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## Baldivis Secondary College P&C Association

### Minutes of the Annual General Meeting

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**Meeting Date:** 26 February 2014

**Present:** Julie Davey  
Tracey Simpson  
Karen Deane  
Ingrid Smith  
Greg Maguire  
Keith Svendsen  
Vanessa Zuidema  
Natalie McClure  
Leanne Pugh  
Alison Parolo  
Tracy Gschwendtner  
Paul Jones

**Meeting Opened:** 6.35pm

#### Agenda

**1. Apologies**

S Webber, S Macleod, P Stevens, T. Paroma

**2. Approval of Previous Minutes**

Motion:

Motion from Keith Svendsen; Seconded by Vanessa Zuidema: To approve the minutes for Inaugural Meeting of the Baldivis Secondary College P&C held on 3 July 2013

Vote: **Motion carried**

Resolved: Minutes from the meeting on 3 July 2013 approved without modification.

**3. Matters Arising**

Nil

**4. Correspondence**

*Incoming Correspondence*

- P&C Voice magazine

*Outgoing Correspondence*

- Nil

**5. President's Report**

Ingrid presented her first President's Report (attached)

Motion from Keith Svendsen; Seconded by Tracey Simpson: To accept the President's Report

Vote: **Motion carried**

Resolved: President's Report accepted.

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## 6. Financial Report

Karen tabled and spoke to the Financial Report. Cheque account balance as at \$3,101.06.

Karen noted that the bank had charged a \$10 monthly account fee - Karen has spoken to the bank and they will be reversing the fees.

ABN - ABN will enable us to apply for funding and grants. Karen has organised for the paperwork to be sent.

### Motion:

Motion from Karen Deane; Seconded by Natalie McClure: To approved the Financial Report as tabled/

Vote: **Motion carried**

Resolved: Financial Report approved without modification.

## 7. Principal's Report

- Keith tabled and spoke to the Principal's Report, making particular reference to the commencement of the year, emphasis on 'building community' amongst college members, internship program, staff training in AVID, some issues relating to students travelling to and from school and the college building program. Crosswalk on Baldvis Road has been approved, waiting on action from City of Rockingham. Indications are that the crosswalk should be installed by May. Discussions regarding possibility of back gate entry from cycle path. Keith has previously had discussions with the developers and will raise again at next PCG meeting (Wednesday, 5 March 2014).
- ICT - extracted from deal with Samsung. ICT Committee will be meeting shortly to begin the process of investigating arrangements for 2015 and beyond.
- Contributions and Charges - magnificent response from parents in 2013, but 2014 has been extremely disappointing. Keith will be communicating with parents and is confident of an improvement.

## 8. Election of Office Bearers

**President:** Greg Maguire self-nominated, Seconded Alison Parolo. Elected unopposed.

**Vice President:** Natalie McClure self-nominated, seconded Ingrid Smith. Elected unopposed.

**Secretary:** Tracy Gschwendtner self-nominated, seconded Leanne Pugh. Elected unopposed.

**Treasurer:** Karen Deane nominated by Keith Svendsen; Seconded Alison Parolo. Elected unopposed.

**School Board:** Greg Maguire nominated by Karen Deane; Seconded by Tracey Simpson. Elected unopposed.

**Executive Members:** Tracey Simpson, Leanne Pugh, Julie Davey, Pam Stevens self-nominated; Seconded by Alison Parolo. Elected unopposed.

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## 9. Appointment of Auditor

### Motion:

Motion from Karen Deane; Seconded by Ingrid Smith to appoint Rob Gibb as Auditor.

Vote: **Motion carried**

Resolved to appoint Rob Gibb as Auditor.

## 10. General Business

### 1. Bank Signatories

#### Motion:

Motion from Karen Deane; Seconded by Ingrid Smith: That the four signatories to the bank account are Greg Maguire (President), Natalie McClure (Vice President), Tracy Gschwendtner (Secretary) and Karen Deane (Treasurer) and that the account continues to operate with two signatories.

Vote: **Motion carried**

Resolved that the four signatories to the bank account be Greg Maguire (President), Natalie McClure (Vice President), Tracy Gschwendtner (Secretary) and Karen Deane (Treasurer) and that the account continue to operate with two signatories.

### 2. Lap-a-thon

Alison proposed that the Lap-a-thon be rescheduled until next term.

Action: Alison to liaise with senior management team to identify another suitable date and time.

### 3. Purchase of Bouncy Mat

Paul put forward a proposal for the P&C to fund the purchase of a Bouncy Mat. Near new condition being sold by Warnbro CHS. Could be hired out to generate an income stream for the P&C. Query re public liability.

Action: Keith to investigate liability insurance requirements.

