



Annual General Meeting

7.00pm Tuesday, 16 February 2016

In attendance

Rebecca Hembling (RH)	Lynne Graham (LG)	Sandra Forman (SF)
Nicole Royan (NR)	Penny Burrill (PB)	Marianne Topple (MT)
Christy Jessep (CJ)	Sarah Dunne (SD)	Kath Wilson (KT)
Heather Locker (HL)	Kirsty Cassell (KC)	
Sallie Wilson (SW)	Ruth Sannes (RS)	
Kim Birstins-Crabtree (KB)	John Richards (JR)	
Fiona Cuthill (FC)	David Bourke (DB)	

Agenda Items

Welcome & Apologies

Rebecca Hembling, President, opened the meeting at 7.00pm and thanked everyone for their attendance. Apologies were received from the following members: Liza Fox, Tanya Kerr, Deb Sykes, Sally Fallah and Michael Brown.

President's Report

Rebecca Hembling provided a report at the AGM following an anomaly that took place in the Uniform Shop. RH reported that, it came to her attention in October 2015 that issues had arisen in the uniform shop and that correct cash handling, banking and record keeping procedures were not being followed. After checking the bank records (via the bank) it was discovered that funds had not been deposited for more than 42 days (at the time of checking). The co-ordinator was contacted immediately and asked to provide copies of all bank records, sales records and stock records for the purposes of a mini audit as well as P&C reports that were missing for the last 2 months. Despite numerous communication attempts, the request was ignored. Communication was later received when a cash deposit had been made into the bank account. Some records (incorrect P&C reports) the uniform shop cheque book, outstanding invoices were returned via a third party. Further communication was made by RH to the co-ordinator requesting the remaining records. Again all communication was ignored until after which a further bank deposit was made. RH requested a meeting with the co-ordinator. The Co-ordinator failed to attend the meeting. RH and NR kept SF and HL informed of the status as and when events occurred. A folder of uniform shop records – including cash record slips and bank books were provided – no sales records were included.

A stocktake was organised, which was attended by RH, NR, HL and the assistant. The co-ordinator was requested to attend also. On her arrival, RH and NR met with her privately at which time she was asked to explain the inconsistency in the bank records. No logical explanation was provided. The co-



ordinator confirmed that further monies were to be banked but could not advise the amount. At this meeting, the co-ordinator was then stood down from all duties relating to the uniform shop and any other P&C related activities. Monies were then banked by the co-ordinator on the following Monday as agreed. The sales records for the year were then provided. However these did not appear to be accurate and it is believed that some funds are still outstanding. RH is obtaining purchase orders and further paperwork to assist in determining the exact amount of funds still outstanding. The matter is still being investigated. Further action (potentially by police) is pending.

This sequence of events occurred in late October to early December 2015. The information was not shared with the P&C (outside of NR, SH and HL) for legal reasons. At the November P&C meeting, RH requested that a motion be passed ensuring that all committee members understood the cash handling procedures (2 person count, including signature and written record and banked within 3-4 working days, no \$\$ to be taken off the school premises overnight). A second co-ordinator was also sworn in. RH worked in the uniform shop each week and took responsibility for all record keeping from end November 2015.

SF reported that – RH and NR brought this matter to my attention and a discussion took place on what was happening and what to do. SF contacted legal branch and sort legal advice. At that point SF believed most money been paid back as could be accounted for. Advice was to protect the Uniform Shop Coordinators' children who were enrolled at the school. Further discussions earlier this year determined that there is still money outstanding and it is a significant amount. When the financial amount is determined police will be contacted. SF to speak further with the Uniform Shop Coordinator.

RH commented – varying versions of the above are circulating in the school community. We would like the community to understand that we are dealing with the matter (as and when we have information) and that further action will be taken if further funds are found to be outstanding. RH requested that any questions relating to the incident should be directed to her in private.

RH thanked Julie McQuilty and Danni Ruming who have given up their time to return to the uniform shop to assist with training, stock management and on our January sale day.

Auditor's Report

HL reported that - there are two types of audit reports:

- an unqualified audit report is a report where no issues have been found in the audit; and
- a qualified audit report is a report where issues have been found in the audit.

Due to the identified discrepancies found during the audit of the uniform shop a qualified audit report was prepared. This report will be sent to the P&C Association and there may be consequences resulting from this.

Between June 2015 and October 2015 there were no cash deposits banked. It has been determined that cash was taken off school premises and not left in the school safe so it was not secured as per the P&C requirements. HL is unable to confirm that all fundraising money is accounted for. Records are incomplete so it is not possible to verify the sales takings are correct. Some records have been written in pencil and there is evidence that figures have been rubbed out. Records of money was never signed off by two people as required. The takings sheet did not match back to sales records. HL stated she continually reminded P&C that they must have two signatures recorded on all money counting procedures.

**Minutes of the Previous Meeting**

The minutes of the previous meetings were accepted.

Motion: To accept the minutes from the previous meeting.

Moved: Heather Locker

Seconded: Lynne Graham

Motion carried.

Business arising from the minutes of the previous meeting

There was no business arising. Rebecca Hembling vacated the chair and passed the meeting chair to Sandra Forman, Principal.

The Chair declared all positions vacant and called for nominations for all positions:

President

Nomination – Rebecca Hembling (accepted)

Seconded: David Bourke

There being no further nominations Rebecca Hembling was elected President.

Vice President

Nomination – Nicole Royan (accepted)

Seconded: Sallie Wilson

There being no further nominations Nicole Royan was elected Vice President.

Treasurer

Nomination – no nominations were made

Secretary

Nomination – Lynne Graham (accepted)

Seconded: Christy Jessep

There being no further nominations Lynne Graham was elected Secretary.

Honorary Auditor

Nomination – Heather Locker (accepted)

Seconded: Christy Jessep

There being no further nominations Heather Locker was elected Honorary Auditor.

Uniform Shop Committee

Nominations to the Committee:

Kim Birstins-Crabtree

Penny Borrill

Seconded: Sallie Wilson

All nominees were declared elected.



Fundraising Committee

Nominations to the Committee:
No nominations were accepted
at this stage.

Canteen Committee

Nominations to the Committee:
Nicole Royan (Co-ordinator)
Seconded: Rebecca Hembling
All nominees were declared elected.

School Banking Committee

Nominations to the Committee:
Fiona Rykers/Nadine Dunn
Moved: Christy Jessep
Seconded: Nicole Royan
The nomination was declared elected.

Book Club Committee

Nominations to the Committee:
Danielle Hubbard
Moved: Christy Jessep
Seconded: Nicole Royan
The nomination was declared elected.

Finance Committee

Nominations to the Committee:
Heather Locker
Rebecca Hembling
Moved: Nicole Royan
Seconded: Sarah Dunne
All nominees were declared elected.

This concluded the business of the Annual General Meeting.

The Chair declared the meeting closed at 7:40pm.



2016 FINANCIAL MEMBERS AS AT 15 FEBRUARY 2016

Heather Locker
Rebecca Hembling
Kirsty Cassell
Kim Birstins-Crabtree
Ruth Sannes
Penny Borrill
Fiona Cuthill
Nicole Royan
Sallie Wilson
Sarah Dunne
John Richards
David Bourke
Lynne Graham
Christy Jessep