

MINUTES OF P&C ANNUAL GENERAL MEETING

Tuesday 19th February 2019 at 7:00pm in the Shell

PRESENT

J.Cope, A.Cowley, K.Lynn, L.Telfer, J.Zimmer, E.McCutcheon, E.Higginbotham, S.Dandy, R.Bjorn, A.O'Connell, K.Bentwitch, S.Sherrard, A.Gee, J.Godfrey, D.Cooke, L.Moynihan, C.Cowley, L.Kelly, B.Winoto, M.Holmes, J.Butler, B.Cornwel-Smith, T.Huckerby, H.Hill, S.Gallagher, D.Goh

APOLOGIES

None

OPENING

Meeting opened by C Cowley.

All advised that in order to vote, members need to be a financial member, by way of a \$1 membership fee paid at the meeting. Applications completed and monies paid.

MINUTES FROM THE FEBRUARY 2018 AGM MEETING

Moved by C.Cowley

Seconded by T.Huckerby

ELECTION OF OFFICE BEARERS

Position	Name	Nominated / Seconded
President	Chris Cowley	T.Huckerby, H.Hill
Vice President & Fundraising & Social Coordinator	Blair Cornwel-Smith	C.Cowley, E.McCutcheon
Vice President x 2	Duncan Cooke	C.Cowley, J.Godfrey
Secretary	Llanie Kelly	C.Cowley, S.Dandy
Treasurer	Louisa Moynihan	C.Cowley, S.Gallagher

NOTING OF COMMITTEE CONVENORS

Position	Name
Band Sub-Committee Coordinator/s	Sam Edwards, Jackie Menge
Band Treasurer	Cindy Suen
Sports Sub-Committee Coordinator	Jane Godfrey
Wellbeing Sub-Committee Coordinator	Bernice Winoto TBC
Grants Coordinator	To be filled
2 nd Hand Uniform Shop	Alison Cowley, Sonia Nunn
WWCC Coordinator	Alison Cowley
WWCC Officer	Chris Cowley
Website/Publicity Coordinator	Jodi Zimmer
Survey Coordinator	Bernice Winoto TBC
Yearbook Coordinator	Kelly Munn - get an assistant this year, last year - to be advertised in newsletter

Actions

- Confirm positions: Wellbeing Sub-Committee Coordinator, Survey Coordinator, Assistant Treasurer - Paypal
- As this is Kelly Munn's last year as Yearbook Coordinator advertise in newsletter for assistant Yearbook Coordinator

OTHER MATTERS

#1 Presentation and approval of the audited Statement of Income and Expenditure and Annual Report, Presentation of Treasurer's report (attached)

- Presented by H. Hill. No findings from auditor.
- Approval moved by C. Cowley, seconded S. Gallagher

#2 Approval of 2019 budget

- Presented by H. Hill.
- J. Cope discussed how P&C funds for teaching support is not required this year.
- Noted by C.Cowley that disbursement figures are indicative and subject to further discussion.
- Budget moved by C.Cowley, seconded by J.Godfrey

#3 Amendment to by-law #6

- Currently, by-law states "A general meeting of the P&C Association will be held on the second Tuesday of each month during term time at 7 pm"
- The proposed amendment to state "A general meeting shall be held at least once during each school term, usually on the second Tuesday of the first month during term time at 7 pm"
- Moved by H.Hill, seconded by B.Winoto

Meeting closed at 7.40pm

Followed by

- Thank you's to outgoing office bearers
- Open forum on priorities and potential projects for 2019



P&C Update for meeting Tuesday 19th February 2019

Treasurer's Report

Update:

- Balance of accounts as at **19 February** 2019:
Main Account: \$93,102
Saver Account (Building Fund): \$2,546
Band Account: \$53,736
- Main account balance includes:
\$36,033.80 Community Building Partnerships Grant Funds received. Funds to be expensed early in 2019.
\$7,000 approved spending for Well Being Corner and resources in the school library and potentially new "home reader" book stock.
- The 2018 audit by Camphin Boston is complete and we are waiting on the final report. It must be noted that the Statement of accounts reflects 13 months (1 December 2017 to 31 December 2018) as the P&C transitioned from a 30 November year end date to a 31 December year end date. This means that direct comparisons are not necessarily accurate between 2018 and previous years.
- Profit and Loss and Balance sheet reports to **31 December 2018** have been provided.
- **Summary points from 2018 financials:**
Total Voluntary contributions: **\$101,032**
Total Sponsorship Ireson First National: **\$12,500**
Net fundraising income: **\$61,552**
Total admin (e.g. insurance; audit fees; licence fees; bank fees): **\$3,739**
Total Grants received: **\$36,033**
Total Funds disbursed to CCPS: **\$170,000**
- P&C continues to collect year 6 shirts funds and pay year 6 shirts invoices from the main account on behalf of the year 6 cohort to avoid parent volunteers having the responsibility of handling these funds in personal accounts. The same applied for 2018 graduation funds and expenses. P&C will continue to hold funds in trust for year 6 activities in 2019.
- The December Qtr BAS has been lodged. We expect a refund of \$1,888.
- Pickles has sent a rebate/donation cheque for uniform sales. \$1,032.94 to be banked.
- New P&C Executive members as voted in at the AGM this evening 19th February will require bank authorisation to transact on P&C accounts.
- On a personal note, it's been a privilege to work with the P&C and the school as treasurer over the last three years. I have very much enjoyed being part of a great team of people with passion and enthusiasm for supporting CCPS to provide the best possible educational experience for our children within a warm and fun community. Thank you! Harriet.

Action Items:

- HH to complete hand over to new treasurer.
- HH to provide bank forms to new members so they can commence bank authorisation process.
- Pickles cheque to be deposited at St George.
- Discuss transfer details of \$36K grant funds yet to be disbursed to CCPS (Chris Cowley and new P&C treasurer).