



**MINUTES 11 Feb 2015**

**Start time: 7pm**

**Location: Library**

PRESENT	Maria Riley, Steve Riley, Beth Morgan, Emily Knight, Tim Pring, Dianne Thompson, Neroli Butt, Jenny Seers, David Sutton, Emily Qereqeretabua, Carolyn Jury, Ariane Blanch, Sarah Lam, Pamela Chalmers, Ian Boland, Jennifer Fang, Bill Clarke, Steve Clarke, Ruth Tetley, Kirstyn Bodell, Caren Walters, Effy Savidis, Kate Wake, Sonam Paljor, Kylie Andrews, Andrea Rowe, Nic Dalton, Gary Browne, Andrew Yourn, Susan Casey, Jason Morvan, Pam Maddock, Larissa Mullan, Kate Fraser, Daniel Moore, Maritsa Azzouri, Kira, Stephen Brewer
CHAIR	Steve Clarke
MINUTES	Sarah Lam

<b>1. APOLOGIES:</b>	
<b>2. MINUTES</b>  Motion: That the Minutes from AGM Feb 2014 be accepted, as amended (addition of Neroli Butt and Pamela Chalmers as present; correction to spelling of Jennifer Fang)	Moved: Kate Seconded: Ruth
<b>3. PREAMBLE</b>	Read by: Steve
<b>4. OSHCARE workers (Maritza and Kira) introduced selves, will report at next meeting.</b>	
<b>5. REPORTS.</b>	
<b>5.1 PRINCIPAL'S REPORT</b>	Beth Morgan
Holding classes have now been confirmed as permanent classes Good turnout at kind info night Info night for stage 2 to be held next week Child protection training  yeo park annual financial statement tabled  Thank you letter from Stacy read by Di Thompson (attached)	

<p>Motion: That the Principals Report be Received, and a vote of thanks and best wishes to Stacey and Teddy Browne. Stacey has done huge amount for the school over 13 years.</p>	<p>Moved: Steve Seconded: David</p>
<p>5.2 Treasurer's Report</p>	
<p>Steven Riley tabled audit and explained it Jennifer Fang presented finance report : see attached</p> <p><a href="#">Full report available here</a></p>	
<p>Motion: That the Treasurers report be received.</p>	<p>Moved: Pamela Seconded: Ariane</p>
<p>5.3 Fundraising Report</p>	<p>Steve Clarke</p>
<p>presented by Steve in absence of Maggie Barry / Louise Gunter Events included Trivia night, clothes swap, fruity fiesta, city to surf, Bunnings BBQ, Steven noted that profit last year was \$20,000+ - a school record for a non-Gala year.</p> <p><a href="#">Full Report available here</a></p>	
<p>Motion: That the Fundraising Report be accepted.</p>	<p>Moved: Susan Seconded: Jennifer</p>
<p><b>5.4 PRESIDENTS REPORT</b></p>	
<p><a href="#">Full Report available here</a></p>	
<p>Motion: "That the Presidents report be accepted."</p>	<p>Moved: Jennifer Seconded: David</p>
<p><b>6. OFFICE BEARERS</b></p>	

Steve reported that there were 2 candidates for president, but that he had received correspondence that afternoon regarding an issue with the rules and how the ballot should be conducted.

He called a break in proceedings and had private meeting with candidates, Principal (Returning Officer) and former relieving Principal.

Steve re-convened the meeting and announced an agreement had been reached with the candidates and returning officer about the ballot would be conducted.

Carolyn objected to glossing over rules by agreement  
Discussion followed as to rules of P&C federation

Motion: Have a vote, accept vote at end of night as a reflection of precedent set by previous AGMs

Carolyn said that the rules clearly state that this is not allowed.

The Chair stated that the spirit or intent of the rules were clear and were being followed.

Jase: motion to address contradictory statements at next meeting.

