

**Wahroonga Public School P&C Association**  
**Annual General Meeting Agenda**

**Date:** Wednesday 14th June 2017

**Time:** 7pm

**Venue:** Staffroom

*Please ensure you have signed the attendance register.*

- 1. Welcome**
- 2. Apologies**
- 3. Previous minutes** - acceptance of Annual General Meeting held 6th April 2016
- 4. Annual Reports**
  - **Principal's Report** - TM
  - **President's Report** - RL
  - **Treasurer's Report** - AMY
  - **Social Committee Report** - KW
  - **Uniform Shop Report** - NH
  - **Spring Fair Committee Report** - KT
- 5. Audited Financial Reports 2016 and appointment of Auditor**
- 6. Membership fees**
- 7. Life Memberships & Certificates of Appreciation**
- 8. Ratification of all Sub-Committees**
- 9. Election of 2017 P&C Executive**
  - **Office Bearers**
  - **General Executive Members**

# Wahroonga Public School P&C Association

## Annual General Meeting

7pm, Wednesday 6th April 2016 in the Staff room

### Meeting opened at 7.15pm

1. **In attendance:** Nick Fiennes (President), Tom Moth (Principal), Derek Lightfoot (Treasurer), Ghretta Smith (Vice-President), Kerri Cooley (Vice-President), Tracey Haynes (Co-Secretary), Tanya Sandoe (Co-Secretary), Anne Seage (Band Co-ordinator), Karen Welch (Social committee Convenor), Vanessa Hodgkinson, Judy Hibbert, Laurence Hibbert, Sarah Henry, Emma Ashington, Hamish Greig, Kate Barclay, Raj Pandey, Alison Underwood, Stefan Nortje, Joanna Joyce, Wayne Edwards, Rebecca Kin, Julie Granville, Derek Lightfoot, Adrienne Bailey, Karen Campbell, Kate Gardner.

2. **Apologies:** Ingrid van Loon, Jo Wilbrandt, Darryl Ferreira, Jo Banes, Linda Russell

### 3. **Previous minutes**

Minutes from the last meeting on 10th December 2014 received as true and accurate reflection. Proposed TS, seconded TH

### 4. **Annual reports:**

#### **Principal's Report**

TM spoke to his written report,

In addition, TM presented gifts of appreciation to all current office bearers.

#### **President's Report**

NF profusely thanked all school community members who have helped him during the past year with his role as President.

#### **Treasurer's Report**

DL spoke to his written report,

In addition:

DL expressed his gratitude to JF on getting the accounts back on track. Noted his proudest achievement whilst serving as Treasurer was being involved in the organisation of new band room construction.

DL noted that historically, monthly accounts have been presented retrospectively. It has not been common practice to prepare and present budgets. TM stressed the importance of seeking advice from P&C Federation as to correct protocol. TM keen for all sub-committees to provide an annual budget projection. TM noted that problems associated with previous sub-committee accounts have been identified, remedied and now in a strong position to move forwards.

## **Band Report**

AS spoke to her written report.

## **Uniform Shop Report**

JF spoke to her written report.

In addition, DL suggested having WPS logo on school shirts to encourage parents to purchase shirts from uniform shop. TM will investigate protocol to change uniform and report at next general meeting.

## **5. Audited Financial Reports**

- Acceptance of audited financial reports
- Previous auditor, *PBA partnership*, to continue to be used for next financial year. Proposed NF, seconded TS
- Auditor fee of \$3300 to be paid. Proposed NF, seconded JF

## **6. Life and Certificates of Appreciation**

IVL not present to discuss therefore agreed to defer.

## **7. Election of 2016 P&C Executive**

TM advised that all positions were vacant and proceeded with nominations.

### **Office Bearers**

President	Robert Lang	Proposed Seconded	Self Hamish Greig
Vice-President	Kerri Cooley	Proposed Seconded	Ghretta Smith Nick Fiennes
Vice-President	Ghretta Smith	Proposed Seconded	Kerri Cooley Nick Fiennes
Secretary	Karen Campbell	Proposed Seconded	Kate Gardner Tracey Haynes
Secretary	Kate Gardner	Proposed Seconded	Karen Campbell Tracey Hanes
Treasurer	Amin Manji	Proposed Seconded	Derek Lightfoot Karen Welch

