



ALBANY SENIOR HIGH SCHOOL

**P&C**

Association Incorporated

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## ALBANY SENIOR HIGH SCHOOL P&C ASSOCIATION

### General Meeting Minutes

7pm Tuesday 26 March 2019- ASHS Staff Room

**1. MEETING OPENED 7.03 pm.** A special welcome to our student representatives Bonnie Staude and Fiona Dent.

#### 2. ATTENDANCE

Present: Sara Garcia -Perlines (Acting Principal) Naomi Boccamazzo (President), Julie Brooks (Vice President), Michelle Gust ,Cheryl Ward (Treasurer), Nevanne Castellaro (Secretary), , Catherine .Mc Dougall, Louise Gardner, Laura Bird, Peter Bockman, Leesa Savage, Julie Radford, Kristy Harken, Bonnie Staude, Fiona Dent

Apologies: Belinda Shaylor, Sonya Aylmore, Sylvia Leighton, Vicki Doak, Catherine McDougall

#### 3. MINUTES FROM PREVIOUS MEETING

Minutes from meeting held 19/2/2019 : Spelling of names needs to be corrected. Item 4.6 : It was felt that the decision was made last meeting against a hot chocolate machine.

Motion: Minutes with a change to item 4.6 and spelling corrections are accepted.

Moved M.Gust    Seconded J.Brooks    Carried

#### 4 .BUSINESS ARISING

4.1 Recycling-Bins and crates have arrived and need to be painted with correct symbols by student parliament members. The logistics need to be discussed between the student leaders and Sue Heinrick. ASHS to pay the invoice from Bunnings and the P&C will reimburse. Laura Bird to talk to Principal about participation in Sustainable Schools video.

Motion: That M.Gust be reimbursed for paint purchases up to the value of \$100.00

Moved J.Brooks    Seconded L.Bird    Carried

4.2 Banking- All signatories have been changed. Discussion on type of accounts to open. 'Not For Profit' account at Bendigo Bank has no fees, includes cheques but has no interest.

Motion: That three (3) Not For Profit accounts be opened at Bendigo Bank.  
 Moved C.Ward      Seconded M.Gust      Carried

Motion: That \$10,000.00 be moved into the general account.  
 Moved C.Ward      Seconded M.Gust      Carried

Motion: That \$13,756.00 be reinvested in a Bendigo Bank term deposit for five (5) months at three (3) per cent interest .  
 Moved C.Ward      Seconded M.Gust      Carried

Motion: That the Westpac Bank accounts be closed;  
 General BSB 036168 Account 100528  
 Canteen BSB 036168 Account 110566  
 Fundraising BSB 036168 Account 384196  
 Country Week BSB 036168 Account 397405  
 Term Deposit BSB 036168 Account 365366  
 To be completed by M.Gust and N.Boccamazzo before the next P&C meeting 14 May.  
 Moved C.Ward      Seconded M.Gust      Carried

4.3 Canteen coordinator- No nominations have been received.

4.4 Volunteer Week- Last meeting's plan to hold a thank you supper could not go ahead as it is not in the P&C's constitution to pay for events not contributing to the whole school.

4.5 Instagram- Account has not been set up. Student representatives suggested they could put the canteen in the accounts they are hoping to set up. S.Dylmore to be informed of decision.

**5. CORRESPONDENCE**

**OUT**

**IN**

	ASHS - Invoice 2018 Dux
Request for cash register quote -Best Office Systems	Email -Student Parliament ideas
Associations online details update	Email Quickcliq - Remittance
ASHS- letter regarding NBN install in canteen	Invoice- Waste and sustainability in Schools Grant
ASHS- email regarding canteen works	Email - ASHS regarding P&C page on website
TFN application to tax department	Letter from ASHS regarding Woolworths account
Email- Globe Insurance	Email- Globe Insurance
WASSCA query on invoice	Westpac- bank statements

**6. TREASURERS REPORT - As attached**

Motion: That the Treasurers report be accepted.  
 Moved C.Ward      Seconded P.Bockman      Carried

Treasurer suggests if members have receipts to claim that a copy/ photo of them is taken in case the originals are lost.

## 7. REPORTS

### 7.1 Principal –As attached

### 7.2 Canteen Committee- WASCA food 'Traffic Light' training to be held at ASHS next week

Motion: That \$15.00 each be paid for the three canteen staff to attend the WASCA training.

Moved J.Brooks      Seconded M.Gust      Carried

John Boccamazzo has volunteered to affix the signs in the canteen and install safe.

Action: The secretary to write a thank you letter.

ASHS has asked the canteen to provide food for staff on the teacher –parent meeting afternoon. Discussion on whether there should be a discount to the price for the school. It was decided that a ten (10) per cent discount would be applied. A percentage off allows for changes in overheads in future quotes.

Motion: That a ten (10) per cent discount be applied to the price of catering for 3/4/19.

Moved C.Ward      Seconded D.Bockman      Carried

Investigations into EFTPOS machine – Best Office Systems recommended using our banks. The meeting concluded that a monthly hire through Bendigo Bank is the best option, costs will hopefully be offset by more orders. We will need to wait until ASHS changes over to NBN.

Insurance – J.Brooks discovered that the canteen does not have insurance for theft/ stock losses currently. We could purchase for the remainder of the financial year in any combination of property, spoilage, theft or cash. There is a 4250 excess. It was decided that cash/ food could be replaced for a price less than the insurance and to wait for the new financial year.

Safe- M.Gust presented quotes for safes. It does not need to be rated for money to be covered by WACCSO insurance company "Globe". It will be bolted to the floor in the canteen office.

Motion: To purchase insurance for the canteen in the 2019/2020 financial year.

Moved C.Ward      Seconded L.Gardiner      Carried

Motion: That a 'Fortress' safe be purchased from Office Works for \$169.00.

Moved M.Gust      Seconded C.McDougall      Carried

Small electrical items in canteen missed the schools Tag and Test this year so we will need to carry out our own.

Action: J.Brooks and S.Garcia –Perlines to check with electricians for availability.

### 7.3 Hong Kong Trip –No report

## 7.4 Music Committee – No report

### 8. General Business

8.1 WASCA are running a free nutrition project which asks canteens to submit their menu and be in the running for a \$50.00 voucher.

Motion: That ASHS school canteen submit their menu.

Moved J.Brooks      Seconded M.Gust      Carried

8.2 P&C on ASHS website –it was agreed that profiles of committee should be added and any other interesting projects as they arise.

Action: M.Gust to add first content in liaison with ASHS.

8.3 Bendigo Bank sponsorship –keep thinking of ideas, for next year perhaps. Mindfulness/ Yoga at lunchtimes ?

8.4 WACCSO conference- M.Gust is still waiting for follow up information.

8.5 BYOD – it was queried how much students need a device if most others are using phones in class. It was discussed that more students may bring a device if the cost could be reduced. The P&C could bargain a group price and then pass the offer to parents to purchase straight from the business.

Action: J.Brooks to investigate suppliers.

**9. NEXT MEETING - 7pm 14 May 2018 Week 3**

**10. MEETING CLOSED      8.32 pm**