


**Bletchley Park Primary School P&C Association Inc**  
**Minutes of the Annual General Meeting**  
**Monday, 11th February 2019 Bletchley Park School staffroom**

**Opened:** 7:05pm


**Present:** Melanie Sagenschneider, Jenny Gay, Kylie McKivett, Paula Kontor, Robyn Menzies-Moore, Jacqui Watts, Bea Bouska, Darren Warwick, Vanessa Magee, Renae Ritchie, Teresa Kennedy, Vicky Warwick


**Apologies:** Serena Williamson, Neelu Maharjan, Sonya Wright, Michelle Hall

No.	Item	Description	Action
1	Welcome	Darren Warwick welcomed all to the meeting	
	Confirmation of previous meeting minutes	<p>Distributed to all members.</p> <p>That the minutes of the general meeting of Bletchley Park PC held on the 19<sup>th</sup> November 2018 be taken as read and confirmed as a true and accurate record.</p> <p><b>Accepted:</b> Jacqui Watts <b>Seconded:</b> Darren Warwick</p>	 P & C Minutes 19112018.pdf  Carried
2	<b>Elections: Office bearers</b>		
2.1.1	President	<p><b>Nominated:</b> Darren Warwick</p> <p><b>Accepted:</b> Jacqui Watts</p> <p><b>Seconded:</b> Teresa Kennedy</p> <p><b>All in favour</b></p>	Carried
2.1.2	Vice President	<p><b>Nominated:</b> Vanessa Magee</p> <p><b>Accepted:</b> Robyn Menzies-Moore</p> <p><b>Seconded:</b> Kylie McKivett</p> <p><b>All in favour</b></p>	Carried
2.1.3	Treasurer	<p><b>Nominated:</b> Sonya Wright</p> <p><b>Accepted:</b> Jacqui Watts</p> <p><b>Seconded:</b> Vanessa Magee</p> <p><b>All in favour</b></p>	Carried
2.1.4	Secretary	<p><b>Nominated:</b> Vicky Warwick</p> <p><b>Accepted:</b> Robyn Menzies-Moore</p> <p><b>Seconded:</b> Teresa Kennedy</p> <p><b>All in favour</b></p>	Carried

No.	Item	Description	Action
2.2	Executive Committee (Office bearers plus 3 others)	<b>Nominees:</b> Kylie McKivett Paula Kontor Renae Ritchie <b>All in favour</b>	Carried
<b>2.3</b>	<b>Sub Committee</b>		
2.3.1	Fundraising	Paula Kontor (lead) Kylie McKivett, Jacqui Watts, Teresa Kennedy, Sonya Wright, (President and vice president)	Carried
2.3.2	Banking	Neelu Maharjan is happy to continue on in the position for this year <b>All in favour</b>	Carried
2.3.3	Grounds Committee	<b>Nominated:</b> Vanessa Magee & Renae Ritchie <b>All in favour</b>	Carried
<b>2.4</b>	<b>Representatives</b>		
2.4.1	Parent Representative Co-ordinator	This position is becoming obsolete due to the on line communications. The committee decided to join it to fundraising for a trail this year	Carried
2.4.3	P & C Media Coordinator	<b>Nominated:</b> Robyn Menzies-Moore <b>All in favour</b>	Carried
<b>3</b>	<b>Appointments</b>		
	Appointment of signatories to bank account	<b>To be added as signatories for 2019</b> Darren Warwick (President) Renae Ritchie Vanessa Magee (Vice president) Sonya Wright (Treasurer) Paula Kontor	Accepted
<b>4</b>	<b>Terms of reference</b>		
4.1	Fundraising	To be reviewed and updated with parent representative information	Committee
4.2	Parent representatives	Not for review until 2020 if the position continues	Closed
4.3	Statement of duties-Uniform	To be reviewed and updated	Committee

