



Minutes - P&C AGM – 4th March, 2009 (V3 FINAL)

Meeting Opens/Welcome: 7.45pm

Present: Wayne Christie, Doug Price, Edith Hurt, Brian Kirk, Elaine Patison, Margaret Thwaites, Catriona Johnstone, Natalie Morton, Dawn Newton, Sian McIntosh, Sunny Ticehurst, Lee McPhail, Anja Agius, Glynis Poole, Sandra Watters, Clare Turner, Cathy Griffin, Robert Johanson, Fiona Allen, Kerry Griffiths, Gary Peacock.

Apologies: Helen Redmond; Liz Klaes

Review/Acceptance of Minutes of Previous AGM Meeting: Wed 5th March, 2008

- Accepted Cathy Griffin, seconded Doug Price

Matters Arising From Previous Minutes

- P&C website is now being ably managed by Robert Johanson
- The Uniform Shop has new premises in the Administration block

President's Report

The old year has passed and a new one begun. I would like to welcome you all to the P&C. Thank you for attending tonight and I implore you to continue doing so for the rest of 2009.

2008 was a difficult year for the P&C due to a lack of volunteers to take on executive committee roles. The executive is the management committee of the P&C and if all the roles are not filled it places a deal of stress on the reduced numbers who are always trying to do their best for the P&C, our daughters and the school.

The executive continued on with the process of reviewing the P&C's roles and functions with a view to ensuring compliance with P&C policy and procedure and investigating ways of the P&C maintaining income levels so that we can continue to provide approx \$100,000 to the school each year.

I would like to thank all those parents who attended meetings last year, volunteered in the canteen and the uniform shop. I would like to thank Doug Price, Vice Pres who also filled in as Treasurer; Jim Cooper, Vice Pres who also filled in as Secretary before taking leave of absence for serious family issues; Edith Hurt who volunteered to take on the Secretary's role in the second half of the year; Bronwyn Moody for her excellent management of the Canteen; Helen Redmond for her excellent management of the Uniform shop; Robert Johanson who has masterfully maintained the P&C website and lastly but not least our principal Christine Del Gallo who is always available to discuss any issues that arise.

This year I encourage you all to get involved with the P&C, be a regular at the monthly meetings, volunteer where you can for the executive, canteen or uniform shop.

We cannot continue to function effectively without all the executive roles being filled.

Wayne Christie
President



Treasurer's Report

- Doug Price reported in his capacity of Acting Treasurer that...
 - The P&C remained profitable
 - "Annual Statement of Funds Report as at 31 December 2008" tabled, which listed Balance of each P&C bank accounts, with Total funds at bank \$58,596.85
 - All bank accounts have been (or will be) moved to Westpac (following DET and school)
 - No Canteen price rises anticipated
 - Other sources of income for P&C remain Uniform Shop and P&C Parent Levy
 - Have started a Long Service Leave account but are yet to go through and provision for upcoming/accruing leave
 - Question raised regarding identification of starting dates for current staff – Doug advised that Bronwyn (Canteen Supervisor) had researched and provided these
 - Question regarding how recent Long Service leave paid was calculated – Doug advised that Melanie (bookkeeper) had done the calculation based on salary, ATO and Superannuation guidelines in relation to the Award salary
 - Annual Financial Reporting is not yet completed for year ending 31st Dec 2008, so full figures and close off for FYE are still outstanding
 - Accounts are with bookkeeper for finalising before passing to Accountant
 - It was proposed (Cathy Griffin) and seconded (Fiona Allen) that the next P&C Meeting on 1st April should be a "Special Meeting" so that the completed Financial Accounts can be reviewed and accepted, as it was not possible to do this tonight. This proposal was accepted by the meeting.
 - It was noted by Brian Kirk that the P&C is equivalent to a half million dollars a year business, making compliance with all necessary deadlines and regulatory requirements all the more important
 - ➔ **ACTION:** Wayne Christie to advertise the upcoming "Special Meeting" in advance

Election of Office Bearers:

Wayne Christie asked Brian Kirk if he would act as Returning Officer (in the absence of Principal, Christine Del Gallo who was delayed by a speaking engagement). Brian declared all positions vacant. An overview of each role was given before nominations were taken. This part of the meeting was held outdoors due to a delay in getting access to the locked school premises. All positions were elected unopposed.

The office bearers for 2009 are:

1. President
 - Wayne Christie (nominated by Doug Price)
2. Vice Presidents (2)
 - Doug Price (nominated by Wayne Christie)
 - Natalie Morton (nominated by Edith Hurt)
3. Secretary
 - Edith Hurt (nominated by Cathy Griffin)
4. Treasurer
 - Sunny Ticehurst (nominated by Cathy Griffin).

At this point, access to the school was made available with the arrival of Christine Del Gallo, so the following positions were filled in the comfort of the Common Room.

5. Northern Beaches Secondary College Representatives (2)



- Dawn Newton (nominated by Edith Hurt)
 - Edith Hurt (nominated by Elaine Patison)
6. District P&C Delegates (2)
- Wayne Christie (nominated by Doug Price)
 - Doug Price (nominated by Wayne Christie)
7. Canteen Coordinator
- Elaine Patison volunteered
 - Robert Johanson volunteered to remain on the Canteen Committee and Doug Price indicated an interest in being involved. Elaine advised she would also seek at least 2 other committee members
8. Newsletter Coordinator
- Natalie Morton volunteered
9. P&C Web Manager
- Robert Johanson (nominated by Wayne Christie)
10. Census Coordinator
- Sunny Ticehurst volunteered
 - This role is responsible for collating new parent contact information for the P&C.

Congratulations to New Office Bearers

Meeting Close: Approximately 8.30pm