Moved: Pamela Chalmers  
Seconded Ruth

Motion Carried (show of hands)

Results:

**President:** Maria Riley (secret ballot)

**Vice President (Fundraising):** Neroli Butt

**Vice President (Social):** Caren Walters

**Secretary:** Tim Pring

**Assistant Secretary:** Steve Clarke

**Treasurer:** Larissa Mullan

**Assistant Treasurer:** Casual vacancy

**Uniform co-ordinators:** Susan Casey, casual vacancy

**Fundraising committee** volunteers:

Louise Gunter

Ruth Tetley

Amanda Fullerton

Emily and Bevan Radburn

Susan Casey

Pamela Chalmers

Kirstyn Bodell

**Lunch Day co-ordinators**

<p>Francoise Jakki Wylie Amy Kim</p> <p><b>cake day co-ordinator</b> Jakki Wylie Kath Knight</p> <p><b>Activities volunteers:</b> Sascha Costigan Jakki Wylie Maia Marsh Kelly Huang Amanda Fullerton Stephen Brewer</p> <p><b>Website administrator</b> Kirstyn Bodell</p> <p><b>Class Liaison parents:</b> KT: Kirsten Aiken KP: Amanda Fullerton 1/2L: Jenny Kevin 1//2M: Emily Qereqeretabua</p> <p><b>P&amp;C representative on the school finance committee:</b> Neroli Butt</p> <p><b>Auditor 2015:</b> Stephen Riley can do if needed, but noted he has conflict of interest as partner of Maria Riley.</p> <p>Given conflict of interest - appointment of auditor deferred until a special general meeting.</p>	
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<b>7 GENERAL BUSINESS</b>	
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<p><b>7.1 Harmony Day: (Steve)</b> A member had asked if the school had considered a request from the P&amp;C made in 2013 regarding Harmony Day.</p> <p>'Could the school consider incorporating an emphasis on cultural diversity in the future - for example cultural dress instead of orange - ' Moved Louise, 2nded Mary/ Fiona, passed unanimously.</p> <p>Beth and Dianne reported that school had discussed the request and that Harmony Day is to symbolise a collective belonging of all by all wearing orange. School is happy for multicultural event to be held by P&amp;C separately from Harmony Day, will support this.</p>	
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**7.2 Funding Idea (Pamela)**

Pamela Chalmers proposed a sound field systems be installed in classrooms. These have been shown to have successful learning outcomes for all students. They are particularly helpful for kids with auditory processing issues.

Beth happy for Pamela to proceed with researching systems for full proposal at next meeting.

**8. HEALTHY MEETING CHECKLIST**

**Next AGM to be held 2016**

**Meeting Closed – 9 .10 pm**

**Attachments:**

- 1. Thank you letter from Stacey Furner**
- 2. Treasurer's Report**
- 3. Results of Healthy Meeting Checklist**



Yeo Park Infants School P&C Association

C/- Yeo Park Infants School

Victoria Avenue,

Ashfield, 2131

Dear Parents,

I write to you to express my sincere thanks and huge appreciation for the beautiful vase and flowers given to me by the P&C Association when I left Yeo Park at the end of last year. The vase is displayed in my new office and is a constant reminder to me of the 'little school in the park'. I was also most appreciative and humbled by the large number of families who bought personal gifts and I was overwhelmed and very touched by the many beautifully written cards and letters that I received from parents. Thank you very much.

It only seems like only yesterday that I was appointed as principal of Yeo Park I. S. in 2002. Little did I know when I started that more than a decade of my professional life would be spent there. I feel incredibly fortunate and privileged to have had the opportunity to have worked as the principal of such a lovely community school for so many years. My many years there were both rich and rewarding – in the people I have met, the children and staff and the many parents and community members with whom I have shared the journey. An ironic co-incidence is that the Kindergarten students that I taught when I first arrived in 2002 completed their HSC and left school at the same time that I was leaving Yeo Park at the end of last year. My 'almost 13 years' at Yeo Park forms a significant part of my career and although it was a very demanding role, I thoroughly enjoyed being able to continue to teach whilst also being the principal of the school. Giving up this role as a teaching principal is the end of an era in my career and it was an extremely difficult decision for me to make. I confess that I had many 'teary' moments over the 'wheelie bins' as I cleared out my classroom during the holiday break.

