



**Landsdale Gardens P&C General Meeting
Tuesday 1st August 2023
School Staff Boardroom – Landsdale Gardens Primary School**

AGENDA

Chairperson: Jackie Mcdermott

Guest In attendance: Principal Natasha Doyle

Attendees: Melissa Szczepanik, Natasha Soraggi, Fiona Castledine, Leah Filardo, Angela Poole, Adip Deai, Kaye Koriya, Jillian Hocking, Zara Avilia

Apologies: Nicole Hadem-Smith

	Subject Matter	Notes
Acknowledgement of country		
1	Meeting opened at 6:35pm by Jackie <ul style="list-style-type: none">• Quorum Present: Confirmed attendance of 5 financial member: YES• Apologies were named• Welcome to new members• Confirmed attendance record completed	
2	Confirmation of previous Minutes of Inaugural Meeting on 24th May 2023. MOTION: minutes presented are accepted as true and accurate record of that meeting. Carried: Yes	
3	Matters arising from last minutes - NIL	
4	Correspondence: In Received: Yes Email received from Joanne Millet regarding Tupperware Fundraiser – read email and decide whether relevant at the moment. I will contact Joanne and let her know the outcome. Discussed email and have decided to add this to our list of possible fund raising ideas to be revisited at a later date.	
5	Presidents Report: No Report	
6	Principal's Report: Received, enclosed	



7	Treasurer's Report: Received, enclosed	
8	General Business Payment of WACSSO Invoice: Invoice from WACSSO to be paid for P&C incorporation. We have received an invoice from WACSSO in relation to the establishment of the P&C, the invoice amount is for \$ 174.40. Motion that the P&C pay the WACSSO invoice totalling \$ 174.40 once the bank account is fully established. Majority Vote: YES	
	Establishment of Bank Account / Debit Card (1) Motion that Landsdale Gardens Primary School Parents & Citizens Association Incorporated establish a bank account at the Commonwealth Bank of Australia in Malaga. Majority Vote: YES (2) Motion that Landsdale Gardens Primary School Parents & Citizens Association Incorporated appoint the following as authorised signatories on the Landsdale Gardens Primary School Parents & Citizens Association Incorporated bank account for the duration of their period of office on the P&C or until otherwise replaced through a duly authorised motion of the P&C: <ul style="list-style-type: none">• Jackie McDermott – President• Melissa Szczepanik – Vice President• Jillian Hocking – Secretary• Keyuri Koriya – Treasurer Majority Vote: YES (3) Motion “That any combination of two of the authorised signatories named above may authorise any transaction on accounts they are signatories of. Majority Vote: YES (4) Motion “That a debit card account be opened and called the Landsdale Gardens Primary School P&C Association Inc. debit card account.” Majority Vote: YES (5) Motion “That the Debit Card and Account Usage Policy dated 01/08/2023 (attached) be adopted for the year 2023, and that the signatories to the account are: <ul style="list-style-type: none">• Jackie McDermott – President• Melissa Szczepanik – Vice President• Jillian Hocking – Secretary• Keyuri Koriya – Treasurer Majority Vote: YES	



	<p>Establishment of an email account</p> <p>Motion – That the Landsdale Gardens Primary School P&C set up the following email addresses; motion was amended to establish one email address landsdalegardenpandc@gmail.com until such time that individual email addresses are needed for the secretary and treasurer</p> <ul style="list-style-type: none">• landsdalegardenspandc@gmail.com (generic email, president & vice president to monitor) <p>Majority Vote: YES</p>	
	<p>Establishment of Facebook Account/Page</p> <p>Motion - That Landsdale Gardens Primary School P&C establish a Facebook Community Page</p> <p>Majority Vote: YES</p> <p>According to WACSSO Guidelines it is recommended that we have up to 3 members as administrators.</p> <p>The administrator’s responsibilities would include;</p> <ul style="list-style-type: none">• Posting information, news, questions and other material to the page with the approval from the President in circumstances where it is needed.• Deletion of comments that breach section 3.• Removal and/or banning of any user who breach section 3 continuously.• Reporting back at general meetings any enquiries, queries or matters raised on the page. <p>Motion – That Angela Poole, Leah Filardo, and Melissa Szczepanik be administrators of the Landsdale Gardens P&C Facebook Page</p> <p>Majority Vote: YES</p>	
	<p>School Wish List</p> <p>Natasha will advise after the staff meeting on Wednesday Aug 2nd.</p>	
	<p>Scholastic Book Club – Vanessa looking for volunteers to take over Scholastic Book Club</p> <p>Angela Poole, Leah Filardo and Fiona Castledine will contact Vanessa to arrange helping out with the book club.</p>	
	<p>Art Exhibition – Vanessa</p> <p>Natasha will have Vanessa email the P&C directly with what her ideas are and how we can help</p>	
	<p>Fundraising Ideas</p> <ul style="list-style-type: none">• Containers for change – Set up member number and parents can take cans/bottles from home and have funds sent directly to the P&C account. Mel to investigate and	



	<p>Speak to Jacob about getting a container set up on school grounds to get kids involved in recycling and helping raise funds for the school.</p> <ul style="list-style-type: none"> • Krispy Crème cash sales order form, come in dozen pack. \$17 cost recommend selling \$24 per dozen, min 20 dozen. Delivery or collection from Whiteford's incentive to get classes to order the most (Icey polls movie day) order day to be mid-week, possibly 2 orders so we can get all Wednesday Kindy classes. • Grill'd bottle top Mel to look into • Nova 93.7 Nathan, Nat and Shaun 25 words or less why your school should be picked to win \$5000 Natasha to look into year 6 could write why the school should be picked. • Zara donated \$250 fairy face painting voucher <p>Natasha to sign us up for 20% of the sales of each book goes to the school.</p> <ul style="list-style-type: none"> • Entertainment Book (maybe push on Facebook 2 weeks before Term Ends) 	
	<p>Faction Carnival</p> <ul style="list-style-type: none"> • Urn (Parents make their own for gold coin donation) for Snr Sport day, Jackie can borrow one for the day • Bake sale for snr sports carnival • Jackie to donate coffee, tea, hot choc, cups, sugar, milk. • Pizza lunch for parents and students for kindy sports day 13/09 1 delivery slot and 1 one pick up slot for snr classes (pizza hut Kaye to look into and Leah to look into La Paganotta) • Guess how many lollies in the jar, Natasha D to donate (school) and Leah to organise the Jar/stuff jar <p>Motion to be presented at next meeting- as this will need to be a financial motion</p>	
	<p>BBQ – Angela</p> <p>Angela to get a letter drafted and sent to Natasha D to add school letter head and send to local bunnings for voucher.</p> <p>Natasha D to email Margret Quirk about donations</p>	
	<p>Online Payment Platform</p> <p>Motion that Landsdale Gardens P&C use Flexischools for a year as our preferred on line payment system</p> <p>Flat 2.7%, no set up costs, no monthly fees</p> <p>Majority VOTE: YES</p>	
	<p>Other Business - None</p>	
	<p>Date of Next Meeting - Tuesday 29th August 2023</p>	
	<p>Declared meeting close at 20:11pm</p>	

