

Minutes AGM and General Meeting

10th February 2020

Location: Room 3 Time: 1pm

Chairperson: Shiree Hamersley

Present: Tamala Bailey, Narrelle Bate, Kat Smith, Kristy Levett, Cherith Nelson-Milnes, Katherine Ward, Ina Carrick

Apologies: Sarah Thurkle, Alana Birnie, Erin Cole, Meghan Barrett

Meeting opened: 1:02 pm

Cherith left at 203pm back at 206

Shiree left at 205 back at 208

1. Minutes

1.1 Confirmation of minutes of the last meeting of the P&C

Resolution: That the minutes of the previous General Meeting of Walkaway Primary School P&C Association on 4th December be taken as read and confirmed as a true and accurate record. **Carried**

2. Business Arising

2.1 New constitution - Email received confirming that we are now operating under the new constitution. The document is to be emailed out to members and a link will also be put up on the website and included in the next newsletter.

2.2 Treasurer to confirm donations approved from previous meeting have been done. Kristy confirmed

Motion: to take \$15500 out of 3 month term deposit and move into statement account.

Motion: to rollover term deposit for another 3 months.

Resolution: That the P&C approve that \$15500 are moved into the statement account out of term deposit and that the latter will be rolled over for another 3 months at 1.45%.

Carried

3. Correspondence

Resolution: That Correspondence In be received.

Carried

No outgoing correspondence.

4. Reports

- 4.1 President's Report
- 4.2 Presentation of the signed Solvency Declaration
- 4.3 Treasurer's Report
- 4.4 Uniform Report

Resolution: that the reports will be adopted as attached and that solvency declaration document was presented and accepted.

Carried

5. Elections

5.1 Office Bearers

President: Shiree Hamersley
Vice President: Cherith Nelson-Milnes
Treasurer Kristy Levett
Secretary: Ina Carrick

5.2 Executive committee members (no less than 3 positions)

Narelle Bate
Katherine Ward
3rd member TBC

6. Appointments

6.1 Appointment of Review/Auditor – P&C needs to appoint new auditor. Ina to look into which firm might be willing to audit free of charge. Ina to also talk to other P&Cs to find out how they have approached their audits.

7. General Business

7.1 School list of spending presented for approval – Not discussed

7.2 Annual calendar of P&C activities and events presented for approval

Term 1&2 MDMT

Term 3/4 – Other Fundraiser. Ideas to be discussed at next meeting.

7.3 Standing motions to be presented for approval – completed standing motions to be presented at next meeting

Motion: For Alana Birnie to run the MDMT gift stall and approve up to \$500 worth of merchandise.

Resolution: That up to \$500 be spent for items at MDMT gift stall. **Carried**

7.5 MDMT planning – Ina and Cherith at coffee station

Cherith to ask Michelle whether she wants to coordinate kitchen

General Coordinator & advertise MDMT meeting – Tamala Coordinator,
Shiree Decorations, Michelle TBC kitchen, Narelle Poster

Kat and Tamala to organise stalls

Sarah Thurkle to do town walk

8. **Next meeting & Closure**

Tuesday 24th March 7pm

Next MDMT meeting Monday 16th March 3pm

P&C AGM Presidents Report 2020

Firstly, at this AGM I would like to acknowledge and thank the staff at Walkaway Primary school for a truly successful 2019. Your commitment to our children is exceptional and it is why public education is leading the way.

Secondly, I would like to say a huge THANKYOU to Ina for being an awesome secretary the amount of work she has done behind the scene is a credit to her and also for carrying my part of the P&C when I could not. And to Everybody that helped last term and kept the P&C running smoothly THANKYOU from me

Thirdly I would like to thank each and every person who has volunteered to help out at the functions the P&C has run or assisted the school to run during 2019. Many hands do make light work when it comes to a Mother's Day Morning Tea or Father's Day stalls, NCVISSA Carnival Canteen, Year 6 photo books, Bunnings BBQs, Footy tipping and as Parent Representatives. And I am sure I have forgotten some sorry

I would like to personally thank the small but dedicated crew who turned up at every P&C meeting come fair weather or foul to discuss what was going on at the school and brainstormed about how we could help, because it is the P&C's aim to support the students, staff and families of the school.