I would also like to thank the P&C Association and its many members for the amazing support to the school and the incredible fundraising effort and success over the years. It always amazed me that such a small school community could raise such a significant amount of money for the benefits of the students. As they say in year 2 "My wish for the future" is that the needs of the students will always be the motivation that inspires the school community to work together. And of course I also "hope that the school never gets knocked down."

I have officially left Yeo Park Infants School now but a little bit of my heart will always remain there.

Yours sincerely

Stacey Furner

PS: Teddy Brown sends his best regards!



**YEO PARK INFANTS SCHOOL P&C AGM 11/2/2015**

**TREASURERS REPORT**

**1 AUDITED FINANCIAL STATEMENT 2014**



**Parents and citizens association**

**YEO PARK INFANTS SCHOOL P AND C ASSOCIATION 2014**

Statement of Income and Expense for the financial year ended 31st December 2014

Cash Balance at start of year			\$30,349.46
Item	Sales / Income	Expenses	Balance
Uniforms	7,648.97	6,859.40	789.57
P & C M'ship/Donations	10,567.00	0.00	10,567.00
Bank Interest	662.34	0.00	662.34
CakeDays	1,378.95	0.00	1,378.95
Aussie Farmers	100.06	0.00	100.06
Style Swap	876.80	0.00	876.80
Bunnings BBQ	3,365.15	1,158.47	2,206.68
Mother's Day Raffle Ticket	273.00	5.59	267.41
Broccoli Tree Cinema	4,387.20	1,508.30	2,878.90
Family Fun Night	2,858.40	1,446.88	1,411.52
Trivia and artwork	6,398.55	105.66	6,292.89
City to Surf	1,951.50	0.00	1,951.50
Pizza & PJ Night	1,005.00	296.70	708.30
Father's Day Raffle Ticket	357.00	0.00	357.00
Calendars and Cards	3,147.00	2,000.00	1,147.00
BI-Election	991.55	78.74	912.81
Fruity fiesta	504.60	436.93	67.67
Bank Charges	0.00	204.90	-204.90
Insurance	0.00	1,002.65	-1,002.65
Web site Expenses	0.00	118.90	-118.90
P&C Meeting Expenses	0.00	0.00	0.00
P&C equipments	0.00	984.00	-984.00
Welcome BBQ	0.00	68.40	-68.40
Easter Eggs	0.00	0.00	0.00
Special Lunch Days	0.00	666.58	-666.58
Last day of term events	98.00	199.69	-101.69
Kindergarten Orientation	0.00	0.00	0.00
Music Programme	0.00	8,180.00	-8,180.00
Gymnastics	0.00	3,560.00	-3,560.00
Digit Ed	0.00	1,400.00	-1,400.00
Drama - Aesop	0.00	4,482.00	-4,482.00
Year 2 Graduation Books	0.00	660.09	-660.09
Bus fare for end of year outing	0.00	940.00	-940.00
Gifts to school staff	0.00	459.00	-459.00
Bag Lockers	0.00	1,599.90	-1,599.90
Teaching Centres	0.00	3,927.27	-3,927.27
Document Camera	0.00	1,495.00	-1,495.00
Other expense	0.00	216.01	-216.01
Restorative practice	0.00	1,849.71	-1,849.71
	<b>46,571.07</b>	<b>45,910.77</b>	<b>660.30</b>
Balance at end of year			<b>\$31,009.76</b>

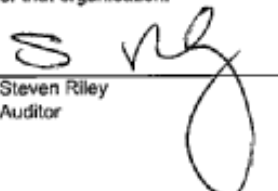
Opening Cash Balance as at 1/1/2014	30,349.46
Add: Sales/Income	46,571.07
Less: Expenses	-45,910.77
Closing Balance	<u>\$31,009.76</u>

**RECONCILIATION TO BANK BALANCES**

A/C 225710101698	6,592.81
A/C 225710202448	24,499.23
Paypal Account	0.00
Unpresented cheque	82.28
Closing Balance	<u>31,009.76</u>

**Auditors Report**

I have examined the accounts and records of Yeo Park Infants School Parents and Citizens Association for the year ending 31/12/2014 and have found them to be a true and accurate account of the financial standing of that organisation.

