

APS P&C General Meeting



Monday 17 Mar 2025, 7:05 - 8:55pm Australia/Perth, Albany Primary School Staff Room
Albany Primary P&C Assoc

MINUTES

1. Welcome & Apologies

Natasha Leggett

Reminder - All motions voted on by show of hands.





Members Present - Natasha, Bruce, Felicity, Jane, Sonja, Linsey, Kelsie, Bec, Sophie M, Cathy, Brodie

Apologies - Anj, Jenna, Bob

2. Minutes of the Previous Meeting

Brodie Lewis

Motion - That the minutes of the previous General Meeting held on 21 October 2024 are confirmed	
Moved - Natasha	Seconded -
Motion - That the minutes of the previous Executive Meeting held on 18 November 2024 are confirmed	
Moved - Jane	Seconded - Linsey
Motion - That the minutes of the previous Executive Meeting held on 10 February 2025 are confirmed	
Moved - Jane	Seconded - Brodie
Motion - That the minutes of the AGM held on 17 February 2025 are endorsed	
Moved - Linsey	Seconded - Natasha

-  2.0 - APS P&C AGM minutes - 2025-02-17.pdf
Brodie Lewis
-  2.0 - APS P&C General Meeting minutes - 2024-10-21.pdf
Brodie Lewis
-  2.0 - Executive Meeting minutes - 2025-02-10.pdf
Brodie Lewis
-  2.0 - Executive Meeting minutes - 2024-11-18.pdf
Brodie Lewis

3. Review of Outstanding Actions

Natasha Leggett

Reviewed during meeting. Some actions closed, others pending confirmation following meeting.

4. Correspondence In

Brodie Lewis

- **Noted:** Election commitment regarding basketball court resurfacing (\$50k pledged by Labor government). Clarification required post-election.
 - *Proposal* to engage with new Education Minister to confirm funding status.
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5. Exec Reports

Natasha Leggett

5.1. President

Natasha Leggett

- Current membership: 29 members plus Cathy.
- Subcommittees actively recruiting members, particularly in Sustainability and Fathering.
- Successful completion of Colour Run (\$13,500 raised). Well done to all involved.
- Upcoming events: Ride to School Day, Dad's Campout.
- P&C Sundowner moved to term two (tentatively scheduled for 23rd May to coincide with P&C Day).

5.2. Treasurer

Jenna van Nierop

- Bank balance: \$28,984 (pending adjustments).
- Review of 2025 budget allocations completed.



5.2 - 17 March 2025 Treasurers Report-merged.pdf

Brodie Lewis



5.2 - 2024 Information Statement lodged.pdf

Brodie Lewis

5.3. Financial Motion - Annual Operating Costs

Natasha Leggett

The following financial motions are the expected operating costs for the year and are based on previous years spend. Should the final cost exceed the approved expenditure, a new financial motion will need to be raised and voted on, as/if required.

Coordinators need to be responsible for managing any subcommittee spend and are asked to report budgets at each General Meeting. This is so it's transparent on what is being purchased and the running budget for the year.

Financial Motions -

1. That the P&C approves the expenditure of up to \$2,000 for 2 x Special Lunch Days (Term 1 & Term 3 @ \$1000 per event).
2. That the P&C approves the expenditure of up to \$800 for the Mothers Day Stall, Term 2, 2024.
3. The P&C approves the expenditure of up to \$800 for the Fathers Day Stall, Term 3, 2024.
4. That the P&C approve the expenditure of up to \$1,000 for the P&C Sundowner.
5. That the P&C approve the expenditure of up to \$1,200 for the P&C school discos (Term 2 and Term 4 @ \$600 per event).
6. That the P&C approve the expenditure of up to \$500 for Fundraising Committee incidentals (e.g stationery, raffle licenses, bake sale incidentals etc).
7. That the P&C approves an annual expenditure of up to \$1,000 to the Sustainability Committee for the allocation of prizes and to further develop sustainable initiatives in the school.
8. That the P&C approves the expenditure of up to \$200 for Uniform Shop incidentals (e.g tubs, stationery etc).
9. That the P&C approves the expenditure of up to \$300 (approx 2 boxes @ \$30ea per term) for the recycling of second hand uniforms. Recycling of uniforms will be managed by the Uniform Shop.
10. That the P&C approves the expenditure of up to \$500 of uniform (at cost-price) for the provision of uniform to families in need, as identified by School Administration and Uniform Coordinator.
11. That the P&C approves the expenditure of up to \$500 for the 2025 Dads Camp Out event.
12. That the P&C approves the expenditure of up to \$800 for the Quickbooks annual administration fee.
13. That the P&C approves the expenditure of up to \$1700 for the WACSSO annual affiliation fee.
14. That the P&C approves the expenditure of up to \$700 for the P&C to hold general insurance.
15. That the P&C approves the expenditure of up to \$360 for the 2025 Audit fee.
16. That the P&C approves the expenditure of up to \$1,000 to support member attendance the WACSSO conference.

Moved - Jane**Seconded - Linsey****5.4. Principal***Cathy Willis*

- Cathy noted particular thanks to Linsey & team for colour run.

Storm Event

- Extensive flooding damage following recent storm affecting admin block and 10 classrooms.
- Immediate response by Department of Education to manage clean-up and repairs.
- Further damage assessment ongoing.
- School operations continuing as normal with minimal disruption.

Other notes

- Continues to be busy term - bike ed, school photos, other incursions (Questacon & RAC)

6. Budget Review Committee

Natasha Leggett

P&C coordinates a strategic approach to fundraising and budget allocation for increased transparency and alignment with school goals. Now open for 2025.

President gave an outline of the model and process (also in agenda papers).

