



General Meeting

Tuesday, 17 May 2022

Face-to-Face

Lynne Graham (LG)	Megan Anasta (MeA)	Maria Alessi (MaA)	Kirsty Sharman (KS)
Steve Doran (SD)	Rhiannon Blacklock (RB)	Nathan Manns (NM)	Sally Fallah (SF)
Rachael Glasson (RG)	Letitia Tait (LT)	Christie Emmerick (CE)	
Emily Chapman (EC)	Alisha Markham (AM)	Liza Brodie (LB)	
Vanessa Reynolds (VR)		Lauri Gooch (LG)	
		Rebecca Simpson (RS)	

#### Welcome & Apologies

RG opened the meeting at 7:03pm

Apologies received from Louise Raynor and Brittany Garlato.

We went around the room and introduced ourselves.

#### Minutes of the Previous Meeting

*Motion: To accept in the minutes from the previous meeting.*

Voted: Megan Anasta (MeA)

Seconded: Vanessa Reynolds (VR)

*Motion Carried*

#### Business arising from the minutes of the previous meeting

- Class Representatives
  - LT advised information provided by a previous member was not as detailed as first thought. More information is needed. This will be left until the next meeting
- Credit card for P&C
  - RG advised some work has been done at the bank. Credit card won't work with the type of accounts we have. However, we have come up with an alternate avenue. Wherever possible



an invoice should be provided, or a cheque can be written for cash and cashed prior to any purchases. Constitution says we must have all expenditure voted on prior to the spending at a meeting. The online voting is only to be used as a last resort.

### Correspondence

Nil.

### Principal's Report

The garden grant upgrade to build an amphitheatre is making progress. The school will be adding the money to the grant money to complete the project. Landscapers are coming in to plan the project with the SRC students from Years 2-6. Another quote is being sorted so we have a few to choose from.

We will be finalising the OSCH tender this Thursday. Hopefully a decision will be made this Thursday and they can move in from next term. An announcement will be made when everything is finalised.

The school chaplain Mr. Morsen left at the end of 2021. 3 candidates have applied for the position. In the interim, a provider 3 Bridges will be running a S.W.E.E.T. program. Jessie will be coming back to work those programs as he works with 3 Bridges every Thursday.

We are looking into changing bell times as several students are waiting to get into the school before 9am. The next step in this process is to send a survey out to the community.

A huge thank you to everyone involved to make the mothers' day stall a success.

We are out lining a few future projects...

- Upgrade the student toilets.
- Renovating the area in front of the OOSH building.
- Mr. Brown is looking for more computers.
- New bike area.
- Zone cross country representatives need new singlets. We have designed some to match the new staff shirts. We are looking at about 60 singlets which would cost about \$1700.
- Potentially more soccer shirts.

*Motion: To donate to the school up to \$2000; to purchase new zone representative singlets.*

All in favour.

*Motion carried.*

### Treasurers Report

RG presented the report

Louise Raynor volunteered for the position after the last meeting.

We have 3 accounts; a General Account, a Canteen Account and a Uniform Shop Account. All accounts are in credit.



As or 30 April there is \$38,500 for use.

Canteen and uniform shop accounts need to be reconciled. We may need to look at prices for the canteen as we have done for the uniform shop.

*Motion: To accept the Treasurers Report.*

Moved: Letitia White (LW)

Seconded: Steve Doran (SD)

*Motion carried.*

### Fundraising Report

MeA – Mother’s Day was a great success.

LW – We are wanting to host an election BBQ. We are finding it hard to get volunteers. As of today, we may have enough now. We have received a donation from Parkside Bakery and a Coles \$100 gift voucher to go towards the BBQ. A lot of parents have offered to bake and donate.

We really need to build a Fundraising team so we can have lots of different projects happening at the same time and it is then not up to any one person.

We are looking at a Loftus Pie drive, hosting a father’s day stall and having another colour run (in term 4)

We have the Fathering project starting up again

RG – We will look at a plan for the Fundraising at next meeting so we know what is happening in advance.

We need to advertise the Rebel initiative so everyone knows they can nominate our school to receive a percentage of all purchases.

We will look at the Sponsorship packages to ensure they are still value for money. LG to send to RG and KS.

*Motion: To accept the Fundraising Report.*

Moved: Emily Chapman (EC)

Seconded: Maria Alessi-Bova (MAB)

*Motion carried.*

### Canteen Report

No canteen report was given.

### Uniform Shop Report

- Acc \$13909 - \$4876 from app – stock value \$45000?
- Size 8 and 10 jackets on hold. All other sizes have been delivered.



- Girls boot leg pants are now straight leg and we will need the cost to go up.

A reconciliation is needed on the account.

General Business

RG – At the end of the AGM we had no treasurer or book club lead. We can officially appoint both positions now.

We would like to add the Canteen manager role to executive committee to allow VR as a signatory on accounts.

There will be different executive members on different accounts. The Treasurer LR will be on all 3 accounts. Canteen Manger VR will be on Canteen account and SD will be on the General account and the Uniform account.

We will need to change the owner and admins on the My School Connect App. We will authorize EC as the owner and make KA, VR, AM, RB and LT admins.

We held a small exec meeting after the last AGM to iron out a few decisions. We have discovered our charity status has gone; this is due to documents not being submitted in the last few years. RG has an Accountant who does pro-bono work and can help get our charity status back and reconcile accounts. We have discovered we don't need to do a yearly audit; we only need a mini review.

We are incorporated company. With this the federation suggests having bi-laws. There is also the potential to change financial year and have the AGM in December.

Bi-laws – will be distributed after the meeting and 30 days notice will be given.

SD – we also need to look at succession planning.

Next meeting via zoom (KS to set up link) alternate zoom, face to face, zoom etc.

RG declared the meeting closed at 8:27pm

Action Items 2022

Item	Action	Responsible Person	Status Update
1.	Class Representatives	ME & LW	Under Investigation
2.	Credit card option for P&C	RG	Complete
3.	Gold Sponsorship signage to go back up on the fence on the Boulevade.	KS	Complete