  
 Steven Riley  
 Auditor

10/2/15  
 Date





## 2 BUSINESS

### 2.1 Statement of Financial Performance 2014

<b>YEO PARK INFANTS SCHOOL P AND C ASSOCIATION</b>		
<b><u>Statement of Financial Performance as at 31 December 2014</u></b>		
	<i>Per Child</i>	<b>Total</b>
Proceeds from Fundraising Activities	\$ 515.83	\$ 45,908.73
Less Costs associated with Fundraising Activities	\$ 156.14	\$ 13,896.67
<b>Net Proceeds from Fundraising Activities</b>	<b>\$ 359.69</b>	<b>\$ 32,012.06</b>
Less Direct Costs in providing services to the school	\$ 333.75	\$ 29,703.65
Less Indirect Costs	\$ 23.66	\$ 2,105.55
<b>Net Operating Profit</b>	<b>\$ 2.28</b>	<b>\$ 202.86</b>
Add Other Income - Bank Interest		\$ 662.34
Less Other Expenses - Bank Fees		\$ 204.90
<b>Net Profit</b>	<b>\$ 7.42</b>	<b>\$ 660.30</b>
<b>Number of Children Enrolled in 2014</b>	<b>89</b>	

### 2.2 2014 YEO PARK INFANT SCHOOL P&C BUDGET VS ACTUAL



ATTACHMENT 3.1  
YEOPARK P&C BUDGET 2014

Expense	Allocation	Payment Due:	Actual Spend	Comments:
<b>Running Costs</b>				
Website - Annual hosting fee	99.00	November	99.00	
Website - Domain name registration	20.00	November	19.90	
Gift from P&C (to teachers and staff)	280.00	December	459.00	\$240 as gift to school staff, additional spend due to farewell of principal
P&C Meeting - refreshments	80.00		-	
P&C Parent Events - refreshments, tea&coffee, welcome kindy parents	80.00		-	
Purchases/replacement/repair of P&C equipment	1,050.00		984.00	Note: \$1,050 carried over from 2013 CHPRSL grant. \$825 spend on Power Points
Misc (eg stationery, postage)	50.00		-	
Bank Fees	160.00		\$204.90	
<b>Subtotal</b>	<b>1,819.00</b>		<b>1,766.80</b>	
<b>Insurance</b>				
Student Injury Insurance	460.75	6 April 2014	431.65	\$4.85 per student, 89 students enrolled (budgeted at 95 students). Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a>
P&C Federation Affiliation & Insurance (including Public Liability)	582.00	31 July 2014	571.00	Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a>
<b>Subtotal</b>	<b>1,042.75</b>		<b>1,002.65</b>	
<b>Contribution to School</b>				
Welcome BBQ	150.00	Term 1	68.40	Term 1 last day BBQ
Easter Eggs	95.00	Term 1	-	Kerri Lovi kindly donated the Easter eggs, thanks Kerri
Special Lunch Days	760.00	Term 1-4	666.58	\$2 per student per lunch day
Last day of term events	150.00	Term 2-4	101.69	
Kindergarten Orientation	100.00	Term 4	-	
Music Programme	8,180.00		8,180.00	\$16,267 Less \$8,087 (retained from 2013 funding)
Gymnastics	3,560.00	Term 3	3,560.00	89 student at \$40 per student - 8 weeks
Digit Ed	1,400.00	Term 4	1,400.00	
Drama - Aesop	4,482.00		4,482.00	
Year 2 Graduation Books	550.00		660.09	
Bus fare for end of year outing	1,034.00		940.00	
Other item to be identified by P&C and School	7,026.00			
<b>Subtotal</b>	<b>27,487.00</b>		<b>20,058.76</b>	
<b>TOTAL</b>	<b>30,348.75</b>		<b>22,828.21</b>	

