



# FRESHWATER BAY PRIMARY SCHOOL

FRESHWATER BAY PRIMARY SCHOOL - P&C ASSOCIATION INC.

GENERAL MEETING

16 SEPTEMBER 2020 7-8.30PM

Tangney Hall

New members are invited to join the Parents and Citizens Association prior to commencement of the meeting at 7.00pm. Annual financial membership is \$1.00.

Graham Carmichael (GC), Noel Mckay (NM), Simon Reid (SR), Faye Styles (FS)

Item	Topic	Who
1	Welcome and Introductions  <b>Motion 1 - Ratify minutes of previous meeting 24/06/20</b>	GC
2	President's Report	GC
3	Financial Report  - Presentation of current cash position and commitments.	NM
4	<b>Financial Motions</b>  <b>Introduction, speakers for/against, proposer, seconder, vote.</b>  1. Ratify the Executive Motion to provide funding support for the year6 leavers up to \$2,000.  2. Ratify the Executive Motion to fund stage 1 of the Solar Project.  <ul style="list-style-type: none"> <li>• The electrical consultant fee for the feasibility report is \$2,520 + gst</li> <li>• The structural assessment cannot be confirmed until after stage 2 of the electrical assessment, therefore the costs submitted reflect an allowance per building. Initial building at \$1,460 + gst, \$520 per additional building thereafter.</li> <li>• An electrician may be required in some cases to assist the consultant investigation into board types and cable sizes. We recommend allowing 3 -4hrs, approx. \$400 for this. (Dependant on age and condition of infrastructure).</li> </ul>	GC

	<p>3. Ratify the Executive Motion to spend approx. \$630 on a new marquee cover with FWB School branding.</p> <p>4. To approve the formation of the Fathering Project “Freshie Dads” sub-committee. The Fathering Project terms of reference are attached.</p> <p>5. To endorse the Fathering Projects events:</p> <p>Term 3  August - (rescheduled) Astronomy evening (TBC)  6th September - Bunnings BBQ fundraiser  Late September - Dads and Kids Volunteering Day (TBC)</p> <p>Term 4  13-14 November - Camping Trip, Dwellingup (Lane Poole reserve)</p>	
5	Principal’s Report	SR
6	School Board update	FS
7	<p>Future Planning and events going forward:</p> <ul style="list-style-type: none"> <li>• Fundraising (FS)</li> <li>• IPAD Update</li> <li>• Other (GC)</li> </ul>	
8	<p>General Business</p> <ul style="list-style-type: none"> <li>• Open for member feedback and general questions</li> </ul>	All
9	Schedule next meeting	
10	Meeting Close	



4.5 Ensure that a report of the activities of the committee is presented to the P&C Association (or executive committee).

4.6 - Implement group sustainability measures and succession planning to ensure the committee survives and thrives.

#### **5.0 DUTIES OF THE EVENT PLANNER:**

5.1 The Event Planner shall develop a plan of events for the year, to be agreed and communicated with the group members and P&C Executive Committee. The event planner shall ensure event coordinators are assigned for each event.

5.2 The Event Planner will maintain an overview of the status of event preparation and organise additional assistance to events when required.

#### **6.0 DUTIES OF THE TREASURER**

6.1 The treasurer shall maintain oversight of the committee finances, including banking and book keep of invoices and disbursements for approved expenses. The Treasurer shall also plan for fundraising activities when required.

#### **7.0 FINANCES**

7.1 Freshie Dads intends to maintain its own finances independently to the finances of the P&C association. The Committee is required to seek endorsement from the P&C Executive Committee for expenses and fundraising the committee organise. All expenses and fundraising is to be accompanied by relevant documentation such as invoices and receipts.

7.2 The Committee funds will be held in the P&C Associate bank account and accounted for separately from other funds..

#### **8.0 INSURANCE**

8.1 Freshie Dads events shall operate under the P&C Association's WACSSO public liability and volunteer personal accident insurance.

#### **9.0 MEETINGS:**

9.1 Meetings of the Committee shall be at such times and places as determined by itself provided that not less than forty-eight (48) hours' notice is given. It is desirable to meet at least once a term.

#### **10.0 QUORUM:**

10.1 A quorum shall comprise 75% of the current membership of the Committee.

#### **11.0 VOTING:**

11.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

11.2 Voting shall be by show of hands.

#### **12.0 ALTERATIONS TO RULES:**

12.1 All proposed amendments to these rules must be approved at the general meeting of the P&C Association.

#### **NOTES:**

1. *It is not a requirement that the school principal be a member of the Committee. However the school principal can be either elected or ex officio.*

2. *All members of the Committee shall be financial members of the P&C association.*