The P&C made monetary donations for resources used to help student's learning assisting and resources with the purchase of

iPad for the classrooms

Minilit and Macklit programs

New books for the library

Shade and tables for our PP's and Kindy area

Book boxes

Trophies for sports day

Purchase of water trolley and wheelbarrow and water fountain

Donation towards Graphic design for mural

Donation toward colour run day and many more

But perhaps more importantly the P&C functioned as a forum for the communication between the school principal and staff and parents/caregivers. This communication is and must always continue to be a two-way flow. Parents who attend our meetings are able to gain a greater understanding of the operation and management of the school, as the reasoning behind school policy can be clarified and explained. In turn the staff are able to use input and feedback from parents/caregivers when formulating school policies. One of the things you learn through the involvement in the P&C is what a mammoth job it is to manage a school, how limited the funding is and how dedicated the teaching staff are.

I look forward to the continuing great partnership between the P&C and the school in 2020

Shiree Hamersley

WALKAWAY PRIMARY SCHOOL
P & C Association

Financial Report as at 31st December 2019

Reconciled Bank Balance Statement Account as at 3rd December 2019 \$6,783.63

INCOME

Uniforms	\$1098.00
Raffle (Bike)	\$326.20
Transfer from Savings Acc	\$15000.00
	<u>\$16,424.20</u>

EXPENSES

Reimburse Katherine Ward	\$125.00
Reimburse Fiona Naisbitt	\$149.31
Donations to School	\$16940.00
Footy Tipping Prizes	\$940
	<u>\$18,154.31</u>

\$5,053.52

Reconciled Bank Balance Savings Account as at 3rd December 2019 \$17,858.61

Transfer to Statement Acc \$15,000.00

\$2,858.61

Bendigo Bank Cheque Account Bank Reconciliation as at **31st December 2019**

Balance Statement Account	\$5,053.52
Balance Savings Account	\$2,858.61
Balance Term Dep 3 Months	\$50,470.97
Balance Term Dep 12 Months	\$20,000.00
Total	<u>\$78,383.10</u>

P & C Association

Financial Report as at 10th February 2020

Reconciled Bank Balance Statement Account as at 31st December 2019 \$5,053.52

INCOME

Uniforms	\$134.00
Interest	\$0.46
	<u>\$134.46</u>

EXPENSES

Uniform	\$1,812.84
	<u>\$1,812.84</u>

\$3,375.14

Reconciled Bank Balance Savings Account as at 31st December 2019 \$2,858.61

Interest	\$1.63
----------	--------

\$2,860.24

Bendigo Bank Cheque Account Bank Reconciliation as at 10th February 2020

Balance Statement Account	\$3,375.14
Balance Savings Account	\$2,860.24
Balance Term Dep 3 Months	\$50,470.97
Balance Term Dep 12 Months	\$20,000.00
Total	<u>\$76,706.35</u>

P&C UNIFORM REPORT 10-02-2020

Since the last Uniform Report, on 04/12/19, there has been a total income, from uniform sales, of **\$1494.00**.

\$289.00 was cash, and \$1205.00 was from direct bank transfers.

There has been a total expenditure of **\$1937.84**.

Invoices paid include:

\$125 for 10 Jumpers from 'Best&Less' (Paid by Katherine Ward who was reimbursed by P&C on 18/12/19)

\$756.18 – 'Totally WorkWear' Invoice dated 11/12/2019

\$222.56 – 'Totally WorkWear' Invoice dated 31/12/2019

\$644.13 – 'Totally WorkWear' Invoice dated 10/01/2020

\$57.97 – 'Totally WorkWear' Invoice for embroidery of Logo on Jumpers dated 23/01/2020

\$132.00 – 'Wicked Print' Invoice for screen-printing dated 23/01/2020

At the end of Term 4 2019, I was advised by Totally WorkWear, that the Bomber Jacket that we sell as part of the Walkaway Primary School Uniform, was no longer available.

After a quick Executive Meeting, and discussion with the school staff and School Council, it was decided that we would stock a very similar item, also supplied by Totally WorkWear.

The BC Flash Track Top JNR Black/Gold will cost \$39.23, so will retail from the Uniform Shop at **\$40.00**. That will be an increase of \$4.00 compared to the previous Jacket.

As I have 10 Jackets already in stock, I will sell 10 (at the current price of \$36.00) before I change the Uniform Order Form to show the increase in price.

Cheers,

Katherine Ward

(Uniform Coordinator)