

WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION

MINUTES

ANNUAL GENERAL MEETING

Monday, 20 Feb 2017

ATTENDANCE AND APOLOGIES

Committee (6):	Marc Dal Cortivo (President), Rebecca Reilly (Vice President), Ed Brereton (Secretary), Emma Kate McGuirk (Public Officer), Jason de Rooy, Mac McCann.
Members (8):	Alice Pommer, Anna Buesnel, Ellen Laenen, Georgina Thomsen, Karen Carmody, Kylie Charlesworth, Meaghan Ferguson, Vicki Gwilliam.
School (1):	John Manders.
Apologies (2):	Alison Maconachie, Craig Maconachie.

1. to 3. WELCOME, APOLOGIES AND MINUTES

- Marc opened the meeting and welcomed all members, noting apologies from Craig and Alison.
- The draft minutes from the meeting of 2016 Annual General Meeting were accepted as final (and the school website will be updated with the draft minutes replaced).

4. ACTIVITIES OF THE ASSOCIATION DURING 2016

- Marc provided an overview of the successes of the P&C during 2016, talking to the report he had prepared, and noting the association had delivered on the principal's priority at the beginning of 2016 for a focus on the school grounds.
- Marc noted a small amendment to his report would be changing the speaking to the draft paper he had prepared which will be finalised with some financial data and re-circulated out of session.
- Members discussed the 2016 fair outcomes and feedback. All agreed the event is an opportunity for the community to come together and the decision priorities for the running of the fair going forward should be (in order of importance): ease of doing for volunteers; community nature of the event; and fundraising. John said the school would again check in with ride operators for quotes covering the period 20 Oct to 24 Nov.
- Emma Kate noted the end of year BBQ raised around \$1,500.
- In terms of the association's support for the yearbook, John noted the school was reviewing the format and layout.

5. STATEMENT OF ACCOUNTS & TREASURER'S REPORT

- In the absence of Craig, the outgoing Treasurer, Marc confirmed the annual statement of the association's accounts was being audited.
- Karen noted Craig had picked up the figures in her summary report of the clothing pool finances needed to be slightly adjusted to reflect small variation in interest paid and a \$342 deposit received on behalf of the school relating to Book Week.

6. VALUE OF THE P&C TO THE SCHOOL AND THE YEAR AHEAD

- John noted the tangible value of the association's work during 2016, using the transformation of the library and shelves stacked with books as an example.
- John suggested the P&C could build on the supportive school community and student culture to focus more on community-related activities. The mandate of the P&C is not limited to fundraising and needs to be responsive to what the school community would value.

7. ELECTION OF OFFICE BEARERS

- John noted he had received a small number of nominations and opened the floor for any additional nominations for the association office bearers. Each person was nominated validly and elected as follows:

President – Marc Dal Cortivo

Vice President and fundraising coordinator – Mac McCann (Rebecca had nominated but withdrew)

Secretary – Jason de Rooy

Committee member – Rebecca Reilly

Committee member – Anna Buesnel

- It was agreed to include Marc and Mac in their roles as signatories to the association's bank accounts, with Marc to be able to approve payments and Mac to be able to enter details of new entities for payments.
- There were no nominations for the roles of Treasurer, delegate to the ACT Council of P&C Associations, or to run any sub-committees. The Council delegate will be Marc and/or Mac in their roles.
- It was agreed to advertise the role of Treasurer to the school community. Subsequent to the AGM, the committee appointed Scott Emerson as Treasurer.
- Members also noted any approach to the committee by anyone wishing to pursue an interest or sub-committee would be welcomed.

8. APPOINTMENT OF OTHER ASSOCIATION ROLES

- Members re-appointed Emma Kate McGuirk as public officer of the association and Karen Carmody as clothing pool coordinator.

9. APPOINTMENT OF AUDITOR FOR 2017

- Subject to his performance in the audit of the 2016 statement of accounts, members agreed to Marc's suggestion that Andrew Craig, experienced accountant including as a former CFO in the Australian Public Service, audit the association's accounts during 2017. The service is provided on a payment in kind basis.

10. NATIONAL RIDE2SCHOOL DAY BREAKFAST

- Georgina outlined the event and planning she had in train by talking members through the plan on a page provided. Members welcomed her effort and energy. It was agreed volunteers needed would be of the order of 6-8, dietary requirements needed to be catered for (egg free, dairy free, gluten free), and the fruit provision would be for around 420 students.

11. ITEMS FOR INFORMATION

- Marc noted the ACT Council of P&C 'effective P&C workshop' events to be held on 30 Mar and 1 Apr and commended it to new members of the committee.
- Emma Kate said the preparation for the Murder Mystery Night continued and noted the date change from 17 Mar to 24 Mar.
- Ellen's preparation for the Mother's Day Stall is going well. All members agreed this was a community service and not a fundraising venture.
- At this stage, discos will be held in week 2 of term 2 and in late Oct (with a Halloween theme).

12. NEXT MEETING

The new committee confirmed its next meeting would be on Monday, 20 Mar.

Draft minutes prepared by Ed Brereton on 01 Mar 2017

Draft circulated to members present on 01 Mar 2017

Agreement for draft to be made available online 20 Mar 2017 (next meeting)

Minutes accepted as final at the 2018 AGM (or next General Meeting if earlier)