

## DRAFT MINUTES

### Annual General Meeting - Monday, 22 February 2021

#### Attendance and Apologies

2020 Committee (3):	Marc Dal Cortivo (President), Justine Bourke (Treasurer), Rebecca Reilly (Committee Member).
Members (8):	Joanne Hann, Kylie Charlesworth, Darren Robinson, Melissa Dingwall, Mellanie Hawke, Luke, Kiogora, Marko Matosevic, Georgina Thomsen
School (1):	John Manders.
Apologies (1):	Naznin Schwab, Chris Anthony

#### 1. 2. 3. Welcome, Apologies and Confirmation of Minutes

- Marc opened the meeting at 7.07pm and welcomed all. Apologies were noted as above.
- The draft minutes from the 2020 Annual General Meeting were accepted as final.  
**Action: Melissa to update 2020 AGM Minutes publication on school website.**
- The 2019 audits have been completed but the annual return is still outstanding due to the introduction of a new form.  
**Action: Marc to arrange submission of the 2019 annual return.**

#### 4. Activities of the Association During 2020 – President’s Report

- Marc thanked everyone who’d volunteered their time and energy to make 2020 a success for the P&C and school, both socially and financially. Marc noted several highlights from the year - Attachment A provides Presidents tabled report.

#### 5. Statement of Accounts 2020 – Treasurer’s Report

- Justine took the group through the statement of accounts (Attachment B) and thanked everyone who’d worked to raise funds for the school via the P&C’s activities. It was noted that we were in a similar position to last year with a difference of only approximately \$1,000.
- An individual P/L is available for each event. The costs for both the Mother’s and Father’s Day stalls incorporated purchasing stock for future years. In addition, a number of fundraisers (i.e. plates and tea towels) were managed directly online with the vendor so outgoing costs no longer are processed through the P&C accounts.
- There are occasional statements of account from the closed canteen account.  
**Action: Justine to investigate the status of this account with the bank.**
- Completion of 2020 audit is outstanding.  
**Action: Marc, Justine to complete 2020 audits.**

#### 6. Election of Office Bearers

- John was appointed Returning Officer, and invited nominations. Each person was nominated validly and elected unopposed as follows:
  - President – Marc Dal Cortivo

- Vice President – Rebecca Reilly
  - Treasurer – Justine Bourke
  - Secretary – Melissa Dingwall
  - Committee Member – Mellanie Hawke
  - Committee Member – Nazin Schwab
- The meeting agreed to amend access to the Association’s bank accounts as follows:
    - Removal of Mac McCann and Karen Carmody
    - Addition of Mellanie Hawke
    - Unchanged access for Justine Bourke, Marc Dal Cortivo.
  - The meeting agreed to an update to the daily transfer limits for the clothing pool account to \$5,000. This will enable the larger uniform orders to be paid in a single transaction.
  - The group agreed to the following appointments for 2021:
    - Public Officer – Marko Matosevic
    - Clothing Pool Coordinator – Joanne Hann.

## **7. Close of AGM and Next Meeting**

- To ensure clarity, Marc closed the AGM at 7.34pm, with the intention of immediately opening a General Meeting of the association. This will enable the minutes of the General Meeting that follows to be approved at the following General Meeting.

## Attachment A: President's Report 2020



# Wanniassa Hills Primary School

## President's Report for Annual General Meeting - 22 February 2021

Although the Wanniassa Hills Primary P&C Association had only a small number of events and essentially a quiet year for 2020, in partnership with the school, our committee members showed true logistical innovation by managing to run two COVID-Safe fundraising events in the peak of the pandemic. Well done all!!

I'd like to thank our 2020 members, volunteers, students and school staff, for your commitment of time and energy that has made this year a success in a challenging environment. I'd also like to thank our outgoing Secretary, Chris Anthony, who has made a significant contribution with his detailed meeting minutes during the past year in the role, thanks again Chris!

In 2020, we focused on:

### Supporting the school

The 2020 P&C Committee supported the school through running the Mother's Day and Father's Day stalls and facilitating the walk/ride to school day for our students.

### Providing services

The P&C Committee also provided services to the school community through operating and managing the Clothing Pool on a volunteer basis and ensuring this service continued throughout the year.

### Fundraising

As at February 2020, our main bank account balance is just over \$66,000, so we are very well placed to hand over a solid foundation to the incoming committee. Our limited but commendable fundraising activities included the Mother's and Father's Day stalls. In addition, the P&C also received ongoing financial contributions from the Canberra Southern Cross Club's generous school rewards program.

### Spending of funds

As a result of the cancellation of the P&C's major fundraising event, the School Fete, the 2020 P&C were conservative with spending, however, we do expect that in 2021 there will be new opportunities to contribute significantly to projects that will benefit our students, such as the recent Playground Landscaping effort.

