to our P&C Association to directly benefit the students at our school. In 2022, we made **\$455.40** and we diverted 4,554 containers from landfill to recycling.

Additionally, our Community Recycling Hub collects *items that cannot go into your yellow-top recycling bin at home*; batteries, bread tags, plastic lids etc. Volunteers take these to Enviro House in Bayswater who send them off to special recycling points.

### **Fundraising Activities**

We held a range of fundraising events in 2022 which also provided the opportunity to strengthen student, staff and family relationships. These included the Election Sausage Sizzle, IGA Donation Jar and Rollerskating Fundraiser. Total income from fundraising activities in 2021 was \$4,776.52.



The P&C also run events that are not fundraising but purely to strengthen our community and promote our school in a positive way. Our Welcome Back Picnic usually held in Term 1 was postponed due to Covid – so it became a delightful Stay & Play event in Term 2. In August, we celebrated the official opening of our Senior Playground area funded in partnership with our local member of parliament. Our P&C also donated treats and assisted on our Grandparents Morning Tea in November – we love celebrating important members of our school community!



## Flag Poles

Our school was gifted an Aboriginal Flag from our local government council this year. Unfortunately, we did not have a second flag pole at our school to fly this flag alongside the Australian Flag. Our small school did not have the budget to spend on the supply and installation of an additional flag pole and our P&C Association felt strongly that our hard-earned fundraising money was more appropriately spent on resources that directly benefit our students' academic outcomes. We believe all local government schools should have two flagpoles provided by the Department of Education so they can acknowledge country every day at school by flying the Aboriginal Flag alongside the Australian flag. Following a letter from our P&C to the Director-General of Education, we successfully received \$5,000 to supply and install three new flagpoles in Term 4.



As the P&C partner to the Your Move initiative at NMPS, I worked with the Department of Transport to create a map which provides our families with the best route to walk or ride to school. This process also highlighted some ongoing safety issues around pedestrian crossings and footpaths in our area that have now been escalated to the appropriate authority. Our P&C hopes this new brochure with map (now added to our website) will encourage more families to participate in active transport to school.

### Class Teacher Donations

In 2022, \$100 was offered to each Class Teacher and Specialist Area Teacher to purchase any resources that would directly benefit their students. A total of \$948.57 was provided.



Our P&C contributed \$2,800 towards the purchase of 250 junior home reading books and 140 sets of 4 class guided reading books as part of the school's English Plan.



Our Year 6 students enjoyed a fantastic graduation lunch at Leapfrogs at the Wanneroo Botanic Gardens thanks to our \$1,000 contribution.



## Acknowledgements

We have an amazing school community at NMPS because of the wonderful parent volunteers who give up their time and offer their skills and enthusiasm year after year.

Our strong P&C voice and leadership has been imperative this year due to inconsistency in our school administration team. We have successfully supported three different temporary Principals and two different Deputy Principals in 2022 to ensure our students, staff and families continue to thrive academically, socially and emotionally despite our ever-changing environment.

After five years as P&C Association President, it was time for me to retire from an office bearing role to make way for some vibrant new voices to lead our school community and as such I stepped down in our final meeting of the year. I'm so proud of what our P&C has achieved over the years and it has been an absolute pleasure to get to know so many of the students, staff and community members. I know the P&C will continue to do great things led by the committed new parents who step into the office bearing roles.



Emma J. Harris  
P&C President  
(until 30 November 2022)





