



KAREELA PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION
ABN: 35 983 681 835

MINUTES OF AGM & MEETING

DATE AND TIME	Wednesday 19 March 2025, 6.00pm
VENUE	Staff Room, Kareela Public School

AGM (Chaired by Andrew Mathews as Returning Officer)	
Apologies	N/A
Present	<p>Julia Crammond, Andrew Mathews, Maddison Larkin, Kathy Harris, Michelle Watt, Rachel McKay, Caterina Zannino, Nina Solling, David Daniels, Jenna Watson, Christine Watts</p> <p>MS Teams - Adriana Barrionuevo, Jessie Gill-Vaughan, Louise Brooks, Michelle Taylor, Sabrina Battikha</p>
New Members	Jenna Watson
New Subscriptions	N/A
Welcome	<p>Andrew Mathews provided a message on behalf of Nicole Arnold who was unable to attend the AGM:</p> <p><i>Mrs Arnold expressed her heartfelt gratitude for all the hard work and dedication the P&C has shown over the last year calling out that the P&C's commitment to our school community has made a significant impact on our students, families and overall school environment.</i></p> <p>Andrew Mathews, as Returning Officer, declared all positions vacant for 2025 and ensured all attendees of the AGM were contributing members. Following which all received nominations were reviewed, a request for new nominations was made and an anonymous voting session was conducted for the 2025 office bearing roles. The outcome of the vote is noted below.</p>
Elections for 2025 office bearers	<ul style="list-style-type: none"> ● President: Michelle Watt ● Vice President(s): Christine Watts & Caterina Zannino ● Secretary: Julia Crammond ● Treasurer: David Daniels ● Fundraising coordinator(s): Rachel McKay & Jenna Watson ● Uniform shop coordinator(s): Carly Evans
Treasurer Report	<ul style="list-style-type: none"> ● Endorsed: Previous years' audited financial reports endorsed by P&C

	<ul style="list-style-type: none"> ● Endorsed: Michelle Ainslie Watt and David Robert Daniels to be designated as signatories on P&C bank accounts. ● Endorsed: P&C discussed whether any further signatories would be required and endorsed just requiring two (named above), therefore all other signatories (if applicable) to be removed. ● Current bank balance: \$52,626.76
--	---

PROCEDURAL MATTERS

Minutes of last meeting	<p>Minutes of the last meeting tabled</p> <p>Accepted: Nina Solling Seconded: Rachel McKay</p>
Matters arising / action items from previous meeting	<p>Library & School Hall Update</p> <ul style="list-style-type: none"> ● Andrew Mathews provided an update on behalf of Nicole Arnold who was unable to attend the AGM - Assets are still discussing whether the installation height means the School Principal is allowed to manage the job. ● The issue is there has been a change in what projects Principals can manage and what they can't. The project is under the cost limit but the height is the problem. ● Action: Mrs Arnold will keep the P&C updated. <p>P&C Morning Tea</p> <ul style="list-style-type: none"> ● Update: the P&C supported the idea of a morning tea for all new parents that have joined the school in the past 12 months as a way of introducing the school and P&C. The P&C previously agreed to hold this on 05/03, however with Karnivale activities we felt better to postpone and consider combining this with a 'meet the teacher' BBQ in 2026. ● Action: Michelle Watt to raise again towards the end of the year. <p>Special Food Days / Hot Cross Buns - Friday 11 April</p> <ul style="list-style-type: none"> ● Update: Rachel McKay provided an update, notifications will be sent out on Monday (post Karnivale) ● Rachel will be picking the orders up on the day, sorting and dropping to the teachers (same process as Pizza Day) ● No other volunteers required (Richard Watt and Christine Watts have already offered support)

BRIEF REPORTS

Secretary's report	<ul style="list-style-type: none"> ● Supporters Board: Julia Crammond provided an update to the P&C that we are still awaiting Betalli & Associates despite numerous follow ups and asked what we should do.
--------------------	--

	<ul style="list-style-type: none"> ● Action: Caterina Zannino will follow up directly with Chris @ Betalli
Treasurer's report	<ul style="list-style-type: none"> ● No further update beyond what was covered in AGM Treasurer's Report
Uniform	<ul style="list-style-type: none"> ● Carly Evans provided an update that the Uniform Shop would like to do a pop up on the 4th April. ● P&C supportive and mentioned that once confirmed, to please notify the school of the date. ● David Daniels confirmed he had received Carly's email re winter stock and will reply in due course.
Fundraising	<p>Karnivale 2025 – Saturday 22 March</p> <p>Andrew Mathews provided an update on behalf of Nicole Arnold who was unable to attend the AGM / Meeting:</p> <ul style="list-style-type: none"> ● Mrs Arnold thanked everyone for all the hard work being put in to make this happen. ● Mrs Arnold will be at the school from 7.30am on Saturday to unlock gates / doors / storerooms and Mr Mathews confirmed he can attend earlier if required. ● Mrs Arnold mentioned Craig, our GA is not able to attend so requested that we do regular bin empties and bathroom checks throughout the day. ● Mrs Arnold requested that we print and put up signs on the gates advising that no dogs are allowed. ● Mrs Arnold has notified School Security ● Mrs Arnold asked that we send an alert to families reminding them to be respectful of our neighbours and not park across driveways etc. ● Lastly Mrs Arnold advised that the Karnivale Risk Management Plan (RMP) has been completed and that Louise has sent through to the ride RMPs. <p>Toy & Book Stall - the Lead organiser will not be there at the end of the day to round up remaining toys & books for Dandelion so the volunteers will need to do this.</p> <p>High Vis Vests - Christine confirmed we have 10 vests and that these will be provided to the 'in control person' for each stall as well as Mr Mathews and Mrs Arnold so we can ensure they can be easily identified on the day.</p> <p>Money Boxes / Change - need to ensure we have enough boxes, change and a process for rounding up throughout the day. Rachel McKay called out that we can use the money from the donation buckets if we run out. David Daniels asked that when we allocate change for the stalls to please keep a note of this for reconciliation purposes.</p>

Square - Christine thanked Carly for providing a solution for us. Carly has an unused Business Account which has been transferred to Karnivale. Christine will be setting up all stall holders with access so that they can use their phones as a tap and go. A 1.9% surcharge will be added per transaction.