### 4. Loyalty Program

Greg floated to notion of the college enlisting local businesses and businesses owned by parents to promote their businesses within the college with a proportion of the charge being paid to the college when the service is used.

Action: Keith to investigate the legalities of such an arrangement being entered into.

### 5. Fundraising

Karen mentioned the possibility of selling pedometers in House colours and using as the basis of a competition between the house groups.

### 6. Sports Equipment

Query from Julie Davey regarding the availability of sports equipment for students to use at lunchtime. Keith explained that sports gear was available for loan through Student Services. He also stated that the Sports Hall was going to be made available to students at lunch-times on some days and that plans were in place to offer a range of activities at lunch-time, including games and challenges, chess club and board game competitions in the library.

11. **Next Meeting Date:** Wednesday, 26 March 2014 @ 6.30pm

10. **Meeting Closed:** 7.50pm

## **PRESIDENTS REPORT FOR P&C AGM**

**26<sup>th</sup> February 2014**

**Well here we are at the end of our first year of running the P&C Association at the College, how quickly time flies.**

**We have only really been operating fully for about 6 months as we waited patiently for Incorporation as a body, so we could get the ball rolling with our own bank account.**

**Over the last 6 months, we have endeavoured to get some ideas for fundraising for the College. On two occasions we have actually raised some money that will go towards helping the College.**

**The first being a refreshment kiosk at the Arts Showcase and then refreshment/snacks at the year 8 social. Both events went very well and were attended by P&C members.**

**I see 2014 as a really exciting year for the P&C, as we have already got some fundraising ideas organised.**

**I also see this as a perfect time to very closely liaise with the College in establishing just exactly what role they see the P&C having in the life of the College.**

**On a personal note, I would like to give my heartfelt thanks to each and every one of the members for your commitment to your P&C and for taking the time to attend the meetings.**

**My particular thanks must go to Karen and Alison for their patience and guidance to me throughout this my first year as President.**

**Ingrid Smith.**

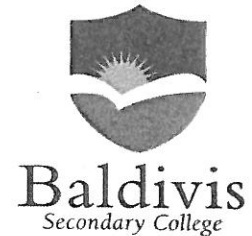
**Baldivis Secondary College P&C Association Inc.**

**Profit and Loss Statement 2013**

as at 31st December 2013

<b>CASH ASSETS</b>	<b>IN</b>	\$400.00
	<b>OUT</b>	\$400.00
		<b>\$0.00</b>
<b>INCOME</b>		
Membership		\$17.00
Voluntary P&C Contribution		\$2,668.77
P&C Fundraising	PA Night	\$181.20
	Disco	\$474.70
<b>TOTAL INCOME</b>		<b>\$3,341.67</b>
<b>EXPENSE</b>		
P&C Fundraising	PA Night	\$165.61
	Disco	\$75.00
Bank Charges		\$0.00
<b>TOTAL EXPENSES</b>		<b>\$240.61</b>
<b>NET PROFIT</b>		<b>\$3,101.06</b>
<b>PROFIT</b>		
P&C Fundraising	PA Night	\$15.59
<del>Book Club</del>	Disco	\$399.70
Voluntary P&C Contribution		\$2,668.77
Membership		\$17.00
<b>Opening Balance 2013</b>		<b>\$0.00</b>
Add Income 2013		\$3,341.67
		<b>\$3,341.67</b>
Less Expense 2013		\$240.61
		<b>\$3,101.06</b>
<b>Total Cheque Account as at 31st December 2013</b>		<b>\$3,101.06</b>

Baldivis Secondary College P&C  
Financial Statement 4/12/13



Baldivis Secondary College Voluntary Contributions collected			\$3,071.17
less expenses paid by BSC prior to P&C opening an account			
	Incorporation Fees	\$352.00	
	Common Seal	\$50.40	\$402.40
Cheque for balance			<u>\$2,668.77</u>

**Account opened at ANZ Baldivis on 3/12/13**

**Income**

3/12/2013	BSC Voluntary P&C Contributions for 2013	\$2,668.77
4/12/2013	Membership Fees	\$17.00

**Total Income** **\$2,685.77**

less Expense \$0.00

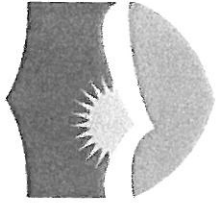
**Total Expense** **\$0.00**

**Total Funds Available as at 4/12/13** **\$2,685.77**

Karen Deane  
BSC P&C Treasurer  
[bpctreasurer@bigpond.com](mailto:bpctreasurer@bigpond.com)