## 2.2 Canterbury HP RSL Club Grant Scheme

Carry forward 2014 Canterbury RSL club grant is \$1,628.12, which will be utilised in 2015. Items allocated under the scheme which haven't been purchased are now included in 2015 draft budget.



### ATTACHMENT 3.2

#### Canterbury HP RSL Club Grant Scheme

10,500.00

Expense	Allocation	Actual Spend
Scooter Rack	690.00	
Restorative Practice Course	1,600.00	\$1,849.71
Apple TV x 4	1,025.00	
Document Cameras x 5	1,500.00	\$1,495.00
Teaching Centres x 4	3,000.00	\$3,927.27
Shelving for Kindy's bags x 2	1,600.00	1,599.90
<b>TOTAL</b>	<b>9,415.00</b>	<b>8,871.88</b>
<b>Balance C/F</b>		<b>1,628.12</b>

### 2.3 2015 YEO PARK INFANT SCHOOL PROPOSED P&C BUDGET

Please see draft 2015 Yeo Park Infant School P&C Budget, based on previous years' expenditure.

The proposed allowable expenditure for 2015 is \$31,099.76 which is the closing balance from the 2014 year.

### ATTACHMENT 3.3

#### YEO PARK P&C BUDGET 2015 DRAFT

Expense	Allocation	Payment Due:	Comments:
<b>Running Costs</b>			
Website - Annual hosting fee	99.00	November	
Website - Domain name registration	20.00	November	
Gift from P&C (to teachers and staff)	280.00	December	
P&C Meeting - refreshments	80.00		
P&C Parent Events - refreshments, tea&coffee, welcome kindy parents	80.00		
Purchases/replacement/repair of P&C equipment	1,000.00		
Misc (eg stationery, postage)	50.00		
Bank Fees	200.00		
<i>Subtotal</i>	<b>1,809.00</b>		
<b>Insurance</b>			
Student Injury Insurance	378.30	6 April 2014	78 student at \$4.85 per student. Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a>
P&C Federation Affiliation & Insurance (including Public Liability)	582.00	31 July 2014	Download application form - <a href="http://www.pandc.org.au">www.pandc.org.au</a>
<i>Subtotal</i>	<b>960.30</b>		
<b>Contribution to School</b>			
Welcome BBQ	150.00	Term 1	
Easter Eggs	95.00	Term 1	
Special Lunch Days	624.00	Term 1-4	\$2 per student per lunch day
Last day of term events	150.00	Term 2-4	
Kindergarten Orientation	100.00	Term 4	
Scooter Rack	690.00		Item carry over from 2014 Canterbury HP RSL Club Grant
Apple TV x 4	1,025.00		Item carry over from 2014 Canterbury HP RSL Club Grant
Other item to be identified by P&C and School	25,406.46		
<i>Subtotal</i>	<b>28,240.46</b>		
<b>TOTAL</b>	<b>31,099.76</b>		



Jennifer Fang

**TREASURER, YEO PARK INFANTS SCHOOL P& C**



**4. Healthy Meeting checklist results**  
**18 respondents**

Question No.	Question	Yes	No
1.	Do you feel you were made to feel welcome tonight?	89%	11%
2.	Do you feel you (and everyone present) had a chance to say what they wanted to say and be heard?	94%	6%
3.	Do you feel you've learnt something new tonight?	89%	11%
4.	Do you feel your views (and those of everyone present) were respected?	94%	6%
5.	Do you feel you (and everyone present) were respected?	94%	6%