This year the P&C spent funds on:

- The Wanniassa Hills Primary School Representative T-Shirts - \$3,000
- Supporting the Year 6 Graduation with a \$1,850 donation
- The Ride to School Day - \$388

- Supporting the McCann Properties Easter Fair with a \$1,000 donation, however, as the event was cancelled, this money was returned

### **Advocacy**

The P&C has provided responses to all applicable requests for feedback and surveys on issues that were raised by the P&C at Council. In addition, where required, P&C Delegates attended P&C Council led meetings/information sessions throughout the year.

## Attachment B: Treasurer's Report 2020

### Wanniassa Hills Primary School P&C Association

#### Income and Expenditure as at 31 December 2020

	General Account	Clothing Pool Account	Total
<b>Opening Balance 1 January 2020</b>	68,667.97	11,415.67	<b>80,083.64</b>
<b>Income</b>			
Interest	19.97	-	<b>19.97</b>
Easter Fair donation reimbursement	1,000.00	-	<b>1,000.00</b>
2019 Entertainment Books	372.00	-	<b>372.00</b>
Father's Day Stall	2,794.00	-	<b>2,794.00</b>
2019 Graduation reimbursement	222.97	-	<b>222.97</b>
Mother's Day Stall	1,487.85	-	<b>1,487.85</b>
Preschool Plates	556.00	-	<b>556.00</b>
Preschool Teatowels	713.00	-	<b>713.00</b>
Sponsorship (CSCC)	1,189.76	-	<b>1,189.76</b>
Clothing Pool Interest	-	0.82	<b>0.82</b>
Clothing Pool Sales	-	24,229.88	<b>24,229.88</b>
<b>Total Income</b>	<b>8,355.55</b>	<b>24,230.70</b>	<b>32,586.25</b>
<b>Expenditure</b>			
Donations to WHPS	3,330.00	-	<b>3,330.00</b>
Donation to Easter Fair	1,000.00	-	<b>1,000.00</b>
2021 Father's Day Stall	977.05	-	<b>977.05</b>
Graduation 2020	1,850.85	-	<b>1,850.85</b>
Insurance Fee	1,210.66	-	<b>1,210.66</b>
Mother's Day Stall	424.83	-	<b>424.83</b>
2021 Mother's Day Stall	704.50	-	<b>704.50</b>
P&C Council Affiliation Fee	499.43	-	<b>499.43</b>
Preschool Plates	311.00	-	<b>311.00</b>
Preschool Teatowels	565.00	-	<b>565.00</b>
Ride to School	388.69	-	<b>388.69</b>
Clothing Purchases	-	19,746.49	<b>19,746.49</b>
Merchant Fees / Fees	-	514.29	<b>514.29</b>
<b>Total Expenditure</b>	<b>11,262.01</b>	<b>20,260.78</b>	<b>31,522.79</b>
<b>Closing Balance 31 December 2020</b>	<b>65,761.51</b>	<b>15,385.59</b>	<b>81,147.10</b>

**Wanniassa Hills Primary School P&C Association**  
**Balance Sheet as at 31 December 2020**

	General Account	Clothing Pool Account	Total
<b>Assets</b>			
Cash at Bank	65,761.51	15,385.59	<b>81,147.10</b>
Property, Plant & Equipment	6,263.00	-	<b>6,263.00</b>
Clothing Stock	-	28,000.00	<b>28,000.00</b>
Cash Float	-	-	-
<b>Total Assets</b>	<b>72,024.51</b>	<b>43,385.59</b>	<b>115,410.10</b>
<b>Liabilities</b>			
Creditors	-	-	-
<b>Total Liabilities</b>	-	-	-
 Equity	 <b>72,024.51</b>	 <b>43,385.59</b>	 <b>115,410.10</b>

<b>Property, Plant and Equipment</b>	<b>31-Dec-20</b>	31-Dec-19	31-Dec-18
BBQ	1556	1556	1556
Less accumulated depreciation	<b>-1404</b>	-1248	-1092
	152	308	464
Popcorn Machine	1843	1843	1843
Less accumulated depreciation	<b>-1697</b>	-1513	-1329
	146	330	514
Freezer	2184	2184	2184
Less accumulated depreciation	<b>-1571</b>	-1353	-1135
	613	831	1049
BBQ	1289	1289	1289
Less accumulated depreciation	<b>-591</b>	-462	-333
	698	827	956
Fridge	1222	1222	1222
Less accumulated depreciation	<b>-549</b>	-427	-305
	673	795	917
Fairy Floss Machine	1281	1281	1281
Less accumulated depreciation	<b>-448</b>	-320	-192
	833	961	1089
Bain Marie (purchased in 2019)	3936	3936	-
Less accumulated depreciation	<b>-788</b>	-394	-
	3148	3542	-
<b>Total</b>	<b>6263</b>	<b>7594</b>	<b>4989</b>

**Depreciation expenses for calendar year 2020**

BBQ - Ten year useful life	156
Popcorn Machine - Ten year useful life	184
Freezer - Ten year useful life	218
BBQ - Ten year useful life	129
Fridge - Ten year useful life	122
Fairy Floss Machine - Ten year useful life [purchased August 2017]	128
Bain Marie - Ten year useful life [purchased May 2019]	394