6.1. Financial Motion - Christmas Parade

Natasha Leggett

Financial Motion - Maximum spend of up to \$600 for the 2025 City of Albany Christmas Parade - APS Float	
Moved - Natasha	Seconded - Linsey

Background:

This motion has been tabled for consideration by Bruce Rudeforth, current P&C member.

This proposal considers entry of a float in the 2025 City of Albany Christmas Pageant. I propose that APS students who decorate their bikes for the annual APS Christmas Parade use their bikes for a float in the City of Albany Christmas Parade. Bikes will be the responsibility of their owner.

Funding will be used for entry fees (if any), and bike decorations. Any equipment needed will be stored and maintained by myself.

7. Committee Reports

Natasha Leggett

7.1. Fathering Project Committee

Bob Quinn

Dad's Campout scheduled – promotion required to increase participation.

 7.1 - Print Dads Campout.pdf

Brodie Lewis

7.2. Fundraising Committee

linsey.mcfarlane

Linsey spoke to the report.

- Colour Run successful; feedback welcome (to be sought from school community in coming weeks).
- Proposed events (attached) include Bingo Night and Garage Sale Trail..

Financial Motion - \$1,000 for Parent Bingo Night (Term 3)	
Moved - Jane	Seconded - Bruce

Financial Motion - \$1,500 Garage Sale Trail Event (Term 4)	
Moved - Sophie	Seconded - Natasha

 7.2 - 2025 APS P&C Fundraising Calendar.docx

Brodie Lewis

 7.2 - Fundraising Report for P&C Meeting 17 March 2025.docx


Brodie Lewis

7.3. Sustainability Committee

Andrea Smithson

Tash spoke to the report.

- Ride to School Day planned for this Friday; seeking volunteers to assist.
- Continued efforts to increase engagement and participation from school community.

 7.3 - IMG_20250310_195146.png

Brodie Lewis

7.4. Uniform Shop Committee


Kelsie Lewis

Report tabled.

Following storm event, members endorsed a temporary closure this week due to need to assess stock and to assist ongoing cleanup.

Online orders remain open.

Current indications are that there was minimal damage to uniform shop stock.

 7.4 - March Report.docx

Brodie Lewis

 7.4 - 17 March 2025 Uniform Shop Report-merged.pdf

Brodie Lewis

8. Other Business

Natasha Leggett

Facebook - Sonja has volunteered to take on the role of Social Media coordinator for the P&C.

Nature Play - Tash noted that due to the new Budget Review process, that previous commitments around Nature Play would need to be resubmitted to be funded for 2025 or onwards.

Some discussion took place around this. Members were strongly supportive of the nature play focus, but expressed that there was still a level of lack of understanding around the 'infrastructure' that was necessary/available for nature play, especially within vs outside the school day.

There was also agreement that P&C and/or APS should consider providing further information to APS parents around what *has* been done in nature play, as well as what could *now* be done following a period of kids using the various nature play locations.

8.1. P&C fridge & freezers

Natasha Leggett

The meeting discussed the current whitegood assets owned by the P&C in the canteen.

The meeting **authorised** the President & Vice President to sell/dispose (as appropriate) all but two these, retaining one upright fridge and one upright freezer.

8.2. Improving access to and around APS

Natasha Leggett

Tash raised an example about another primary school conducting a parent survey to aid engagement around school access and road safety concerns. The meeting generally endorsed this being considered as a follow on action from previous engagements with Council and State MPs around particularly the Middleton/Campbell intersection.

9. Review of New Actions

Brodie Lewis

No new actions.

10. Next Meeting and Upcoming Events

Brodie Lewis

The next P&C General Meeting will be held in Term 2, Week 3 - 12th May 2025 at 7pm, in the APS Staff Room.

The next P&C Executive Meeting will be held in Term 2, Week 7 - 6th June 2025 at 7pm.

APS P&C will investigate options to make future meetings accessible via videoconferencing platforms.

ACTION ITEMS

Items open from previous meetings:

- ☐ Follow up Kylee Weadley about donation from quiz night

Amber Cekerevac

Treasurer · Created 21 Oct 2024

- ☐ Meeting recommends we review the current uniform approach and survey parents and kids about the suitability of current uniform items. Natasha to coordinate in the new year with sufficient time to coordinate the following year's order.

Natasha Leggett · **Due** 30 Jun 2025

Uniform Shop Committee · **Created** 21 Oct 2024

Items completed since last meeting:

- ☒ ~~Review Funding Process after first use in Term 4 2024~~
Natasha Leggett · **Completed** 10 Feb 2025
Ideas/Funding Request Process · **Created** 27 May 2024
- ☒ ~~Follow up required for donation from SRMG~~
Natasha Leggett · **Completed** 17 Mar 2025
Treasurer · **Created** 21 Oct 2024
- ☒ ~~Discuss the \$4k budget and how we need to allocate this to nature play.~~
Natasha Leggett · **Completed** 17 Mar 2025
Treasurer · **Created** 21 Oct 2024
- ☒ ~~Natasha and Kelsie to attend the Kindy/PP briefing.~~
Natasha Leggett, Kelsie Lewis · **Completed** 10 Feb 2025
Principal · **Created** 21 Oct 2024
- ☒ ~~Brodie updated members around this item. It was noted that a survey will be sent to exec members in the next week or so to obtain details to allow ACNC registration to take place.~~
Brodie Lewis · **Completed** 10 Feb 2025
ACNC Registration · **Created** 21 Oct 2024
- ☒ ~~Skills sought for next year will be posted on Facebook to seek EOIs~~
Amber Cekerevac · **Completed** 10 Feb 2025
2025 AGM & P&C Nominations · **Created** 21 Oct 2024