## Attachment 2 – Profit and Loss Statement 2022

North Morley Primary School P&C 15 Bunya Street Dianella WA 6059													Only enter at the start of a year
Profit and Loss Statement January 2022 through December 2022													Do NOT enter in this field
													Adjust date accordingly
Opening Bank Balance 01.01.20	14,443.41												14,443.41
Opening Monthly Cash at Bank	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
		16,961.38	14,175.41	15,249.99	15,250.83	16,221.41	13,629.65	13,608.85	14,424.74	14,427.13	13,909.61	13,484.07	
Income													
P&C Membership Donation			10.50		0.50			0.50					11.50
Uniform Sales	2,503.97				86.81			201.59		68.67			2,861.04
Scholastic Book Club/Fair						1,070.90							1,070.90
Fund Raising Activity Income													
Entertainment Books	14.00											76.00	90.00
Election Sausage Sizzle					1,744.06								1,744.06
IGA Donation Jar								130.55				59.75	190.30
Canteen			1,100.40	494.00	1,068.30	586.70		1,286.95	535.85		622.05		5,694.25
Containers for Change		118.00	79.40			98.90	8.20		65.40		40.30	45.20	455.40
Rollerskating fundraiser								275.00					275.00
2021 Crunch and Sip			237.15										237.15
Donations													0.00
Total Income	2,517.97	118.00	1,427.45	494.00	2,899.67	1,756.50	8.20	1,894.59	601.25	68.67	662.35	180.95	12,629.60
Expenses	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
WACSSO Affiliation Fee					641.64								641.64
Scholastic Book Club/Fair						1,070.00							1,070.00
Transfer to Uniform account		2,503.97			86.81			201.59		68.67			2,861.04
P&C Financial Audit				200.00									200.00
Junior Readers						2,800.00							2,800.00
Year 6 Graduation Lunch (+bus)												1,000.00	1,000.00
Class Teacher Donations				53.00			29.00	179.43	269.15		417.99		948.57
Fund Raising Expenses													
Election sausage sizzle					544.35								544.35
Colour Fun Run											669.90	440.00	1,109.90
Canteen		400.00	352.87	240.16	656.29	478.26		697.68	329.71	517.52		454.94	4,127.43
Total Expenses	0.00	2,903.97	352.87	493.16	1,929.09	4,348.26	29.00	1,078.70	598.86	586.19	1,087.89	1,894.94	15,302.93
Floats													
Paid					100.00								100.00
(Recouped)					-100.00								-100.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income/(-Expense)	2,517.97	-2,785.97	1,074.58	0.84	970.58	-2,591.76	-20.80	815.89	2.39	-517.52	-425.54	-1,713.99	-2,673.33
Closing Monthly Cash at Bank	16,961.38	14,175.41	15,249.99	15,250.83	16,221.41	13,629.65	13,608.85	14,424.74	14,427.13	13,909.61	13,484.07	11,770.08	
Balance Sheet													
as at 31 December 2022													
Assets													
Cash at Bank			\$0.00										
Petty Cash on Hand			\$0.00										
Net Assets			\$0.00										
Equity													
Accumulated Funds			\$0.00										

Attachment 3 – Uniform Shop Income and Expenditure Summary December 2022 – January 2023

**NORTH MORLEY PRIMARY SCHOOL P&C UNIFORM SHOP**  
**INCOME AND EXPENDITURE SUMMARY**  
**December 2022**

<b>Opening Cash at Bank</b>	(as at 01/12/22)	<b>\$7,763.18</b>
<b>Add Income</b>		
Uniform sales		\$459.00
Fundraising		\$0.00
Bank Interest		\$0.00
		<u><b>\$459.00</b></u>
<b>Less Expenses</b>		
Uniform Purchases		\$613.80
Refund -Tessah Roache		\$22.00
		<u><b>\$635.80</b></u>
<b>Closing Cash at Bank</b>		<u><u><b>\$7,586.38</b></u></u>

**NORTH MORLEY PRIMARY SCHOOL P&C UNIFORM SHOP**  
**INCOME AND EXPENDITURE SUMMARY**  
**January 2023**

<b>Opening Cash at Bank</b>	(as at 01/01/23)	<b>\$7,586.38</b>
<b>Add Income</b>		
Uniform sales		\$3,836.28
Fundraising		\$0.00
Bank Interest		\$0.00
		<u><b>\$3,836.28</b></u>
<b>Less Expenses</b>		
Uniform Purchases		\$0.00
Refund -Tessah Roache		\$0.00
		<u><u><b>\$0.00</b></u></u>
<b>Closing Cash at Bank</b>		<u><u><b>\$11,422.66</b></u></u>