# Baldivis Secondary College P&C

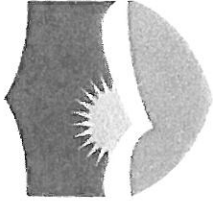
General Ledger January 2014



DATE	DETAILS	CHQ/ REC #	FEES	P&C F/RAISING	INSURANCE/ MEMBERSHIP	BUDGET	CASH ASSETS	AMOUNT	TOTAL BANKED	TOTAL DEBIT	TOTAL
3/01/14	Balance brought forward										\$3,101.06
	Account Servicing Fee		-\$10.00					-\$10.00		-\$10.00	\$3,091.06
	<b>Income</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
	<b>Expense</b>		-\$10.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	-\$10.00	

BANK SUMMARY JANUARY 2014	
Balance brought forward	\$3,101.06
Plus Income	\$0.00
Less Withdrawals	\$3,101.06
	\$10.00
	\$3,091.06
BANK RECONCILIATION JANUARY 2014	
Balance at the bank 31/1/14	\$3,091.06

# Baldivis Secondary College P&C



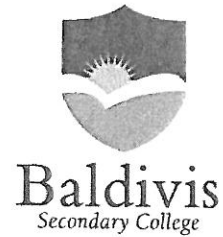
General Ledger February 2014

DATE	DETAILS	CHQ/ REC #	FEES	P&C F/RAISING	INSURANCE/ MEMBERSHIP	BUDGET	CASH ASSETS	AMOUNT	TOTAL BANKED	TOTAL DEBIT	TOTAL
3/02/14	Balance brought forward										\$3,091.06
	Account Servicing Fee		-\$10.00					-\$10.00		-\$10.00	\$3,081.06
	<b>Income</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
	<b>Expense</b>		-\$10.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	-\$10.00	

BANK SUMMARY FEBRUARY 2014	
Balance brought forward	\$3,091.06
Plus Income	\$0.00
Less Withdrawals	\$3,091.06
	\$10.00
	\$3,081.10
BANK RECONCILIATION FEBRUARY 2014	
Balance at the bank 31/1/14	\$3,081.06



Baldivis Secondary College P&C  
Financial Statement 31/12/13



Balance brought forward \$2,685.77

**Income**

23/12/2013	FR	Performing Arts Cake and Coffee Stall	\$381.20
23/12/2013	FR	Disco Drinks Stall	\$674.70

**Total Income** \$1,055.90

less Expense

	FR	Performing Arts Float	\$200.00
17/12/2013	FR	Disco Float	\$200.00
19/12/2013	FR	Invoice 326 PA Night Supplies	\$165.61
19/12/2013	FR	Invoice 331 Disco Supplies	\$75.00

**Total Expense** \$640.61

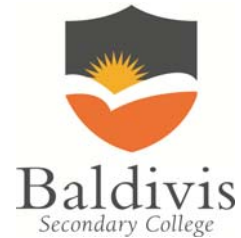
**Total Funds Available as at 31/12/13** \$3,101.06

Karen Deane  
BSC P&C Treasurer  
[bpctreasurer@bigpond.com](mailto:bpctreasurer@bigpond.com)

Presented at P&C Meeting

# Baldivis Secondary College

## Parents and Citizens Association



### Principal's Report

26 February 2014

We have begun 2014 with great enthusiasm and a flurry of activity. We have welcomed a total of 485 students to start this year. We have also added an additional 14 staff to the Baldivis Secondary College family. We are growing fast!

We have commenced the year with a real emphasis on 'building community'. Students have been engaged in classroom activity which focuses on building positive relationships, working together as a team and supporting and celebrating one another and their achievements. Staff have equally been involved in professional learning and activities with the same purpose in mind. We are very well placed in the implementation of the Australian Curriculum.

We have commenced a ground breaking approach to pre service teacher education by collaborating with Murdoch University on an internship program. We have 5 interns at the college for 2014. The program will not only enhance the readiness and skill levels of new teachers but also enhance the professional learning and development of current teaching staff.

The training of staff at the end of last year and introducing new staff to our AVID program is paying great dividends. Our class room approaches and activities to better prepare students for learning and assisting in the development of a range of teaching strategies are becoming school wide. This has the potential to generate a wonderful unified approach to good teaching and learning.

We still are being presented with challenges in regards to students and their journey to and from school. Thankfully it is restricted to a limited number of students but issues still remain in regards to unsafe crossing of roads, not using footpaths and walking on resident's lawns. There has been a vast improvement in bike riding but there are still some students who are travelling down the middle of the road. We are expecting a crosswalk on Baldivis Road shortly.

We are currently working on the stage 1 defects and should have these finalised within the next few weeks. Cracks in concrete, reticulation issues, garden beds and a range of minor faults are being attended to. Stage 2 has well and truly commenced and we are having fortnightly update meetings. At this stage all is going to plan.