Minutes of the Annual General Meeting Commenced
At 6.40 pm on 20th March 2014

1. **Welcome and Attendance**

   Attendees and apologies were entered in the attendance book.

   Attendees: Sally Waters, Tracey Longley, Andrea Asquith, Robyn Rapson, Brad Small, Petra Von Richter, Lisa Morrison, Gabrielle Purcell, Yvonne Gay, Lesley Irons, Tanya Holt, Rosie O’Toole, Julie Oliver, Warren Finegan, Debbie Stack, Beverley Speer, Taidhg Retford, Sue Bradnock

   Apologies: Emily Flack, Amy Thierry, Nicole Stringer, Rochelle Chisholme, Anne Comiskey,

Sally welcomed everyone to the Annual General meeting and thanked all for attending.

2. **Minutes of previous Annual General Meeting**

   Yvonne moved the motion to accept the minutes of the Annual General Meeting held on Thursday 21st March 2013. Brad seconded the motion. All in favour. Carried.

3. **Business arising from previous Annual General Meeting**

   Nil.

4. **Treasurer’s Annual Report & presentation of Audited Financial Statements**

   Copies of the MWSS P&C financial statements were presented by Tanya Holt (P&C Treasurer). During the past year (March 2013 - March 2014) the P&C earnings were $23,500 and we spent $30,000.

   The auditor (Sue Bradnock CPA) did a thorough assessment. The Audit report requests that the P&C ensures a second person witnesses all cash counts and that a review of Swim club controls takes place. **ACTION:** Tanya to follow up. The P&C Executive team are working to
fix all the points raised by the auditor. Swim club and Tuckshop both showed running at a loss, but this probably is due to expenses not being controlled properly.

The biggest issue raised is that the P&C has never been registered for GST. For tax reasons, the P&C can go back 4 years and determine the GST refunds. This will require help from OSHC, particularly Yvonne to assist in the review. We agreed to exclude the Swim club, Tuckshop and Uniform shop. This only affects the main P&C account and OSHC account.

Bev moved the motion to accept the Treasurer’s Annual Report and Audited Financial statements. Robyn seconded. All in favour. Carried.

5. President’s Annual Report
The President’s Annual Report for 2013/2014 was tabled by Sally Waters (P&C President), with specific points mentioned in report, as follows:

a) This past year has been an active one for our Association. We have continued to work in partnership with our Principal Lisa Morrison to make Manly West State School the best it can be. We operated sub-committees offering the services of tuckshop, outside school hours care, swimming club, and uniform shop.

b) Executive changes: In May 2013 we appointed Tanya Holt as Vice President. Mahadevan Shankar resigned from Treasurer’s role on 29 August 2013. In September 2013, Tanya Holt took on the role of Treasurer, Michael Holt took on the role of Assistant Treasurer and Robyn Rapson took on the role of Vice President.

c) Fundraising:
   i. Easter Fiesta raised over $17,000 in March 2013 - Thanks to Rosie and all of the fete volunteers who made this day a huge success for our school.
   ii. Entertainment Books (thanks Vicki Trenery)
   iii. Trivia Night - 23rd August 2013 (Thanks Renee, Debbie, Rosie, Tanya)
   iv. Father’s Day Raffle (thanks Rosie and Lisa)
   v. Walkathon total profit: $4774.43 (Thanks Alison and Robyn)
   vi. Sale of glow sticks at Carols (Thanks Mike and Tanya, Joanna, Ian, Tracey)
   vii. Date set for next our next Fete - Window on the World (WOW) Festival - Saturday 15th August 2015 (Thanks Fete Convenor Rosie)


e) Grants: We successfully applied for a Community Gambling grant (thanks to Alison Ganter and Lisa Morrison for working on this)

f) Contributions to school:
   i. We donated a large proportion of our Easter Fiesta fundraising funds towards upgrading the Prep Playground.
   ii. We donated $10,000 in March 2014. This money was used to upgrade the school’s
broadband capability.

