

Braeside Primary School P&C Association  
 General Meeting Minutes  
 19<sup>th</sup> March 2024

**HELD:** Braeside Primary School

**Meeting Opened:** 06:31 pm

**ATTENDANCE:** Nerida Campbell, Geoffrey MacNicol, Sandy Thill, Gabby Power, Sarah Anyon, Asher Tussler-Brookfield, Tameka Beck, Gemma Trolove, Kym Shephard

**APOLOGIES:** Cassie Townsend-Crisp, Leanne O'Donnell, Ella Maesep, Nicole Long, Hannah Patterson, Carol Power

ITEMS	ACTION
<p><b>1. Confirmation of Minutes of Previous Meeting</b></p> <p>1.1. Resolution: That the minutes of the previous General Meeting of Braeside Primary School P&amp;C Association on the 9<sup>th</sup> of February 2024, be taken as read and confirmed as a true and accurate record.</p> <p style="text-align: right;"><b>Moved:</b> Gemma Trolove     <b>Seconded:</b> Asher Tussler-Brookfield     <b>CARRIED</b></p>	
<p><b>2. Business Arising from Previous Minutes:</b></p> <ul style="list-style-type: none"> <li>• Early Years Swing Frame – Geoff's update: legalities checked. All good to proceed. Kym update: Measurements required for Steel Frame. Sandy to provide update regarding measurements and progress.</li> <li>• Paint Quote – VOTE TO STRIKE FROM AGENDA. PASSED. NO FURTHER UPDATES REQUIRED.</li> <li>• Braeside Car Boot Sale – Families can donate items to the school, to be sold as fundraising.             <ul style="list-style-type: none"> <li>- Community members can also get involved by hosting their own stall and paying a stall fee.</li> <li>- Fundraising games and face painting.</li> <li>- P&amp;C and Year 6 Graduation fundraising opportunity: Sausage sizzle and soft drink sales.</li> <li>- Gabby Power to organize flyers and advertising in Term 3, 2024.</li> <li>- Kym Shephard to coordinate along with volunteers.</li> <li>- Date TBA for Term 4, 2024.</li> </ul> </li> <li>• Katanning Show – Contact show organisers for paid positions, i.e.: gate clicker/counter, shearing bar, clean up crew.             <ul style="list-style-type: none"> <li>- Money guessing numbers</li> <li>- Revisit next meeting: Term 2, 2024.</li> </ul> </li> <li>• Netball Clinic – Sandy to provide further update and consult with Ms. Bree Jackson.</li> <li>• IGA Community Chest – Transfers finalized. NO FURTHER UPDATE REQUIRED.</li> <li>• NEW OVEN &amp; FREEZER PURCHACED AND INSTALLED. TOTAL COST \$2593.00.             <ul style="list-style-type: none"> <li>- Awaiting bill for installation from electrician.</li> </ul> </li> </ul>	

- SENIOR SCHOOL CAPTAIN BLAZERS: blazers ordered due to a 48hr promotion. Total cost: \$541.61. Order due to be delivered prior to ANZAC Day.

**Moved:** Sandy Thill

**Seconded:** Gabby Power

**CARRIED**

### 3. Correspondence:

#### 3.1. Correspondence In:

- P&C Training in the Great Southern, Goldfields-Esperance and Wheatbelt Electorates – KOJONUP, MARCH 20<sup>TH</sup>, 4-6PM. Registration required. Alternatively, can look into organizing a date in Term 2 in Katanning.  
- Geoff to email WACSSO to push for Training in Katanning. Gabby to provide Geoff with contact details.
- Lisa Ramm – Update available in Section 9.
- Smart Gift Ideas- Tara: Mother’s Day.  
“Are you ready to start spreading some Mother’s Day joy? Head to our website to start your order now!  
[www.smartgiftideas.com.au/mothers-day/](http://www.smartgiftideas.com.au/mothers-day/)  
Short on time? Reply with your number of students and budget, and I can put together a personalised order for your school. It’s really that simple!”
- Design a Brick Brochure -Geoff to update regarding location.
- LW Reid – Blazers. Information provided in section 2.

#### 3.2. Correspondence Out:

**Moved:** Nerida Campbell

**Seconded:** Kym Shephard

**CARRIED**

### 4. Principal’s Report:

We are finishing off NAPLAN with the catch-up sessions. We had several technical issues but managed to work through these. The end of term is next week, and I can honestly say, we are all exhausted. It has been an extremely busy term, and everyone has earned the upcoming break.

