Annual General Meeting Minutes of the Parramatta State School P&C Association

Date: 9th May, 2014

Location: Under covered Area in front of Tuck Shop

Chair: Wayne Kirk

Meeting Opened: 9.40am

Attendance: As per sign in sheet

Apologies: Jinneakka Don (Out-Going Vice-President), OSHC Staff

1. **Welcome**: Stacey Ward

2. **Voting in of Committee Members**: Ballot conducted via paper/written vote by Wayne Kirk
   - 12 Voters in attendance
   - P&C Constitution was put to a vote. Vote for or against the adoption of the standard P&C’s Queensland standard constitution.
   - All in favour – none against.
   - Constitution was passed without opposition.

Voting on positions vacant for executive committee.
- All positions were declared open. Previous committee members in attendance voting for positions.

Nominations:
- President – Sandra Anau & Shane Davies
- Vice-President – Stacey Ward
- Treasurer – Venessa Curnow & Judy Davies
- Secretary – No nominations received.
- The floor was opened to nominations for Secretary – Christina Morgan was nominated and accepted nomination.

Voting Results:
- President – Sandra Anau (8 votes to 4)
- Vice-Presidents – Stacey Ward (unopposed)
- Treasurer – Venessa Curnow (8 votes to 4)
- Secretary – Christina Morgan (unopposed)

Wayne Kirk called and declared all voting valid and new committee members were announced and accepted.

3. **Reading of the minutes of the last meeting**: Stacey Ward

   *Noted from minutes - None*

   Motion to move Acceptance of Minutes: Stacey Ward
   - Motion 2nd: Sandra Anau
   - All in favour
   - Motion passed
4. **Principal’s Report**: Wayne Kirk

*Noted from Report*
- Progress on P-2 area by next week ending: playgrounds, under covered area completed.
- Fencing will be completed in a few weeks.
- NAPLAN testing wk5 – all students on time for testing.
- Car park – preparation for 3 day process

Motion to move Acceptance of Report Stacey Ward
Motion 2nd Sandra Anau
All in favour
Motion passed

5. **President’s Report**: Sandra Anau

*Noted from Report*
As per attached report

Motion to move Acceptance of Report Sandra Anau
Motion 2nd Venessa Curnow
All in favour
Motion passed

6. **Correspondence (Secretary’s Report)**: Stacey Ward

*Noted from correspondence*
Inward & Outward: For the month April 2014 – As per Correspondence Ledger & Treasures report

Motion to move Acceptance of Correspondence Stacey Ward
Motion 2nd Venessa Curnow
All in favour
Motion passed

7. **Finance (Treasurer’s Report)**: Venessa Curnow

*Noted from Report*
As per attached report
Tuckshop grant – still waiting for reply
Letter sent out to the National Services Men Assoc. – waiting response.

Motion to move Acceptance of Finance Venessa Curnow
Motion 2nd Stacey Ward
All in favour
Motion passed

8. **OSHCC Report**: Absent from meeting
9. **General Business:**

Ja’ak Ward – NAIDOC Week: Indigenous Committee member – requesting for parent volunteers – see attached sheet for activities.

Judy Davies to get family helpers to do Islander dancers – confirm next meeting @ 6th June.

P&C will keep intouch with Indigenous Committee

**Meeting Closed:** 10.45am
P & C AGM meetings.
Attendance – 9th May 2014

Acorn

Veronica Curnow

Kathleen Cochrane

Christina Morgan

Kim Tekaiha

Noreil Tauri🎂

Sakako Akamatsu

Shana Davies

Judy Davies

Elena Wi-Cigiba

Tahmia Walker

Stacey Word

Shadn Bloomfield

Wayide Kiri

[Signature]
9th May 2014

Parramatta S.S P&C Meeting
Annual AGM meeting 2014

President’s Report

Since September 2013 our new executive committee have worked together to achieve a strong P&C that will be able to support the needs of our children at Parramatta S.S. The executive committee along with our P&C committee members, who consist of parents, friends, family members & staff of Parramatta have worked together to make our school a better school and that our children and their educational needs and well being are being meet.