## General Executive Members

Vanessa Hodgkinson	Proposed Seconded	Karen Welch Emma Ashington
Karen Welch	Proposed Seconded	Karen Welch Hamish Greig
Laurence Hibbert	Proposed Seconded	Judy Hibbert Emma Ashington
Judy Hibbert	Proposed Seconded	Laurence Hibbert Emma Ashington
Tracey Hanes	Proposed Seconded	Karen Welch Hamish Greig
Tanya Sandoe	Proposed Seconded	Tracey Hanes Emma Ashington

*All nominees elected unopposed*

## 8. Ratification of Sub-Committee Members

### **Music Committee**

Convener	Derek Lightfoot	Proposed Seconded	Anne Seage Nick Fiennes
Members	Rebecca Saunders	Proposed Seconded	Self Anne Seage
	Hamish Greig	Proposed Seconded	Self Robert Lang

### **Uniform Committee**

Convener No nominations

### **Social Committee**

Convener	Karen Welch	Proposed Seconded	Hamish Greig Emma Ashington
Members	Vanessa Hodgkinson	Proposed Seconded	Ghretta Smith Emma Ashington
	Hamish Greig	Proposed Seconded	Robert Lang Emma Ashington

*All nominees elected unopposed*

### **Ex-officio Sub-Committee Members**

Thomas Moth as Principal  
Robert Lang as President

**Meeting closed 8.38pm**



**Wahroonga Public School P&C Association  
General Meeting Agenda**

**Date:** Wednesday 14th June 2017

**Time:** To follow AGM

**Venue:** Staffroom

*Please ensure you have signed the attendance register*

1. **Welcome all attendees.** *'We acknowledge the Traditional Owners of the land on which we meet today. We also pay respect to Elders past and present.'*
2. **Apologies**
3. **Previous minutes** - General meeting 10th May 2017
4. **Business arising from previous minutes**
  - RL to update on status of Building Fund
  - AM to update on uploading audit information onto ACNC site
  - **Motion raised-AM: 'Code of Conduct' Policy and 'Grievance, Complaints and Procedures' Policy to be added to WPS P&C by-laws**
  - **Motion raised-AM: Sub-clause 7a of WPS P&C by-laws to be amended** *'Membership is eligible for anyone with a connection to the school (i.e. staff relationship, community relationship, a student or past student at the school), or whoever falls within the school's catchment area. Anyone outside these guidelines may be accepted as a member by a majority vote of the membership at a General meeting.*
  - **Motion raised- RL: Sub-clause 7b of WPS P&C by-laws to be amended** *'Any member who has been determined to not adhere to the P&C Code of Conduct, through either of the following manners a) More than two requests by the P&C President or the Principal to behave in a civil and respectful manner in accordance with the P&C Code of Conduct or, b) A majority vote of the P&C membership at a general meeting.*
  - **Motion raised -AM: Approval for \$20,500 to be allocated towards funding the 2017 Spring Fair** *(Budget attached)*
5. **President's report -RL**
6. **Principal's report - TM**
7. **Treasurer's report - AM**
8. **Uniform Shop Committee report - NH**
9. **Events and Fundraising Committee report - KW**
10. **Environmental report - AU**
11. **Spring Fair report - KT**
12. **Correspondence**
13. **General matters**

*Next meeting 2nd August 2017*

**Wahroonga Public School P&C Association General Meeting**  
**7pm, Wednesday the 10th May 2017 in the Staff room**

**1. Acknowledgement of country, welcome all attendees and President's address**

AM opened the meeting at 7.04pm

Present: AM, JH, KC, JH, LH, JG, JW, SN, CF, NG, IVL, VH, NH, KG, KW, LR, HG

**2. Apologies – KC, GS, TS, RL**

**3. Previous Minutes**

- *General Meeting held 22nd March 2017*

Accepted as a true and accurate reflection. Proposed: NH Seconded: NG

- *Special meeting held 5th April 2017*

Accepted as a true and accurate reflection. Proposed: AM Seconded: VH

**4. Business arising from minutes of previous general meeting**

- *Qualifications of music tutors.*

TM advised that no outcome was available as yet. Full details will be published shortly in the WPS newsletter.

- *Traffic situation on Burns Road*

TM advised that double road lines and 'No U Turn' sign set up.

New permanent full-time road crossing supervisor, Phil was recently appointed.

LH suggested the use of sign on side gates to serve as a reminder that students are not allowed to enter/exit through these gates. TM plans to close the school gates during school hours with signage to redirect deliveries etc.

- *Building Fund establishment*

RL in process of setting up Building Fund with Alistair Henskens. LH advised that P&C have existing Building Fund established in 2000. Written details were provided by LH and given to AM to be forwarded to RL

- *Process for transfer of Band Room*

AM advised that band room has already been transferred to WPC. TM has received written confirmation from the Department of Education that the band room will never be reclassified as a classroom and will only ever be considered for special purposes.

