



**WANNIASSA HILLS PRIMARY SCHOOL
P&C ASSOCIATION INC.**



ANNUAL GENERAL MEETING MINUTES

7pm, MONDAY 26th February 2024

DRAFT MINUTES

Attendance and Apologies

2023 Committee (3): Rebecca Reilly, Ameila Anthony, Justine Bourke,
Members (10): Felicity Matosevic, Joanne Hann, Katrina Williams, Trinity Seddon, Beth Sheather, Elesa, Stacey Dunn, Dima Masri, Elesa Kurtz, Kylie Charlesworth
School (1): Scott Fagan
Apologies (1): Georgina Thomsen (Secretary)

1. Welcome, Opening Remarks and Apologies

The meeting was opened by Rebecca at 7:00pm.

2. Confirmation of minutes of previous AGM, 27 Mar 2023

The minutes from the 2023 Annual General Meeting were accepted as final. By Justine and Ameila.

3. Activities of the association during 2023 (President, Attachment A)

President's report tabled as Attachment A.

5. Statement of Accounts 2022– Treasurer's Report

- Financial Reports tabled as Attachments B/C, accepted by meeting members. Trinity asked about Depreciation listing.
- Colleague of Justine's reviewed the P&C book's and OK'd for 2022. Justine confirmed that no Audit is OK. All records will be kept for future information.
- Bank signatures will be to be updated - Katrina Williams (New President) & Elesa Kurtz (No Clothing pool coordinator) to be added as signatories of Bank accounts.
- Clothing Stock \$10,000 less than last year due to Jo getting rid of old stock at discounted prices. Polo shirts low in stock. Elesa has been assisting.
- Document Listing for "How to" for Fete, BBQ and Special lunch now on Google Docs

6. Election of Office Bearers

- BIG thank you from Scott for all the support last year. Needing big investment in decoding reader resources. “Phonics process” instead of repetitive reading.
- Scott was appointed Returning Officer and invited nominations. Each person was nominated validly and elected unopposed as follows:
 - o President – Katrina William (Felicity & Ameila)
 - o Vice President – Amelia Anthony (Kylie & Rebecca)
 - o Treasurer – Justine Bourke (Ameila & Kylie) VICE: Dima Masri (Justine & Kylie)
 - o Secretary – Beth Sheather (Rebecca & Trinity)
 - o Committee Member – Rebecca Reilly (Ameila & Kylie)
 - o Committee Member – Stacey Dunn (Ameila & Rebecca)

All nominees read the nomination forms and verbally agreed.

- The group agreed to the following appointments for 2023
 - o Public Officer – Felicity Matosevic (Katrina & Trinity)
 - o Clothing Pool Coordinator – Elesa Kurtz (Joanne & Ameila) - Jo to stay on this year to assist Elesa.

7. Close of AGM and Next Meeting

- To ensure clarity, Scott closed the AGM at 7.38pm, 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 2023



Wanniassa Hills Primary School

P&C Report 2023

The Wanniassa Hills Primary P&C Association has been able to return to our normal meeting schedule post COVID restrictions and has met 9 times this calendar year. We have had a number of community events that are only possible with the efforts of volunteers and with strong community engagement. The P&C Committee thanks all our members, volunteers, students and school staff as their time and energy is what has made the year such a success.

Supporting the school

The 2023 P&C Committee supported the school through many events, including but not limited to; opening the Canteen for special food day, Mother's Day and Father's Day stall, ride to school days, Trivia night, helping at the sports carnivals and financing the Year 6 Graduation. The P&C Committee also provided services to the school community such as operating the clothing pool on a volunteer basis.

In addition, the P&C has donated \$29,158 to the school for smart boards, readers and a defibrillator.

Fundraising

As at 31 December 2023, our bank accounts holds approximately \$33,000. Successful fundraising activities included, the Mother's and Father's Day stalls, annual trivia night, referendum, BBQ, sock fundraiser etc.

Traditionally the largest fundraiser is the fete. The fete committee proposed moving the timing of the fete from late in the calendar year to early in the calendar year. The P&C committee agreed and as a result there was no fete during 2023.

Advocacy

We advocated for issues that were raised by the P&C Council and contributed feedback when necessary.

