



Ainslie School P & C Association Inc

**Annual General Meeting
27th March 2017**

Minutes

Present: Nova Inkpen (Chair), Mel McDonald (Minutes), Wendy Cave (Principal), Damien Ellwood, Sharon Hourigan, Michael Snape, Bindi Cooper, Chris Tomson, Juan Licata, Judith Blake, Nikki Bromberger, Jacqueline Javier, Kerry Wagg, Elna Jennings, Louise Breed, Abiko Forbes, Natalia Bateman, Mark Taylor, Ingrid Butterfield, Alex Martin, Chloe Eaton, Willow Condi, Emily Silva, Wendy Russell, Bethanie Adams, Adam Bramwell, Kieran Ginges, Brendan Whiting, Alessandra Whiting

Apologies: Sophie Cartwright

Meeting opened: 6:25pm

1. Introduction, welcome and acknowledgement of country

Nova welcomed all to the meeting and undertook an acknowledgement of country.

2. Previous Minutes

The previous minutes of the AGM held in March 2017 were accepted.

Moved: Nova Inkpen

Seconded: Damien Ellwood

3. Presidents/Annual report/Year in review

The annual report was tabled and included reports from the sub-committees.

2018 was an incredibly busy year - it was the school's 90th birthday and we undertook a variety of celebration events, we farewelled Principal Kate Chapman, organised 90th birthday merchandise, ran a very different fete which included Questacon, all the while running three businesses - proving that our P&C doesn't sleep!

Nova thanked a variety of people including:

- Kate Chapman, Cathereine Dillon, the exec team, front office staff and all teachers
- Afters, canteen and unifrom shop
- Bindi Cooper - managing P&C communications
- Sharon Hourigan - P&C Treasurer

- Mel McDonald - P&C Secretary, 90th birthday co-ordinator and Board Chair activities

Nova also noted with sadness that she would be stepping down as P&C President this year - she has learned a great deal and gained a variety of new skills.

4. Financial report

Sharon Hourigan presented the audited P&C Financial Report. She noted that it was audited and prepared by David Perceval and that he had not found anything that needs further investigation and issues an unqualified report.

The report was a consolidated one that includes the main entity, Afters, Canteen, Uniform Shop and Pre-school parent committee.

In the main entity there was an income of \$24,932 in 2017, however an overall net deficit of \$3434 occurred. There are a number of reasons for this: the party bags handed out to all students as part of the 90th birthday celebrations cost approximately \$4000, the fete earned less than the previous year, more Opportunity and Achievement Allowances were paid. Along with this, 2016 provided extra fundraising opportunities in the form of a local and a federal election where sausage sizzle and cake stalls were run, which increased 2016 income by \$4000.

In Afters there was an overall profit of \$36,664. Afters increased their fees marginally in 2017. Profits from Afters are used to support P&C projects where appropriate.

In the canteen there was a loss of \$4697. This is mainly due to increased expenditure on salaries by employing a second person on Fridays - this has now stopped. Insurance costs also increased. The canteen increased the prices of food in 2017 to try to counter balance costs. The canteen now realises the need for fundraising to raise extra money to cover costs as it is proving more difficult to sustain volunteers.

The Pre-school parent committee did no fundraising in 2017 which is why it is showing as a loss as some bank fees were incurred.

There was a brief discussion about bank interest following a question.

Moved: Sharon Hourigan

Seconded: Nova Inkpen

5. Presentation by Wendy Cave

Wendy shared with the meeting the reasons why she chose to apply for the position of Principal at Ainslie School along with some of her personal values. She commented that the vision for Ainslie School is not hers, but "ours" and that of the young learners (ie children). Wendy is looking forward to finding out what is important to families and families can expect listening, communication and collaboration. In August there will be the School's review ahead of setting the new strategic plan for the next five years.

NOTE: For agenda item 6 chairing of the meeting was handed over to Wendy Cave who would act as the returning officer.

6. Election of office bearers

Wendy thanked the 2017 P&C office bearers, in particular Nova Inkpen in her role as President. She noted that all the office bearer positions were declared open and that nominations had been received as follows:

President: Damien Ellwood

Vice President: Bindi Cooper

Secretary: Mel McDonald

Those people were deemed to be elected to those positions.

Wendy then called for nominations for the position of Treasurer. Sharon Hourigan noted that she would be happy to continue in the role with the help of an assistant treasurer. Willow Condi noted that she was happy to take on the role of assisting Sharon.

Sharon Hourigan was elected to the position of Treasurer.

Willow Condi was elected as a general member of the Administration Committee noting that she is able to assist with Treasurer duties.

NOTE: The remainder of the meeting was chaired by Damien Ellwood, incoming President

7. Election of Sub committees (as per the constitution)

The P&C has two official sub-committees - Afters and the Canteen, each required a Convenor, Treasurer and 2 committee members.

There were no nominations for any of the positions on the Afters sub-committee so nominations were sought from those in attendance at the meeting. There were no forthcoming nominations and Nova noted that Sophie Cartwright was happy to continue as convenor if someone was available to shadow her with the intent to take on the role in the future. Ingrid Butterfield volunteered to undertake this role. Nova also noted that Sam Montenegro was willing to take on the treasurer position again.

The positions were filled as follows:

Convenor: Sophie Cartwright
Treasurer: Sam Montenegro
Members: Ingrid Butterfield (to shadow Sophie)

There were no nominations for any of the positions on the Canteen sub-committee so nominations were sought from those in attendance at the meeting. Nominations were received as follows:

Convenor: Meg Frugtniet
Treasurer: Willow Condi
Members: Kerryn Wagg, Anna Chew and Monica Rubial

Those people were deemed to be elected to those positions

8. Election other convenors

The other working group convenors were filled as follows:

Fundraising: Michael Snape

Outdoor grounds: Michael Snape (assisted by Alex Martin)

Uniform shop: Lee Zanesco

Grant applications: vacant

9. Election of Administrative Committee

The Administrative Committee can have up to 6 other members, nominations received were from:

Alex Martin, Nova Inkpen, Judith Blake, Mark Taylor, Alessandra Whiting and Willow Condi.

Those people were deemed to be elected to those positions.

10. Appointment of Public Officer

It was noted that a Public Officer needed to be appointed. Judith Blake noted that she would be willing to undertake that position.

The meeting appointed Judith Blake to the position of Public Officer.

11. 2018 ideas and planning

It was noted that the main events coming up were:

- Trivia Night - 11th May
- Book Fair - September
- Fete - 5th November
- World Teacher Day morning tea - Oct/Nov

8. Other business

There was no other business.

Meeting closed: 8:25