g) Priorities for 2014:
   i. Shade sails - Prep sails and grandstand shades around pool.
   ii. Outdoor seating around playground
   iii. Fitness Trail on Back oval
   iv. Grant for pool heating

h) Thank yous:
   i. I would like to make special mention of Lisa Morrison and Ann Comiskey for attending all of our P&C Meetings.
   ii. I would also like to thank all of the wonderful teachers and school staff who readily volunteer to help at all of our P&C events.
   iii. I would like to thank all of our Executive members, Sub-Committee members and all other members for dedicating themselves to working to provide great services at our school. Also I would like to thank all the parents and volunteers who might not be P&C members who come and help when we hold events.
   iv. I would like to thank our wonderful staff, Yvonne, Lesley and all the OSHC team, Bev and Tania at tuckshop, and Kirsti and Lyle in uniform shop for all the hard work they have done to make our P&C function smoothly and provide excellent services.

Tanya moved the motion to accept the President’s Annual Report. Rosie seconded. All in favour. Carried.

6. Memberships Lapse
   In accordance with the Constitution, all current memberships lapsed at this point.

7. Membership Motions
   Rosie read out the names of all the membership forms received.

   a) Brad moved the motion to consider all applications to renew existing membership. Bev seconded the motion. All in favour. Carried.
   b) Yvonne moved the motion to accept all applications to renew existing membership. Lisa seconded the motion. All in favour. Carried.
   c) Debbie moved the motion to consider all new applications for membership. Robyn seconded the motion. All in favour. Carried.
   d) Tanya moved the motion to accept all new applications for membership. Rosie seconded the motion. All in favour. Carried.

   All those present signed their name to the 2014/2015 Membership Register and Sally welcomed all to the P&C of 2014/2015.

8. Election of Executive Committee Officers
   All Executive Members were called to stand down and the meeting was passed to Lisa Morrison, as Manly West State School Principal
Lisa called for nominations:

**President:** Sally Waters (nominated by herself.) No other nominations. All agreed. Carried.

**Secretary:** Rosie O’Toole (nominated herself). No other nominations. All agreed. Carried.

**Treasurer:** Tanya Holt (nominated herself.) No other nominations. All agreed. Carried.

**Vice President:** Robyn Rapson (nominated by herself.) No other nominations. All agreed. Carried.

**Assistant Secretary:** Andrea Asquith (nominated herself). No other nominations. All agreed. Carried.

**Assistant Treasurer:** No nominations received. Position not filled and remains open.

Lesley moved the motion to accept all nominees. Brad seconded. All in favour. Carried.

(Note - as there are no changes to bank signatories, no motion required.)

Lisa handed the meeting back to Sally

12. **P&C Sub-Committees**
Tanya moved the motion to confirm the continuing of all subcommittees (OSHC, Tuckshop, Uniform Shop and Swim Club). Robyn seconded. All in favour. Carried.

The key members of the Sub-Committees are:

**OSHC:**
Chair - Nicole Stringer
Treasurer - Rochelle Chisholme
Secretary - Amy Thierry

**Tuckshop:**
Tuckshop AGM has not yet taken place. Names to follow.

**Swim Club:**
President - Warren Finegan
Vice President - Sam Culley
Secretary - Julie Oliver
Treasurer - Dan Brennan
Tanya moved the motion to agree the bank account limits for each sub-committee as $10,000 for swim club, $80,000 for OSHC, $10,000 for Tuckshop and $15,000 for Uniform Shop. Brad seconded. All in favour. Carried.

13. Appointment of Association’s Auditor  
Debbie moved the motion to appoint Sue Bradnock CPA as the MWSS P&C Auditor for 2014-2015. Lesley seconded. All in favour. Carried.

14. MWSS P&C Constitution  
Rosie moved the motion to adopt the 2014 MWSS P&C Constitution. Gabrielle seconded. All in favour. Carried.

15. MWSS P&C Student Protection Risk Management Strategy  
Lesley moved the motion to adopt the 2014 MWSS P&C Student Protection Risk Management Strategy. Bev seconded. All in favour. Carried.

16. General Business  
Nil

17. Close of meeting  
The 2013 Annual General Meeting closed at 7:25pm.

The next MWSS P&C Annual General Meeting will take place on Thursday 19th March 2015 at 6:30pm.

Rosie O’Toole  
MWSS P&C Secretary