The Minutes of the Annual General Meeting for Richmond Primary School P & C Association Inc. held on Tuesday 21st February 2012 in the School Library at 7.30pm.

1.0 Open. Welcome. Attendance and Apologies

Meeting commenced at 7.38pm.


Apologies Phil Beeck, Jenny Crawford, Jane Baker, Debbie Murphy, Mel Massey, Elizabeth Sorrenson, Paula Evans, Steve Heinemann.

2.0 Confirmation of minutes of the previous meeting

Motion: That the minutes of the General Meeting of Richmond Primary School P & C Association held on the 15th November 2011 at 7.30pm be taken as read and confirmed as true and correct; with the following amendment:

Moved: Nichola Browning
Seconded: Laura Cargill
Motion Carried

3.0 Business Arising

3.1 Dad and kids camp March 2012
Flyer is ready and has been approved by the P&C (see attached). Event tabled for the 16th March. Milly to email Lisa a copy of the flyer so she can distribute.

3.2 Mathletics and computer lease

Motion: That the P&C will fund the 2012 Mathletics program and 2012 computer lease, amounts of approx $3,200 and $8,900, respectively.

Moved: Nichola Browning
Seconded: Milly Sayer
Motion Carried

3.3 Entertainment books
Lee Simes proposes that she run this simple fundraising project again in 2012. She will do an order form system this year. Parents will receive books in May. This fundraiser generates approx. $1000 for
the P&C. Kate Spencer has offered to help Lee this year, with the view to run the program beyond 2012.

4.0 Correspondence.

5.0 Reports

5.1 Presidents report- see attached
5.2 Treasurers report (inc, Audits, Canteen and Cookbook).

Financial reports are attached. Phil will provide more insight next meeting.

Audits of the financial records for 2006 to 2009 have been completed and are attached. Milly and Nichola have read the audits but suggest that the outgoing Treasurer discuss the audits at the next meeting.

*Motion: That the Audits for the 2008 to 2009 years be taken as read and confirmed as true and correct.*

*Moved: Nichola Bronwning
Seconded: Milly Sayer
Motion Carried*

Kate reports that the Canteen is still in a state of vulnerability and its long term viability remains in question. Kate, however, suggests that we continue running the canteen and re-evaluate at the end of term 2. Peta reports that the roster for term 1 is complete and she hopes to have the roster for term 2 filled in the next couple of weeks. Peta is being quite proactive about filling the roster... ie emailing and texting people. Peta is happy to consider the phone and email costs as a donation to the P&C, but the P&C is willing to cover those costs if that is required.

5.3 Principals report
Lisa thanked Nichola for all her work for the P&C for 2011, especially for tightening up the P&C’s policies so we are more in line with WACCSO’s guidelines.

6.0 Elections

6.1 Office Bearers
6.1.1 President- No nominations
6.1.2 Vice President- Nominated and elected: Laura Cargill
6.1.3 Treasurer- Nominated and elected: Larissa Tonkin
6.1.4 Secretary- No Nominations
6.1.5 Canteen Treasurer- Nominated and elected: Kate Duncanson

6.2 Executive committee- 3 required (1 Principal and 2 additional)
Nominations: Cheryl Pech, Phil Beeck, Lidia Cesconetto
A blind vote was conducted and Cheryl and Lidia were elected into the position.

6.3 Volunteers
6.3.1 Canteen volunteers co-ordinator-
Nominated and elected: Peta Van Heemst
(NB.. carry over to next meeting the formalization of Helen Bawdens casual manager role in the Canteen)
6.3.2 Cookbook sales co-ordinator-
Nominated and elected: Lee Simes and Kate Spencer
6.3.3 Loyalty program:
Nominated and elected: Peta Van Heemst

6.3.4 Book club
Nominated and elected- Allison Lily. One further volunteer required.

6.3.5 Grants, inc. the Road wise
Nominated and elected: Debbie Murphy and Lidia Cesconetto.
Milly will email Lidia the grants spreadsheet (see attached)

6.3.6 School Directory- Janet Duncan. One further volunteer required.

6.3.7 Entertainment book- Lee Simes

6.3.8 Sensory Playground- Laura Cargill and Andrea Lisewski

6.3.9 Fete Committee- volunteers required from term 3

6.4 School Council - Parent Representative
Nominated and elected: Andrea Lisewski

6.5 School Grounds Committee – Parent Representative
Nominated and elected: Meredith Fonti

7.0 Appointments
7.1 Honorary Auditor
Reciprocal arrangement has been made with East Fremantle primary school. Phil Beeck will clarify at the next meeting.

7.2 District Council Reps
No Nominations

7.3 Delegates to WACSSO conference
No Nominations

7.4 Additional Signatory on P&C bank accounts
Laura Cargill
Larissa Tonkin
Kate Duncaonson
Cheryl Pech

Remove Jenny Crawford and Milly Sayer and Richard Hicks as signatories.

8.0 General Business
8.1 Cook book fundraiser
At this point in time 667 books have been sold, with 333 still available. We are approximately 30 books short of breaking even on this project and have yet to raise any funds for the P&C. The P&C will receive the ~$13,000 income on the cookbooks when it sells the remaining books. As there are approx. 300 families in the school the current strategy is to try and have each family in Richmond sell one book.

Andrea Quinn submitted the sponsor list for the 2011 Cookbook (see attached)

9.0 Next Meeting 20th March 2012, 7.30pm
10.0 Closure 9.06 pm