



# Yeo Park Infants School P&C

*Learning and growing together*

<b>MINUTES:</b> 2017 Annual General Meeting - 8 <sup>th</sup> February 2017	<b>START TIME:</b> 7PM	<b>FINISH TIME:</b> 8:30 PM	<b>LOCATION:</b> Library
<b>Attendance:</b>			
OFFICE BEARERS	Stephen Brewer (President); Larissa Mullan (Treasurer); Lassity Martin (VP Social); Louise Bowerman (VP Fundraising)		
MEMBERS PRESENT	Fiona Wood (Principal & Returning Officer); Rica Seeto; Prue Axam; Thanh Nguyen; Marie-Francoise d'Unienville; Maren Koehler; Jude Wright; Yen Yee, Akiko Kitano, Natalie Watson, Ben Brewer; Steve Clarke		
NON-MEMBERS			
QUORUM	<i>Required:</i> 5 members	<i>In attendance:</i> 17 members	
CHAIR	Stephen Brewer		
MINUTES	Steve Clarke		

<b>1. Welcome &amp; Apologies</b>	Stephen Brewer
Apologies: Tim Pring (Secretary); Kirstyn Bodell; Vanessa Harnisch	
<b>2. Preamble</b>	Stephen Brewer
Read by Stephen Brewer	
<b>3. Minutes Of Previous Meetings</b>	Stephen Brewer
<b>MINUTES: 2016 AGM – 16<sup>th</sup> Mar 2016</b>	
<ul style="list-style-type: none"> <li>• Accepted subject to the following changes:             <ul style="list-style-type: none"> <li>◦ Correction – <b>Chris Charles'</b> position is <b>Area Director</b></li> </ul> </li> </ul>	
Motion: That the minutes for the meeting be accepted, as corrected	Moved: Larissa 2nded: Lassity
<b>4. Business arising</b>	
<b>4.1 Standing Agenda Items proposed</b>	
<ul style="list-style-type: none"> <li>• Lassity: There should be a standing agenda item at the AGM (or meeting immediately following) to update the Australian Business Register, and update the bank details, with new office bearer details, to avoid this getting overlooked. All agreed.</li> </ul>	Action: Secretary to add standing item to AGM agenda
<ul style="list-style-type: none"> <li>• Rica: Need to check if details need to be updated with tax office</li> </ul>	Secretary

<p>are to be set at the AGM</p> <ul style="list-style-type: none"> <li>Membership fees are to be paid annually. The membership period commences from the end of the AGM and continues until the end of the following year's AGM</li> </ul>	
<p>Motion: That the membership fee for 2017 remain at \$1 per member</p>	<p>Moved: Stephen B 2nded: Louise</p>
<p><b>6. Correspondence</b></p>	
<ul style="list-style-type: none"> <li>Thank you note from 'wear it purple' after donation made by P&amp;C...\$115.90 Stephen B to put up thank you note and certificate on P&amp;C noticeboard</li> </ul>	
<p><b>7. Annual Reports</b></p>	
<ul style="list-style-type: none"> <li>Principal's Reports – <ul style="list-style-type: none"> <li><a href="#">Presented Principal's Report Week 3 Term 1 (linked)</a></li> <li>- Thanks to Stephen B for being parent rep on the interview panel for new positions – it really paid off</li> <li>- A new role for students has been created – 'ecowarriors'</li> <li>- Thank you to all the new faces for turning up at the P&amp;C this year</li> <li>- School's annual financial statement tabled (hard copy handed to the P&amp;C Treasurer). A healthy rollover of funds. Casual teachers are a big expense.</li> <li>- "Restorative Justice" - recommend parents read the wellbeing policy which is based on restorative justice. It is a philosophy and practice, a way of working <i>with</i> children, not <i>to</i> or <i>for</i> children. It developed out of an approach adopted by Juvenile Justice officers working with young offenders.</li> </ul> </li> <li><a href="#">Treasurer's Report</a> <p>Presented Treasurer's Report including</p> <ol style="list-style-type: none"> <li>Summary of Income &amp; Expenses for Dec &amp; Jan</li> <li>Audited statement of Income and Expense for the 2016 Fin. Year (ended 31<sup>st</sup> December)</li> <li>Budget 2016 with Actuals</li> <li>Draft Budget 2017</li> </ol> <p>Former auditor and former P&amp;C Treasurers have been approached to be appointed auditor for 2017. No-one has yet agreed. Larissa to approach school body and follow up with former treasurers for auditor</p> </li> </ul>	<p>Fiona</p> <p>Larissa</p> <p>Larissa</p>
<p>Motion to accept audited financial report</p>	<p>Moved: Steven B, 2nded Lassity</p>