The P&C has been outstanding. Breakfast Club, raffles galore, fun, humor, and a genuine care for the students at the school. We also have Sandy who has become out School board P&C rep. Well done also to Sandy who regularly updates my term planner!

Harmony Day is Thursday, and the students/staff can come in their traditional costumes or wear orange. We have the swim carnival this Friday and I know many of you have volunteered to help on the day. Let’s hope the weather is good and our students do well.

Nerida was selected to be our lead teacher for the phonics initiative in the Wheatbelt. She and Dev were also selected to participate in the Teach for Australia Future Leaders program. Giving her a trip to Darwin on the holidays!

Also, Autism Spectrum Disorder lead specialist teacher for the Great Southern. She was 1 of 12 selected.

I wish you all a wonderful Easter break and hope you get some quality family time.

**Moved:** Asher Tussler-Brookfield      **Seconded:** Kym Shephard      **CARRIED**

#### 5. President's Report:

Thank you everyone for coming tonight.

Term 1 has gone off smoothly. Our Easter raffle is still going and will be drawn next week. Icy-pole days will finish this term and then next term we will offer hot lunches on Wednesdays every fortnight starting from week 2.

Term 2 fundraising will be going towards paying our bills as a P&C. Please speak to our Treasurer or Secretary if you would like any further information regarding those bills.

I would also like to put in a motion tonight to help get the Lego Club started. (section 12)

The school board have backed and approved our Uniform shop price changes, removal of school bags, removal of vests and the permanent addition of the fleece winter jumper and reversible faction hats.

Once again, thank you Gabby for the hard work you have put into the uniform shop and Gemma for sorting out the costs, loss, and new pricing.

Hot Lunch Ideas for Term 2, 2024:

Week 2: Party pies & Sausage rolls.

Week 4: Toasted Sandwiches.

Week 6: Nachos.

Week 8: Chicken Nuggets.

Week 10: Spaghetti Bolognese.

Juice boxes also available

\*\* Menu subject to changes. Menu is not final.

**Moved:** Gemma Trolove      **Seconded:** Nerida Campbell      **CARRIED**

#### 6. Treasurer's Report:

##### **P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED**

MOVED BY: Gemma Trolove at the General meeting of the P&C held on 19/03/2024 THAT Braeside P&C President, Sandy Thill, sign a positive solvency declaration on behalf of the executive committee to be presented with the annual financial statement at the 2024 Annual General meeting of the P&C.

BY: As soon as applicable.

**Moved:** Gabby Power      **Seconded:** Nerida Campbell      **CARRIED YES**

- SOLVENCY DECLARATION – Signed and to be submitted.

<p>Closing Balance as at 14/03/2024 for P&amp;C General Meeting:</p> <ul style="list-style-type: none"> <li>• Boniface Fund: 458.58</li> <li>• Working Account: \$15957.85</li> <li>• Uniform Account: \$7054.92</li> <li>• Reserve Account: \$17539.96</li> </ul> <p><b>Moved:</b> Sandy Thill                      <b>Seconded:</b> Gabby Power                      <b>CARRIED</b></p>	
<p><b>7. Canteen Committees Report:</b></p> <p>NO REPORT</p> <p><b>Moved:</b>    <b>Seconded:</b>    <b>CARRIED</b></p>	
<p><b>8. Uniform Committee's Report:</b></p> <ul style="list-style-type: none"> <li>• NEW UNIFORM ORDER FORM with price revision. Board Approved.</li> <li>• NEW Faction Hats. Board Approved.</li> <li>• Removal of School vests and school bags.</li> <li>• Open days for term 2 will continue to be Assembly Mondays.</li> <li>• Value of current stock on hand: \$17199.30</li> <li>• Display of uniforms to be set up on Uniform Shop open days.</li> </ul> <p><b>Moved:</b> Geoffrey MacNicol                      <b>Seconded:</b> Nerida Campbell                      <b>CARRIED</b></p>	
<p><b>9. Yr. 6 Camp / Graduation Committee:</b></p> <ul style="list-style-type: none"> <li>• Yr6 Class Parent Representative? Update to be provided at next meeting.</li> <li>• Fundraising Ideas/plans – Mud kitchen raffle, Jaffa guessing jars, Mother's Day raffle and stall, Wood raffle.</li> <li>• Icy pole Fridays to resume in Term 4, 2024.</li> <li>• Lisa Ramm – All payments finalized. NO FURTHER UPDATE REQUIRED.</li> <li>• CURRENT TOTAL: \$1973.69</li> </ul> <p><b>Moved:</b> Gabby Power                      <b>Seconded:</b> Geoffrey MacNicol                      <b>CARRIED</b></p>	
<p><b>10. Grant Committee Report:</b></p> <ul style="list-style-type: none"> <li>• What do we want to fund? <ul style="list-style-type: none"> <li>- hot lunches</li> <li>- Water Fountains for Junior Block and EY area: Geoff and Claire to update.</li> <li>- Cross Country and netball singlets: Gabby to contact Kerry for prices.</li> </ul> </li> <li>• Current Grants: CBH Grassroots, KROS, Aus Gold, Shire Community Grants.</li> </ul> <p><b>Moved:</b> Gemma Trolove                      <b>Seconded:</b> Tameka Beck                      <b>CARRIED</b></p>	