Attachment B – Financial Statements 2023

Wanniassa Hills Primary School P&C Association			
Income and Expenditure as at 31 December 2023			
	General Account	Clothing Pool Account	Total
Opening Balance 1 January 2023	54,447.81	10,509.56	64,957.37
Income			
Christmas Concert BBQ	2,306.60	-	2,306.60
Mother's Day Stall	2,672.20	-	2,672.20
Father's Day Stall	2,763.00	-	2,763.00
Referendum BBQ	2,270.50	-	2,270.50
Sock Fundraiser	764.00	-	764.00
Special Lunch	1,409.00	-	1,409.00
Sponsorship (Southern Cross Club)	25.96	-	25.96
Trivia Night	1,626.60	-	1,626.60
Clothing Pool	-	28,955.90	28,955.90
Total Income	13,837.86	28,955.90	42,793.76
Expenditure			
Donations to WHPS	29,158.00	-	29,158.00
Christmas Concert BBQ	1,158.44	-	1,158.44
Christmas Stall	464.30	-	464.30
2023 Father's Day Stall	92.02	-	92.02
2024 Father's Day Stall	738.35	-	738.35
Graduation	2,055.22	-	2,055.22
Insurance Fee	1,226.61	-	1,226.61
Mixed Stall purchases	191.98	-	191.98
2023 Mother's Day Stall	704.20	-	704.20
2024 Mother's Day Stall	763.99	-	763.99
P&C Council Affiliation Fee	448.23	-	448.23
Referendum BBQ	1,571.10	-	1,571.10
Ride to School days	402.78	-	402.78
School Staff gift	400.00	-	400.00
Special Lunch	1,425.00	-	1,425.00
Trivia Night	221.98	-	221.98
Clothing Pool	-	33,038.63	33,038.63
Merchant Fees / Fees	-	619.00	619.00
Total Expenditure	41,022.20	33,657.63	74,679.83
Closing Balance 31 December 2023	27,263.47	5,807.83	33,071.30

Wanniassa Hills Primary School P&C Association
Balance Sheet as at 31 December 2023

	General	Clothing Pool	Total
Assets			
Cash at Bank	27,263.47	5,807.83	33,071.30
Property, Plant & Equipment	2,584.00	-	2,584.00
Clothing Stock	-	15,000.00	15,000.00
Cash Float	-	-	0.00
Total Assets	29,847.47	20,807.83	50,655.30
Liabilities			
Creditors	-	-	-
Total Liabilities	-	-	-
Equity	29,847.47	20,807.83	50,655.30

Property, Plant and Equipment	31-Dec-23	31-Dec-22	31-Dec-21
Freezer	2184	2184	2184
Less accumulated depreciation	-2184	-2007	-1789
	0	177	395
BBQ	1289	1289	1289
Less accumulated depreciation	-978	-849	-720
	311	440	569
Fridge	1222	1222	1222
Less accumulated depreciation	-915	-793	-671
	307	429	551
Bain Marie (2019 purchase)	3936	3936	3936
Less accumulated depreciation	-1970	-1576	-1182
	1966	2360	2754
Total	2584	3406	4269
Depreciation expenses for calendar year 2023			
Freezer - Ten year useful life	177	Reached the end of its useful life	
BBQ - Ten year useful life	129		
Fridge - Ten year useful life	122		
Bain Marie - Ten year useful life	394		

Attachment C – Reviewer’s Report 2023

Reviewer’s Report Small Associations

The reviewer can be any person who is not an officer of the association or have prepared or assisted with the preparation of the accounts. They do not need to hold any qualifications.

I, (name) Jennifer Sutherland

of (address) 15 Whatmore Court NICHOLLS ACT 2913

have reviewed the accounts of

(name of association) Wanniasa Hills PS P&C Assoc Inc

and confirm that, on the basis of the review, nothing has come to my attention that causes me to believe the accounting records are misleading and that they give a true and fair account of –

- (a) the income and expenditure of the association during the financial year under review; and
- (b) the assets and liabilities of the association at the end of that financial year; and
- (c) any mortgages, charges or other securities of any description affecting any property of the association at the end of that financial year; and
- (d) any prescribed matters.

Signed: Janel

Date: 12/2/2024 Phone: 0414980109