<ul style="list-style-type: none"> <li>• <a href="#">Fundraising Report (linked)</a>        'Biggest year ever' \$26858.18 total profit from fundraising activities in 2016        - massive thank you to Tara Rees, 'co-conspirator',        - thank everyone who coordinated an event, and everyone who volunteered to help out – a huge number of people        – wish new incumbent all the very best</li> <li>• <a href="#">Social Report 2016 (linked)</a>        - Welcome back BBQ needs to be organised - traditionally held near beginning of term 1        - Big thanks to everyone</li> </ul> <p><a href="#">President's Report 2016 (linked)</a>        Focused on the success of the P&amp;C's partnership with the school and the achievements for 2016 of the Fundraising Committee.</p>	<p>Louise</p> <p>Lassity</p> <p>Stephen B</p>
<p>Motion: That all tabled reports be accepted</p>	<p>Moved: Steve C        2nded: Louise</p>
<p><b>8. Office Bearer Positions and other P&amp;C roles</b></p>	
<p>Stephen B stepped down from the Chair, and handed over to Fiona Wood as Returning Officer</p> <p>The following appointments to the P&amp;C Executive and other volunteer roles were made:</p> <p><b><u>Executive Roles</u></b></p> <p><b>President</b> (as per role description)        Stephen Brewer - nominated,        2nded Louise Bowerman. Appointed unopposed</p> <p><b>Secretary</b>        Lassity Martin - nominated,        2nded Larissa Mullan. Appointed unopposed</p> <p><b>Treasurer</b>        Yen Yee nominated,        2nded Stephen Brewer. Appointed unopposed</p> <p><b>Vice President – Social Functions</b>        No nominations. Declared vacant</p> <p><b>Vice President – Fundraising</b>        No nominations. Declared vacant</p> <p><b><u>Other roles</u></b></p> <p><b>Assistant Treasurer...</b></p>	<p>Fiona Wood        (Returning Officer)</p>

**Assistant Secretary**

Natalie Watson - nominated  
2nded Lassity Martin. Appointed unopposed

**Special Lunch Day Coordinator**

Francoise D'urnville - nominated  
(Can do Fridays or Mondays) Provided have lots of helpers  
2nded Steve Clarke. Appointed

**Cake Day Coordinator**

Vanessa Harnish – nominated  
Appointed

**Uniform Coordinator**

Thanh Nguyen – nominated  
2nded Lassity. Appointed

**Website Administrator**

Akiko Kitano - nominated  
2nded Stephen B. Appointed

**P&C Rep on School Finance Committee**

School no longer has a finance committee. This is a legacy position no longer required.-

Discussion held regarding vacant positions.

Suggestion: The VP positions could be restructured - One Vice President for coordinating volunteers and one for publicising events (a 'communications officer').

Another option would be to appoint the Assistant Treasurer and the Assistant Secretary as Vice Presidents – this fulfils the governance requirement to have 5 Executive Roles.

**Action:** Lassity, Stephen Brewer, Larissa and any other interested members will get together to flesh out new role descriptions...

Fiona: as discussed with Stephen B, the school will take back the 'class liaisons' role as a school role rather than a P&C role.

- The Class liaisons role still includes the sending out messages via class liaisons,
- The P&C can still go directly to the class liaisons to request messages be sent out, without having to go via the school.
- The School prefers that P&C notices don't go out via 'skoolbag', and that the P&C works to get notes out in a timely manner, so it doesn't become an extra burden on school.

## **Membership Register 8/ 2/ 17**

Approved following the AGM (renewals and new members - paid):

Benjamin Wade Brewer  
Jude Wright  
Maren Koehler  
Francoise Marrier d'Unienville  
Thanh Nguyen  
Prue Axam  
Lassity Martin  
Caroline Walsh  
Stephen Brewer  
Kitty Phipps  
Melinda Berry  
Rica Seeto  
Larissa Mullan  
Tabatha Lee Smith  
Steve Clarke  
Yen Yee  
Akiko Kitano  
Natalie Watson  
**Vanessa Harnisch**

Fiona Wood, Principal (ex officio)