



*AFredrickson*  
12/3/24

**Carine Primary School P&C Association  
Minutes of Annual General Meeting  
19 February 2024**

Meeting Held: CPS Staff Room  
Opened: 7.31pm

**ATTENDANCE**

Alana Fredrickson (chair)	Michael Black (Ex-officio – Principal)	Blake Jaenke	Sara Jaenke
Samantha Daniel	Hayleigh Bowyer	Megan Salom	Thomas Enston
Dipesh Garara	Luke Floyd	Kerrie Rundell	Kathryn High
Michelle Stephens	Karen Tassell	Benjamin Yeoh	Dayna Feldhusen

ITEMS	ACTION (NAMES)
1. <b>Welcome by Chair</b>	AF
2. <b>Attendance</b> as per above list	
3. <b>Apologies</b> Anita Kruger	
4. <b>Confirmation of Minutes of Previous Meeting</b> Minutes of the General Meeting held on 21 November 2023 and Executive Meetings held on 4 December, 15 December 2023 were confirmed as true and correct.	AF
5. <b>Correspondence:</b> 5.1. Correspondence In: <b>Resolution:</b> That Correspondence In be received as per attached list. <b>Carried</b> 5.2. Correspondence Out: <b>Resolution:</b> That Correspondence Out be received as per attached list. <b>Carried</b>	SJ

<b>6.</b>	<b>Reports</b>	
<b>6.1</b>	<b>President's Report</b> Alana Fredrickson presented the attached report to the committee.	AF
<b>6.2</b>	<b>Solvency Declaration</b> Alana Fredrickson declared the P&C association solvent and signed the declaration in the presence of the committee members.	
<b>6.3</b>	<b>2023 Audited Financial Statements</b> The attached statements were presented by Blake Jaenke and adopted by the committee as true and correct.	BJ
<b>6.4</b>	<b>Treasurer's Report</b> Blake Jaenke presented a summary of 2023 financials as per attached Audited Financial Statements.	BJ
<b>6.5</b>	<b>Uniform Shop Report</b> Stock information included in financial statements. Samantha Daniel reported sales over \$3,000 on Term 1 open day. Some items now out of stock, due for delivery in March.	SD
<b>6.6</b>	<b>Carine League of Dads Report</b> Luke Floyd presented the attached report.	LF
<b>6.7</b>	<b>Year 6 Report</b> Kathryn High presented the attached report.	KH
<b>6.8</b>	<b>Outdoor Project Report</b> Megan Salom presented the attached report.	MS
<b>6.9</b>	<b>Principal's Report</b> Mr Black thanked the 2023 committee for their efforts. There have been staff movements for 2024 with 3 staff leaving and many new staff members. There are 571 students enrolled for 2024. In term swimming commences in week 5 with 2 cohorts over 4 weeks at Scarborough pool. MiniLit has commenced for 2024. The school board has two new parent members, Penny Seet and Blake Jaenke. Naplan testing will be carried out in March. The new chaplain has been well received and will be starting a lego club.	MB
<b>7.</b>	<b>Elections</b>	MB
<b>7.1</b>	<b>Office Bearers</b> Mr Black conducted elections for 2024 Office Bearers and Executive Committee. <b>President:</b> Alana Fredrickson <b>Vice President:</b> Michelle Stephens <b>Treasurer:</b> Blake Jaenke <b>Secretary:</b> Sara Jaenke	

7.2	<p><b>Executive Committee</b></p> <p>Samantha Daniel  Hayleigh Bowyer  Thomas Enston  Kathryn High  Michael Black (ex-officio)</p>	
7.3	<p><b>Sub-Committees</b></p> <p>Alana Fredrickson moved that the P&amp;C committee form sub-committees for Year 6, Carine League of Dads and Outdoor Project.</p> <p style="text-align: center;"><b>Resolution: Carried (motions 004/24, 005/24, 006/24)</b></p> <p>Alana Fredrickson conducted elections for sub-committee office bearers.</p> <p><b>Year 6 Sub-committee:</b>  Convenor Kathryn High, Secretary Karen Tassell, Treasurer Samantha Daniel</p> <p><b>Carine League of Dads sub-committee:</b>  Convenor Luke Floyd, Secretary Thomas Enston, Treasurer Michael Fredrickson</p> <p><b>Outdoor Project sub-committee:</b>  Convenor Megan Salom, Secretary Sara Jaenke, Treasurer Dipesh Garara</p>	
8.	<p><b>Appointments</b></p>	
8.1	<p><b>Review/Auditor</b></p> <p>Pascoe Partners</p>	BJ
8.2	<p><b>Delegates to the WACSSO Annual Conference</b></p> <p>Alana Fredrickson informed the committee members of the WACSSO Annual Conference in August 2024 with one ticket included in WACSSO membership with the option to send another delegate.</p>	AF
8.3	<p><b>Additional Signatory</b></p> <p>Deferred to next General Meeting</p>	BJ
8.4	<p><b>Volunteer/Member Engagement Coordinators</b></p> <p>Uniform Shop: Samantha Daniel  Lunch Orders: Kelly Alcock  Run Club: coordinator needed  Book Club: Sally Clark</p>	AF

9.	<b>General Business</b>	
10.	<b>Principal's Wish List</b> Mr Black presented a list of possible expenses the P&C could consider supporting.	MB
11.	<b>2024 Draft Calendar</b> Alana Fredrickson presented the attached proposed calendar of events to assist with forward planning of financial motions and event planning and promotion.	AF
12.	<b>Adoption of Terms of Reference</b> The attached 2024 Terms of Reference documents for the Year 6 sub-committee, Carine League of Dads sub-committee and Carine Outdoor Project sub-committee were presented to the meeting attendees. The Terms of Reference were accepted and adopted by the committee members.	AF
13.	<b>Unforeseen Expenses</b> Alana Fredrickson moved that the President and Treasurer have authority to spend up to \$200 per event for unforeseen expenses. <i>Resolution: Carried (motion 007/24)</i>	AF
14.	<b>Signatories of Bank Accounts</b> Deferred to next General Meeting	BJ
15.	<b>Next Meeting</b> The next <b>General Meeting</b> will be held: Tuesday, 12 March 2024 Doors open 7pm for meet and greet, meeting commencing 7.30pm	
	<b>Meeting Closed: 8.40 pm</b>	