Our main focus was to reduce any outstanding debt from 2013. - Treasurer to report on over the last few months our achievements have been the following:

- Put in place a sub-committee (Safety committee) (Stacey Ward & Brian)
- P&C newsletter item - going out once a month - along with our new motto 'A strong P&C makes a Strong School' (Revamped)
- P&C membership forms accessible on school website - soon to be minutes of monthly meeting
- Application for Tuckshop grant - for upgrade
- Supported students in sporting events 2013
- Bike bus program (Families received $200 each
- Tuckshop menu - Survey
• Encourage more parent involvement
  - Good turn out @ committee meeting
• Parent representative on SIMPBS team
• Fundraising activities 2013 (Jinecka)
  - Donated to Year 7 Fitzroy ($)
  - Fancy Dress Ball (hot food selling)
  - Sausage sizzle @ Election Parent helps Staff, Parent cooked (Billy) 2014 - Our future fundraising events:
  - Cairns Show car park (volunteer workers & staff restored)
  - Fancy Dress Ball - Term 3
• Sports Day
• Current fundraising: Mothers Day Raffle ($1600; + $100"
  - Parent helpers for NAIDOC week. See Jo'ak or Jill or myself

Overall we (executive committee) believe in that we need a pro-active approach. That more voices makes more noise, therefore we encourage more parents to be pro-active in their children's learning.
Treasurer Annual Report 2013

Parent and Citizens use a calendar financial reporting period to help align with school operations. I started doing the Treasurer role in September 2014, but did not start managing in the finances until the 1st October 2014, so I could take over from Ash at the start of a month.

Some of the major work from the Treasurer during 2013 include:

- Corrected wages – we were double paying tax so this has been corrected.
- Accruals – ensuring there are cash put aside for leave, superannuation and tax each week and other oncosts.
- Filing system and record keeping – archiving; ensure we meet our regulatory compliance and reducing any risk associated with the financial management. For example, order book, and checking the goods received.
- Financial Auditor’s report attached; kept the same auditor as the previous year, very reputable and cost effective. Present the 2013 annual report, copy will be given to school and to Education Queensland. Some notes from within audit report: Ladies Auxiliary recorded a loss for the year of $4548.94, the 2014 budget for tuckshop aims to overcome this loss, outlined below in grants. Also the superannuation amount in the audit report is higher than it should be because there was a late payment of superannuation from 2012. P&C General recorded a loss of $3742.64 for the year. P & C General’s loss could be easily overcome by show day car park fundraiser, outlined below under fundraising.
- ACNC – central organisations for all charitable organisations in Australia, to help regulate charitable activities but also meant to help streamline givers with recipients, responsible persons & Annual Activity Statement. We have updated our responsible person on the website, and requested an alter reporting period because we use a calendar year. Still need to upload our constitution, but it needs to be approved by members at this AGM.

2014

- Budget 2014 – was difficult because there wasn’t a budget to follow from the previous year, so I needed to do estimations from as many documents as I could find, and just seeing what income and expenditure we have each month.
- Fundraising planner – unfortunately there were not enough parents to volunteer for the show day car park in 2013, so the car park was given to Machans Beach State School. This is the biggest fundraiser for Parramatta State School bring in about $10, 000. However, in 2014 there is less in space for car parking due to new Prep and year 1 buildings, so in 2014 we are hoping to make approximately $7000. I have notified the auditor that since this committee started in October 2013, we have continuously been encouraging parents and explaining to parents the importance of show day car park as our main fundraiser for the year. I also explained to the auditor that this year we are hoping that the Service Men Association will also volunteer their time to help us run the show day car park. As a comparison of show day car park with other fundraising events for the P & C, at a sausage sizzle stall run for 8 hours we can raise about $1500 at the most. And running a sausage sizzle involves cooking, serving, food preparations and set up etc. For show day car park, parent just need to volunteer two or three hours and take money from the patrons. It is the
same amount for each car and is an even $5 so it’s easy to calculate change etc. Students can get paid for helping on the day as well, and it’s the students who direct the patrons to available car parks. We do have other fundraising events planned throughout the year, and we are in the process of upload the fundraising planner to the website.

- Significant grants – First quarter writing many grants applications - James Kirby, TMR; and SITA Cairns Regional Council Active Travel Officer Sarah Gosling (HAST); shed for bikes and set of bikes for a class and repair workshop with a bike mechanic for Year 4 students after school. Community Gaming Benefit Fund grant to refurbish tuckshop equipment and fittings. The Community Gaming Benefit Fund grant for tuckshop, combined with review of the menu and updating processes, will lead to more sales so we are aiming for a modest profit from the tuckshop this year. Still awaiting notification of the grant applications, except for SITA we were sent a letter sent a letter last week notifying us we were unsuccessful. If we’re successful for the other grants we’ll need to make sure the grants are acquitted properly.