

WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION

MINUTES

ANNUAL GENERAL MEETING

Monday, 29 Feb 2016

ATTENDANCE AND APOLOGIES

Committee (7):	Marc Dal Cortivo (President), Greg Hall (Vice President, Canteen Treasurer & Clothing Pool Manager), Craig Maconachie (Treasurer), Ed Brereton (Secretary), Emma Kate McGuirk (Public Officer), Rebecca Reilly, Steve Frankel.
Members (13):	Alison Maconachie, Alice Pommer, Deborah Putt, Ellen Laenen, Georgina Thomsen, Jason de Rooy, Jill Hayes, Mac McCann, Meaghan Ferguson, Megan Bathie, Naomi Speers, Ruth Pratt, Vicki Gwilliam
School (1):	John Manders.
Apologies (1):	Anne Quinn.

1. to 3. WELCOME, APOLOGIES AND MINUTES

- Marc opened the meeting and welcomed all members, noting apologies as above.
- The minutes from the meeting of 2015 Annual General Meeting were accepted to be published online.

4. ACTIVITIES OF THE ASSOCIATION DURING 2015

- Marc provided an overview of the successes of the P&C during 2015, speaking to the draft paper he had prepared which will be finalised with some financial data and re-circulated out of session.

5. STATEMENT OF ACCOUNTS & TREASURER'S REPORT

- Craig spoke to the written report which had been circulated and noted the canteen had made a profit during 2015.

6. PRINCIPAL AND SCHOOL BOARD PRIORITIES FOR 2016

- **System map and 5 year plan:** John shared the school's draft system map that had been developed in consultation with students, parents and staff. Students had

identified the graduate outcomes they are seeking being literacy and numeracy. John talked the group through the logic flow of the map and noted the refreshed purpose, vision, and values of the school. The map serves to align the efforts of the system to the outcomes and will provide a cohesive view of the school and shape the strategic planning for the school going forward. John would welcome any additional feedback from parents on the draft.

- Implementing the **Cambridge curriculum** will continue as a priority in 2016.
- **Student welfare and voice** will also continue as a priority in 2016, with the student parliament an example of voice.
- **Redevelopment of the library** is expected to be complete by the end of term 2.
- **Improvements to the outside environment and grounds** will also be a focus as interior refurbishments are almost complete with only minor carpet works to be done.

7. FUTURE OF THE CANTEEN

- With the agreement of members this was held over to 'other business' - see item 13.

8. APPOINTMENT OF RETURNING OFFICER

- John confirmed he was willing to act as returning officer and the group agreed.

9. ELECTION OF OFFICE BEARERS

- John called for nominations of the association office bearers and each person was nominated validly and elected unopposed:

President – Marc Dal Cortivo

Vice President – Rebecca Reilly

Treasurer – Craig Maconachie

Secretary – Ed Brereton

Committee member – Jason de Rooy

Committee member – Mac McCann

Fundraising Coordinator – Alison Maconachie

- There were no nominations for delegate to the P&C Council or to chair any sub-committees.

10. APPOINTMENT OF PUBLIC OFFICER

- Members re-appointed Emma Kate McGuirk as public officer of the association.

11. APPOINTMENT OF AUDITOR FOR 2016

- Members discussed the appointment of an auditor for the association's accounts for the 2016 financial year, noting the minimum regulatory requirement in the association's circumstances is for the auditor to be an adult who is not an officer/committee member of the association and who has not been involved in the preparation of the accounts (the qualification requirement has been dropped).
- There were a diversity of views on the approach:
 - The CPA qualified auditor for 2015 should be re-appointed and the potential conflict of interest due to her employment relationship with the Treasure be declared to protect both individuals, noting the stringent professional ethics applying to both.
 - An independent and professionally qualified auditor be appointed. Either from the P&C Council list, noting a fee for service would apply, or found through advertising within the school community for a volunteer.
 - Noting the risk profile of the association and the minimal applicable regulatory requirements, the Treasurer should simply arrange an auditor and seek endorsement by the committee.
- Members concluded by asking for the Treasurer in the first instance to advertise to the school community seeking a person who, at a minimum, is good with numbers and willing to audit the association's accounts on a voluntary basis.

12. FORWARD SCHEDULE

- The new committee agreed to continue to meet on Monday nights and to better align their meetings with the relevant meetings of the ACT Council of P&C Associations. Ed will circulate a forward schedule.
- The next meeting was set for Monday, 21 March. Craig will produce a paper for that meeting on the P&C budget and expenditure cycle. The meeting will also consider what members want the association to do during the year including fundraising, community engagement, volunteer support to the school, grant applications, and bringing in speakers or running workshops for parents.

13. OTHER BUSINESS

- John has had an initial approach by the canteen provider at Wanniasa School about the possibility of contracting to the school to provide an out-sourced lunch service for students. The service would be available via online ordering only, with no over the counter service. Members were interested in further details of the business model and offering. John undertook to continue discussions with the

provider and to take any input from the association about issues he should explore. The committee asked all present to provide any views.

- The committee agreed that the canteen account should remain open but funds should be transferred to the general account which earns a higher rate of interest. Greg indicated he would not be continuing as canteen treasurer.
- The committee reinforced that the grant of \$2 000 from the ACT Council of Parents and Citizens Associations should be expended to support future special lunch days.
- Greg flagged he will need an understudy to manage the clothing pool as he will be leaving the school at the end of 2016.
- Alison will take on coordination of the Mother's Day stall and receive a handover from Heidi Kark. Members present recognised the valuable contribution Heidi had made to the running of the Mother's Day and Father's Day stalls.
- Greg flagged the year book and noted he would likely continue to be involved on the working party.
- Emma Kate plugged the murder mystery night to be held at the school on Fri, 18 Mar. Tickets are \$10, BYO drinks and food, open to anyone aged 15 and over.

Draft minutes prepared by Ed Brereton on 16 Mar 2016

Draft circulated to committee and members on 16 Mar 2016

Draft agreed to be made available online 21 Mar 2016

Minutes accepted as final at the AGM of 20 Feb 2017