

INGLEWOOD PRIMARY SCHOOL P&C

AGM minutes

14 February 2017

ATTENDEES

Vanessa Blythe
Kate Fitzpatrick
Ben Bartlett
Narelle Marriott
Wayne Houlton
Katherine Licciardello
Carmen Smith
Holly Bartley
Rachel Barr
Elyssa Wherrett
Brendan Edelman
Brooke Arrowsmith
Tanya Maddalena
Jan Husband
Felice Byatt
Alan Moroni
David Garner
Greg Hudson
Sam Thompson
Rebecca Pougault
Amanda Hawkins
Shannon Savage
Mel Tewman
Jasmyn Crisp
Tamara Tesic
Bronwynne Jones
Helen Betteridge
Karen Boyle
Jodie Clarkson
Darren Helsby
Louise Bertola
Heidi Lewis

1. Welcome

Ben welcomed everyone to the AGM. Thanked everyone for coming.

2. Apologies

Sharon Marshall

3. Minutes of the Previous AGM Meeting

1 6 February 2016 approved Bron. Seconded Katherine.

4. President's Report

Confirmed vacant committee positions and elected new committee members (refer Agenda Item 7)

WACCSO provide training and information for P&C committee members for example guides for specific positions online. Ben discussed a couple of items – Firstly, from the constitution around the objectives of the P&C. Promote the interest of the school by cooperation and collaboration between parents, teachers and the general community. Secondly assisting around the provision of resources and amenities. Third is fostering a community interest around educational matters.

Ground rules that WACCSO recommend is:

Respect for other people

Confidentiality – only agenda items are discussed

Time responsibilities – respecting the time is kept to and agenda stuck to

Decisions are made around consensus or voting.

Outgoing committee members were thanked for their work.

5. Secretary's Report

2017 P&C Membership forms distributed and annual membership paid by members.

6. Treasurer's Report

Katherine discussed the financial results to end of December 2016 and proposed budget for 2017.

The closing position of the balance sheet for 2016 was \$26 340.73.

This surplus takes into account \$12 500 Wish List for 2017 Term 1 spending and \$2 000 committed costs for WACSSO and Safety House memberships and bank fees.

The P&C activities in 2016 have produced a great result for our students. Financial commitments were met and a healthy budget was achieved to enable the planning for spending effectively on our students. Some of the highs from 2016:

- Successful management of the canteen and uniform subcommittees have left them in a healthy financial position
- Smooth amalgamation of the PP&K subcommittee and the Main P&C
- Contribution to IPS for various costs including sporting and swimming medallions, book awards, leadership pins, sports equipment, library books, Mindstorms, Writing resources, Audio books, instruments and Artist in Residence
- P&C provided funding for planned activities such as Welcome Night, Disco, Movie Night, Quiz night and Easter Egg Raffle
- P&C provided funding for the following IPS community events – Mothers Day and Fathers Day stalls, Footy Tipping, Polling Day Breakfast/cake stall and Monday Night Markets
- Healthy Closing Balance

A couple of challenges from 2016 was:

- Introduction of application process for P&C funding for teachers and parents (Wish List). Needs to be bi annual application process to ensure learning programs have necessary resources all year round
- Recruiting new members to take over outgoing committee members roles

The key points from the P&C financial plan:

- Ensure sufficient funds carried over in 2018 to cover committed costs such as WACSSO and Safety House membership and bank fees
- Maintain \$5000 for Artist in residence program
- Continue to support IPS activities to enrich student learning
- Identify new opportunities for generating cash flow

Proposed Budget 2017

The closing cash as at 31 December 2016 was \$26,340.73.