**5. President's report**

AM advised that TM and RL recently compiled a list of items that could be funded by the P&C. This included:

- Developing a film studio
- Renovation of the amphitheatre
- Classroom projectors to be replaced and updated
- Renovation of sports facilities
- Contribution towards learning and support teacher.

Discussion ensued on the cost, merits and benefits of all items listed.

KT suggested making a decision upon a specific item to be funded by Spring Fair. Being able to note a specific fundraising goal would be advantageous when seeking sponsorship for fair. TM suggested that funds generated at the Spring Fair could be put towards the outstanding sum of \$45,000 required to complete the installation of air conditioning in the classrooms. This was considered to be favourable as:

- P&C could then be wholly responsible for installation of classroom air conditioning having previously contributed \$85,000 to the project
- Realistic amount to be raised at Spring Fair
- The installation is hoped to be completed by the end of the year. P&C members noted their approval that their children would benefit from P&C fundraising efforts

**Motion:** *'Funds raised from Spring Fair will be directed towards installation of air conditioning units in classrooms'* Proposed - AM, Seconded - IVL **All in favour - Motion Passed**

AM outlined the proposed addition of 'Code of Conduct Policy' and 'Grievance, Complaints and Procedures Policy' to the WPS P&C by-laws including the amendment of sub-clause 7a of WPS P&C by-laws. **(Appendix A)**. No questions were raised in response to proposal.

**Motion to be raised:**

- i. Addition of Code of Conduct Policy to the WPS P&C by-laws*
- ii. Addition of Grievance, Complaints and Procedures Policy to the WPS P&C by-laws*
- iii. Amendment of Sub-Clause 7a*

**6. Principal's report**

TM read to his report. In addition,

- TM warmly welcomed Chantal Fernandes, the recently appointed Deputy Principal of WPS to the meeting.
- TM referred to the 'School self-assessment' results although was unable to discuss in detail due to time constraints.
- KW advised that \$715 has been collected towards a farewell gift for Andrea. KC suggested re-advertising the closing date of 26 May 2017 to encourage further donations. TM will mention in School Stream and newsletter.

**7. Treasurer's report**

AM spoke to his report. In addition he highlighted:

- Process of segregating music accounts has been suspended until audit complete.
- Audit process has commenced. ACNC require audited financials to be uploaded to ACNC site by 31st May 2017. AM suggested putting financials onto site by 31st May and uploading the audited financials when available approximately 2-3 weeks later. LH suggested contacting the ACNC to confirm that two separate uploads on different dates is possible.

**Action:** *AM will contact ACNC to clarify uploading data onto ACNC site*



## **8. Uniform Shop Committee**

NH spoke to her report, in addition:

- A sample sports shirt was displayed and discussed.
- NH advised that the new stock of senior purple sports shirts have a different, more breathable fabric.
- NH discussed the option of either continuing with the current design and new fabric or requesting a different design with breathable, mesh fabric. NH will discuss this with suppliers and also the uniform shop committee and their next meeting.

## **9. Events and Fundraising Committee report**

KW read to her report.

## **10. Environmental report**

AM acknowledged the report. No discussion ensued.

## **11. Spring Fair report**

KT advised that the recent Spring Fair Committee meeting went well and they are making favourable progress on planning and organisation. Previously \$10,000 approved funds allocated to Spring Fair Committee, however, KT requests \$20,500 to be allocated.

**Motion to be raised:** *'Approval for \$20,500 to be allocated towards funding the 2017 Spring Fair'*

CF described a fundraising art project being organised in conjunction with CG. Blank tiles will be available for purchase which will then be decorated during a lunchtime art class and displayed on school grounds as 'art wall'.

## **12. Correspondence**

AM asked the members whether all correspondence received by P&C should be shared with the P&C community. Discussion ensued on the matter:

- Considered inappropriate to share information which vilifies a specific individual.
- Suggested that following the introduction of the 'Grievance, Complaints and Policy Procedure', a motion can be raised to address any offensive emails.
- Generic response could be issued to all emails received to advise that the matter should be brought to the attention of the P&C community at the next general meeting.
- All allegations could be tabled at the next general meeting.
- Suggestion that all emails to be acknowledged and kept anonymous

## **13. General matters**

- Nil noted

***Meeting closed at 8.58pm  
Next meeting 14th June 2017***

