





**Opened:** 7:04pm

**Present:** Sen Ooi, Vanessa Magee, Teresa Kennedy, Paula Kontor, Kylie McKivett, Darren Warwick, Melanie Sagenschneider, Erin Richardson, Robyn Menzies-Moore, Jenny Gay, Vicky Warwick, Bea Bouska

**Apologies:** Sonya Wright, Renae Ritchie, Jacqui Watts

No.	Item	Description	Action
<b>1</b>	<b>Welcome</b>		
<b>1</b>		Darren Warwick welcomed everyone to the meeting.	
<b>2</b>	<b>Confirmation of previous meeting minutes</b>		
	Distributed to all members	That the minutes of the Annual General Meeting of Bletchley Park PC held on the 11 <sup>th</sup> March 2019 be taken as read and confirmed as a true and accurate record.  <b>Accepted:</b> Teresa Kennedy <b>Seconded:</b> Vanessa Magee	 P & C Minutes 11032019.pdf  Carried
<b>3</b>	<b>Business arising from previous minutes</b>		
(4.1)	ToR Fundraising	Paula Kontor has sent to Vicky Warwick to put onto new template. Process includes credit card usage	V Warwick
(4.3)	ToR Statement of duties uniform	Vicky Warwick has sent out template Renae Ritchie to complete	R Ritchie
(5.2)	ToR Health and Wellbeing	Vicky Warwick has sent out template Vanessa Magee to complete	V Magee
(5.2)	Financial Statement	Kylie McKivett has spoken to Kevin Boyd who is a honorary auditor and would be happy to complete a financial statement for the P & C. This meets the WACSSO recommendations. Just need to decide how far back we need to go	K McKivett
(7.2)	Armistice Grant	Darren Warwick has been contacted by Veteran's Affair and we need to forward them an update of progress before final funds are released. Renae Ritchie has not responded to Darren so he will see who can complete the update document for the P & C. School hoping the flag poles will go in over the school holidays	R Ritchie
(7.5)	P & C Webpage	P & C can pass documents to Jodee Newall for uploading. Process working well. To upload 2019 meeting minutes only	Closed
(10.1)	Ride to school day	P & C received a donation to purchase some prizes	Closed
(10.2)	Coffee Vans	Vanessa Magee is hoping that Justin will be able to trail for 5 weeks in term 2	V Magee

No.	Item	Description	Action
(10.3)	QKR	Fundraising committee will set up and hopefully trial for the school disco	Fundraising
(6.3)	Access to face book page	Kylie Avery manages the face book page and is happy to load anything for the P & C. Process will be managed by the school	Closed
(7.1)	Quote for PA System	Not yet received	B Bouska
(8.1)	P & C T Shirts	Sen Ooi will look into costings	S Ooi
(8.3)	Sun Smart school	We are officially a sun smart school. Bea just needs to let the Board know	Closed
<b>4</b>	<b>Correspondence In/Out</b>		
	<b>In</b>	Fundraising information and bank statements.	
	<b>Out</b>	Nil	
<b>5</b>	<b>Treasurers Report</b>		
	General account	<p>Tabled summaries of the general account for Dec, Jan, Feb and March. <b>All in favour</b></p> <p>A question re Maggie Dent payment, this was due to a late running tally</p> <p>There are still names on the bank account that should have been removed</p> <p><b>Motion:</b> To have the names Renae Ritchie, Joanne Ivy and Vanessa Gordon removed as signatories from the P &amp; C Bank account</p> <p><b>Accepted:</b> Vanessa Magee <b>Seconded:</b> Theresa Kennedy</p> <p>Al in favour <b>Motion carried</b></p>	 Treasurer Report December 2018.pdf   Treasurer Report March 2019.pdf  Carried
5.1	Debit card purchase	<p>Sonya Wright and Paula Kontor have been to the bank to sort the debit card out. The account will still require two signatories to transfer money into the account.</p> <p><b>Motion:</b> To open a business transaction account that has 4 signatories attached to it</p> <p>Darren Warwick</p> <p>Sonya Wright</p> <p>Paula Kontor</p> <p>Vanessa Magee</p> <p>There will be 1 debit card holder which will be Paula Kontor</p> <p><b>Accepted:</b> Vanessa Magee <b>Seconded:</b> Teresa Kennedy</p> <p>All in favour <b>Motion Carried</b></p>	Carried
<b>6</b>	<b>Other reports</b>		

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6.1	President		
6.1.1	Fathering project	No further information	D Warwick
6.1.2	Purpose Statement	No further information	D Warwick
6.2	Principal	Bea announced that she was the successful applicant and will continue in the school principle role for the next 12 months  Looking at a on line process for booking of parent teacher interviews  Annual school review will commence Term 1 2020. School looking at ways of improving communication	
6.3	Fundraising	Fundraising committee can send flyers through to Kylie Avery who will place on face book page and we can also request for them to go onto DoJo and Seesaw	 Fundraising report March 2019.pdf
6.4	School Banking	Continues on Wednesdays only	
6.5	School Board	New community representatives  An OT and Kelly Gillett (Position has no voting rights)	
7	General Business		
7.1		Nil	
8	Other Business		
8.1	Terry Healey	Terry has contacted Bea to see if he can attend the next P & C Meeting to discuss projects and the new Youth Centre. Agreement he can come along and speak for 10 minutes.  P & C asked if we are doing a sausage sizzle for the election. For further discussion. Discussion that we could arrange a coffee van	B Bouska  For further discussion
8.2	Recycling truck	Concerns raised around the time the recycling truck is near the school and when it's reversing. This has been addressed by the school	Information only
8.3	2 <sup>ND</sup> Cross Walk	The road has been marked out. Hoping it will be completed early term 2	Information only
8.4	Kiss and Drive	There will be more regular patrols by the ranger and Canning vale police. Teachers have been verbally abused by parents who continue to park in this area.  Mr Naynes birthday this Friday. Teachers have arranged balloons and a banner has been made by the children	

No.	Item	Description	Action
8.5	School neon sign	Rose in the office updates the sign	Information only
8.6	Playground	Group has met to discuss what they would like. Department of education moving away from nature plays due to up keep. Quotes for new ideas need to go through Programme or BMW. Paula has spoken with the children and there are lots of options for consideration	Paula Kontor
8.7	Archiving P & C Information	P & C paper work needs to remain on school grounds. WACSSO recommend hard copies of all minutes are maintained. Vicky Warwick will work with Bea Bouska in appropriate storage of information	Information only
8.8	Non-financial members	All non-financial members will be removed from the distribution list following the April meeting	Information only
9	Date of next meeting		
		Monday 27 <sup>th</sup> May 2019 General Meeting Bletchley Park School Staffroom 7.00pm	
10	Closure		
		Meeting closed 20.15	