**11. Fundraising Committee Report:**

- 2024 Fundraising Ideas – (Discussion floor open):
  - Mega Raffle - 2025
  - Mother’s Day/Father’s Day Raffle – Year 6’s
  - Krispy Kreme
  - Easter Raffle
  - Fun-Run/Lap-a-thon for Term 2, 2024. Asher to provide update.
- Everlastings
- Donation request from IGA Katanning
- Design a Brick

**Moved:** Geoffrey MacNicol      **Seconded:** Nerida Campbell      **CARRIED**

**12. General Business:**

- Information provided by Kym Shephard – CBH Katanning is interested in donating to Breakfast Club. Provide Letter of request. – Gabby Power requires more information.
- MOTIONS:

- Lego’s/Easter Raffle:

**P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED**

MOVED BY: Gabby Power at the General meeting of the P&C held on 19/03/2024 THAT Braeside P&C contribute the left-over funds from the 2024 Easter Raffle and guessing jar (after the purchase of the Blazers) to purchase Lego’s for the Lego Club at Braeside PS run by Geoffrey MacNicol.

BY: As soon as applicable.

**Moved:** Gemma Trolove      **Seconded:** Nerida Campbell      **CARRIED YES**

- Contributions Prizes:

**P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED**

MOVED BY: Gabby Power at the General meeting of the P&C held on 19/03/2024 THAT Braeside P&C continue to pay for class contribution prizes for 2024 to a total of \$20.00 per class.

BY: As soon as applicable.

**Moved:** Asher Tussler-Brookfield      **Seconded:** Kym Shephard      **CARRIED YES**

- Microsoft Payment:

**P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED**

MOVED BY: Gabby Power at the General meeting of the P&C held on 19/03/2024 THAT Braeside P&C cover the costs of Microsoft for the 2 P&C laptops for 2024. Payment due on 14/04/2024 for a total of \$109.00 + any applicable tax.

BY: 01/04/2024

**Moved:** Gemma Trolove      **Seconded:** Nerida Campbell      **CARRIED YES**

**Moved:** Asher Tussler-Brookfield      **Seconded:** Kym Shephard      **CARRIED**

**13. Other Business:**

- NEW P&C MEMBER AND P&C MEETING CODES OF CONDUCT TO BE DISTRIBUTED AND SIGNED.

**P&C ASSOCIATION MOTION/ACTION SLIP SUBMITTED**

MOVED BY: Gemma Trolove at the General meeting of the P&C held on 9/02/2024  
THAT Braeside School P&C open a NEW General Account at Westpac Katanning dedicated to holding year 6 fundraising funds.

Requires 2 (two) authorisations for account.

Gemma Trolove – Online Access, signatory, and authorisation.

Gabrielle Power – Online Access, signatory, and authorisation.

Sandy Thill – Online Viewing access ONLY.

BY: March 31<sup>st</sup>, 2024

**Moved:** Sandy Thill      **Seconded:** Nerida Campbell      **CARRIED YES**

P&C PRESIDENT: \_\_\_\_\_

BRAESIDE PS PRINCIPLE: \_\_\_\_\_

**Moved:** Asher Tussler-Brookfield      **Seconded:** Tameka Beck      **CARRIED**

**14. Next Meeting:** The next General Meeting will be held on 02/05/2024 @ 6:30pm in the Braeside PS Staff Room.

**Meeting Closed:** 08:11 pm