Total committed expenses for 2017 of \$5,025 are as follows:

- Library Books - \$1,700
- Book Prizes - \$1,200
- Medals and Ribbons - \$300
- Sunscreen - \$350
- WACSSO Membership - \$1,200

- Safety House - \$275

Revenue

- Fundraising Events (based on 2016) - \$25,000
- Transfer from:
 - Uniform - \$10,000 to \$15,000 (estimated)
 - Canteen – currently unknown

Summary of Funds Available:

	\$
Cash at Bank as at 1/1/17	26,340.73
Add: 2017 Fundraising Revenue	25,000.00
Add: Uniform Transfer	10,000.00
Less: Committed Funds	(5,025.00)
Less: Expenses Associated with Fundraising	(12,000.00)
Less: Contingency Sum held in Bank Account	(15,000.00)
Likely Funds Available for Distribution	\$ 30,000.00

Canteen Treasurer Report

Financial reports presented:

- 2016 Income & Expenditure statement
- Sales comparison report

Snapshot:

Total sales	\$63,218
Total Income	\$63,567 (including interest and commission)
Total Expenditure	\$56,628
Transfer to P&C	NIL

TOTAL Surplus 2016 \$6,939

Bank Balance as at Dec 31 2016 \$14,832

LSL Account \$3,661.59

Following a deficit in 2015 the Canteen Subcommittee set out in 2016 to consider options to increase income and decrease expenditure. The turnaround in financial position in 2016 can be attributed to a number of those initiatives that were implemented.

- Supplier expenditure is down due to Karen reducing some sale lines that were not selling well and sourcing alternative suppliers at cheaper rates. Karen is also mindful of portion sizes and not over catering so as to minimise wastage.
- ATO payments and fees are down significantly, as in 2015 there were a number of retrospective payments made that dated back to 2006, 2009 & 2010.
- No capital expenditure in 2016
- No transfer of funds to the Main P&C account in 2016
- Wages and superannuation costs are down as we transitioned to 1 permanent staff member. The benefit of this decision will be realised in 2017 financials as in 2016 all leave entitlements had to be paid out to Helen Rietveld.
- Closer collaboration with the school to hold a couple of themed days each term that were very successful in 2016 and will continue this year.
- After a number of years of sales trending downwards, 2016 saw sales increase ever so slightly, which is an encouraging sign.

Other highlights:

- There has been additional uptake of the Online Ordering system in 2016. We started the year with 20% of all students in the school registered to use the system and completed the year with 44% registered. This method has not translated into additional sales however it has proven to be a convenient ordering method for many families.
- Offering a modified Canteen service to the Pre-Primary on Thursday's in 2016 was welcomed and successful, so this year there are 2 potential days that PP students and staff can utilise the service.
- Finally thanks to Karen Boyle and Jodie Clarkson and the many Parent volunteers that continue to do such a wonderful job ensuring that IPS has a sustainable Canteen service.

Uniform Treasurer Report

There is \$13,805 cash remaining in the account as at 31 Dec 2016.

We have sent back 300 shirts to Nell Gray which means they owe us \$5550 when these are sold. Thus we have approx. \$19,355 to transfer to the main school once we have a final sale in Term 1 to sell the remaining winter items. We also have approx. \$14,000 items left in new stock at year end.

7. Elections

Nominations and election for vacant committee positions

President – Ben Bartlett nominated and unanimously re elected for 2017

Vice President – No nominations for 2017. Position vacant at this time.

Secretary – David Garner nominated and unanimously elected for 2017.

Treasurer – Rebecca Pougault nominated and unanimously elected for 2017.

Co treasurer – Amanda Hawkins nominated and unanimously elected for 2017.

PPK convenor – Brooke Arrowsmith nominated and unanimously elected for 2017.

Uniform coordinators– Amanda Hawkins and Jasmyn Crisp nominated and unanimously reelected for 2017.

Canteen convenor – Jodie Clarkson nominated and unanimously reelected for 2017.

Walking school bus convenor – Sam Thompson nominated and unanimously elected for 2017.

Safety House Coordinator – Sharon Marshall nominated and unanimously reelected (in absence) for 2017.

Website and IT – Adrian Collins nominated and reelected (in absence) for 2017.

Social Media – Narelle Collins nominated and reelected (in absence) for 2017.

Newsletter – No nominations for 2017. Position vacant at this time.

Events – Elyssa Wherrett nominated and unanimously elected for 2017.

School Banking Coordinator– Gretta Littler nominated and unanimously reelected (in absence) for 2017.

Discussion held and it was decided to take the P&C representative off the assembly running sheet. The principal will make any P&C announcements. If it is decided necessary, Jodie Clarkson as a representative from the P&C can be included in the assembly to make any necessary P&C announcements.

AGM closed 7.55pm