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	Rep		
4.4	Media Coordinator	To be reviewed and updated	Committee
<b>5</b>	<b>Added motions</b>		
5.1	Monetary spending caps	<p><b>Motion:</b> Darren Warwick put forward the motion to “Allow the treasurer to approve spending up to and including \$1000 before committee approval required”</p> <p><b>Seconded:</b> Vanessa Magee</p> <p><b>All in favour</b></p> <p><b>Motion:</b> Darren Warwick put forward the motion to “Allow the Executive committee to approve spending up to and including \$5000 before committee approval required”</p> <p><b>Seconded:</b> Jacqui Watts</p> <p><b>All in favour</b></p> <p><b>AGM Officially closed 19.45</b></p>	<p>Carried</p> <p>Carried</p>
5.2	Health & Well being	The school have a committee but Vanessa Magee suggested that the P & C have a stronger focus on this as well. It would be a sub committee and require terms of Reference. All in agreement Committee members include: Serena, Paula Kontor, Jacqui Watts, Melanie	Carried
5.3	Uniform Representative	We need to look at a separate account for leavers items and the person taking on leavers needs to be part of the committee to help make it run much more smoothly. Renae Ritchie volunteered for the role All in agreement	Renae Ritchie
<b>6</b>	<b>Business arising from previous minutes</b>		
(5.2)	Financial Statement	Bea is still looking into what is required from the school P & C. Even though WACSSO say we don't need one the school does	Bea
(8.4)	School Ovens	All installed and being enjoyed by staff	Closed
(7.2)	Armistice Grant	The statue will be installed this week and Bea is hoping it will be completed by ANZAC Day. Karen in the office is completing the acquittal documentation	Ongoing
(7.5)	P & C Webpage	Has been updated. Robyn Menzies Moore to speak with Sue Bachman. It is difficult to navigate. Jenny has a website background if any help is required	Robyn Menzies Moore

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(8.3)	P & C Cheque	There was no time allocated at the presentation evening to present the cheque to the school. It would be ideal to present following major events	Closed
7	Correspondence In/Out	Advertising material and bank statements Letter re approval of the 2 <sup>nd</sup> Crosswalk in Category A. Process has only just started with the council so unsure how long it will be before it is in situ	
8	Presidents Report	Darren is looking forward to working with all this year	
8.1	Fathering Project	Darren will arrange a date for a 'meet and greet'. Vanessa Magee will assist	
8.2	Purpose Statement	Need to include reference to the community in the statement	
9	Committee reports		
9.1	Principal	<p>Around 953 students enrolled, continue to take enrolments.</p> <p>New staff have started and are settling in well</p> <p>Lots of new initiatives this year. Concentrating on Health and Wellbeing and reading.</p> <p>Literacy blocks will be in the mornings</p> <p>Teachers holding face to face meetings following assembly where parents can ask questions.</p> <p>Suggestion Box and testimonials on the website. Lots of other ideas</p> <p>Committee could make some muffins for the 22/02 (1<sup>st</sup> assembly of the year) Vanessa Magee to let Robyn in the canteen know what is occurring</p>	Vanessa Magee
9.2	Treasurer	Report submitted but not voted on due to treasurer not being available.	 Treasurer Report December 2018.pdf
9.3	Fundraising	<p>Discussion held around holding a colour fun run. Lots of issues raised for and against holding the event. Fundraising will decide.</p> <p>Entertainment books will be available again this year</p> <p><b>Motion:</b> Paula Kontor put forward a motion for "up to \$4,500 to purchase items for the mother's day stall"</p> <p><b>Seconded:</b> Jacqui Watts</p> <p><b>All in favour</b></p>	Carried
9.4	School Banking	No report	

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9.5	School Board	No report to present. Board meeting 25/02/2019	
<b>10</b>	<b>General Business</b>		
10.1	Ride to School Day	Will be held on Week 9. Clint would like to know if the P & C would like to be involved by running the parade? Fruit Stall? Coffee van? All in agreement	Fundraising committee
10.2	Coffee Vans	Vanessa Magee discussed events we could get a coffee van to the school for Harmony Day Family Picnic Possibly fortnightly prior to school assembly All in agreement it is a good concept	Vanessa Magee
10.3	QKR	Beatrice will look into QKR and if an account can be set up for the P & C for payments	Bea
10.4	Spending meeting	To be held before the end of term. Teachers should also attend to put their case forward. Beatrice will let staff know and forward the requests prior to the meeting	Bea
10.5	2019 Meeting dates	See attached document	 Meeting dates for Bletchley Park P & C
<b>11</b>	<b>Next meeting</b>	Monday 11 <sup>th</sup> March 2019 (Spending meeting)	
		7.00pm Bletchley Park School staffroom Meeting closed 8.57pm	