Art Display - Mrs Harris confirmed that remaining artwork on black movable boards to be taken down and that the rest can be left up. Purchased artwork can be picked up after 2PM otherwise will be sent home with the kids. P&C agreed that we should do a silent auction for the Collaborative Artwork and that an auction sheet needs to be printed out for this. P&C agreed a nominal donation for the kids artwork (leave this as discretionary).

Popcorn Machine - Julia Crammond confirmed this is all good to go, Sanders will be dropping off on Friday and picking up on Monday, nothing further to purchase (e.g. popcorn) as Sanders will provide. Julia has let the school know.

Rides - Louise confirmed everything is good to go, ride payment confirmed by David. Mr Mathews expressed concerns that they will be able to set up in time, Louise confirmed she would double check set up time with Ride Providers.

Mini Golf - Christine confirmed that Portico have agreed to donate 10 x chicken packs which will be used as prizes for people achieving a hole in one - this will be branded as "winner winner chicken dinner". If more than 10 holes in one are achieved, P&C suggested offering raffle tickets as prizes.

ATM - Christine confirmed this is being delivered and has already been paid for.

Stalls / Site Map - Christine thanked Nina Solling for her incredible efforts with organising the stall holders and putting together the site map. Mr Mathews confirmed he would share the site map with the school. Nina confirmed we have 20 stall holders - 6 food (3 dessert / 3 savoury) as well as 14 gift / toy operators. Nina confirmed all forms had been received and paid. Christine asked that Nina add to the P&L spreadsheet. Nina asked the school re marking out spaces for the stall holders which she is planning on doing on Friday afternoon. The school confirmed she can spray the grass but to use tape on the basketball court.

St John's Ambo - Christine confirmed that they would not be attending.

Firies - Christine confirmed that they would also not be attending but that they have asked that they be kept in mind for future events

	<p>Clickers - Christine confirmed she has bought 4 clickers to use on the gates, 2 people at each entrance and that we should keep the smaller gate closed.</p> <p>Donation buckets - Christine will be purchasing from Bunnings.</p> <p>P&L spreadsheet - Christine confirmed a tab has been added to the spreadsheet and provided access to Michelle and David. Christine asked that if anyone has anything for reimbursement to send through to Christine so she can update.</p> <p>Social Media / Advertising - Christine confirmed she will continue to post about Karnivale over the next 3 days and asked the P&C to support, share posts etc. With regards to the Banners Rachel offered to install these on Thursday.</p> <p>Entertainment & MC - Christine confirmed that this is all in order, that there had been one dance school drop out but that they have been replaced by a vocal school. As Bree Holden will be unable to manage on the day Maddison Larkin has kindly offered to support with Mr Mathews and Mrs Arnold also lending support across the day to MC. Miss Larkin confirmed that the mic and sound system has been sorted and will be charging on Friday.</p> <p>Raffle - Christine confirmed this will be drawn at 3PM on the day and that there are 21 prizes with a total value of \$4.5K.</p> <p>Cake Stall - cakes to be dropped off on Friday, Rachel has offered to purchase additional baked goods on Friday evening if required. Rachel has offered to help with the urn and Christine will be talking to Georgia about milk</p> <p>Volunteers - amazing response from people volunteering to help, have all the spots filled bar one person on the gate. Christine is hoping we will get some students helping with the raffle (walking around on the day with the QR code).</p> <p>BBQ - Michelle confirmed that all in order for the BBQ and that we have received offers to lend eskies.</p>
<p>President's report</p>	<p>E-Team Return & Earn</p> <ul style="list-style-type: none"> ● Caterina Zannino provided an update that the P&C had recently learned that the School (E-Team) was partaking in the Return and Earn scheme and depositing money into the P&C account. ● The P&C Treasurer reviewed the bank accounts and calculated these earnings at \$306.40. ● The E-Team are keen to use this money for a tree-planting initiative.

	<ul style="list-style-type: none"> • The P&C will be providing the E-Team with this money and offered additional funds of support (although not required at this stage) <p>School Canteen</p> <ul style="list-style-type: none"> • Caterina asked whether the school would be interested in tendering out the Canteen. • Earnings for the school would be on rent for the space. • P&C agreed to discuss at next P&C Meeting • Action: Julia to add to agenda for further discussion
Principal's report	<p>Andrew Mathews provided an update on behalf of Nicole Arnold who was unable to attend the AGM / Meeting:</p> <ul style="list-style-type: none"> • Karnivale - already minuted above • Hall curtains - already minuted above • Parent Teacher Interviews - will occur in weeks 10 and 11, the booking period will open at 9am on Monday 24 March
New business and General Issues	<p>Endorsed: P&C meeting start time is 6PM for P&C meetings going forward</p> <p>Next Meeting:</p> <ul style="list-style-type: none"> • Wednesday 14 May 2025 @ 6PM
Closed	<p>Meeting adjourned: 7.25pm</p>