

Wahroonga Public School P&C Association General Meeting Agenda

Date: Wednesday 10th May 2017

Time: 7pm

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 22nd March 2017, Special meeting 5th April 2017

4. Business arising from previous minutes

- Qualifications of music tutors
- Traffic situation on Burns Rd
- Building Fund establishment
- Process for transfer of Band Room

5. President's report -RL

- List of items provided by TM to be funded by P&C
- Vote upon which items to be funded by the Spring fair.
- Discussion of the addition of Code of Conduct policy
- Discussion of the addition of Grievance, Complaints and Procedures Policy
- Discussion of amendment of WPS P&C by-laws:
'Sub-clause 7a. 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.'

6. Principal's report - TM

- Introduction of Deputy Principal Chantal Fernandes
- School Self Assessment presentation

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 14th June 2017

Grievance, Complaints & Disputes Procedures

The (insert school name) School P&C Association is committed to providing an environment where all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, staff of Department of Education and students enrolled at (insert school name) School concerns are dealt with in a timely and appropriate manner.

A grievance or complaint may be received by the P&C Association in relation to a fellow member, volunteer or P&C Association employee. Where a complaint relates to a Department of Education employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles:

- * Complainants should not instigate grievances that are frivolous, vexatious or malicious.
- * Grievances and information arising from the handling of the grievance must be treated confidentially.
- * Concerns should be raised as early as possible after the incident relating to the complaint has occurred.
- * The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

Procedures:

- * Complainants should endeavour to resolve the issue themselves with the relevant parties face to face.
- * If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to their immediate supervisor where they are an employee and to the P&C Association President or the Vice President where the complaint is about the President. Where the complaint is about the P&C Association Executive it may be raised with (insert an independent third party here, for example P&C Federation) along with a copy of these procedures and all relevant policies.
- * The supervisor/President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.
- * The complainant may have an independent witness attend any meetings.
- * The supervisor/President or person handling the complaint as described in these procedures will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.

- * If the matter pertains to another P&C Association employee, member or volunteer that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.
- * Grievances are to be resolved no later than six weeks after the complaint is lodged. The outcomes of a formal grievance process may include (but not limited to): recommendation to amend policies, recommendation to alter practices, agreement by parties regarding interactions, access to training and development or disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or to P&C Federation where the matters involve volunteers.

This grievance, complaints and disputes procedures policy is as adopted by the (insert school name) P&C Association general meeting on (insert date).

Signed President: _____ NAME: _____

Witnessed Principal: _____ NAME: _____

Version:	1.0	Date:	October 2016
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***(insert school name here)* P&C Association Code of Conduct**

The Code of Conduct applies to all financial members, volunteers and employees ('members') of *(insert school name here)* Parents & Citizens Association ('P&C Association') while undertaking any role or activity related to the *(insert school name here)* P&C Association.

Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

(insert school name here) P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

(insert school name here) P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

(insert school name here) P&C Association members shall be honest in carrying out their duties and avoid conflicts between their private interests and their P&C Association roles and responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of P&C Association duties
- External activities and public comment

Diligence

(insert school name here) P&C Association members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C Association related activities
- Ensuring outside interests do not interfere with a P&C Association member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an Office Bearer of the P&C Association and/or external authorities

Working with Children

The (insert school name here) P&C Association adheres to the government's Child Protection Act & Regulation (Working with Children Check) legislation and relevant procedures

Conflict of Interest

- P&C Association members must declare interests which a conflict, either perceived or actual, with your P&C Association duties and activities that might benefit the private interest of a member/s of the P&C Association.
- P&C Association members must always act in the best interest of the P&C Association and adopt a process to disclose and address the potential conflicts.
- A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests. A few examples of Conflict of Interest:

Example 1

Personal or Financial Interest: Joe, an Office Bearer of a P&C Association owns a Building & Maintenance Company. During the P&C Association meeting, he recommends his company for an upcoming building work the P&C Association is considering to undertake as he believes he can offer the best competitive price being in the building business. However, he does not disclose the ownership of the company. Does Joe have a Conflict of Interest?

Yes. It is Joe's duty to act in the best interest of the P&C Association and not his own interests. To promote the profit interest of his own company and receive remuneration is contrary to his role and responsibilities as an Office Bearer of a P&C Association as stated in clause 5 of the Standard and the Prescribed Constitution. There is clear Conflict of Interest as Joe failed to disclose his personal business interests for gaining an undisclosed profit.

Example 2

Non-Financial Interest involving some close relationships (not limited to partners, family and friends): Vicky, a Canteen Manager of a P&C Association, suggested at a P&C meeting, an online

fresh fruits and vegetables vendor she knew could offer a more competitive price than the existing supplier. She discloses that her son works as a delivery driver for the vendor. Is there a Conflict of Interest?

Yes. Indirect and or direct employment of an immediate family member, friend or a close acquaintance is a conflict of interest. In this case, there is a clear indirect financial gain as her son will benefit from the extra work.

Conflict of Interest Disclosure

- Where a Conflict of Interest has been identified, it is expected that the conflict must be brought to the attention of the Office Bearers and the members, and be disclosed or addressed in a meeting.
- Breaching and/or violating the Conflict of Interest may result in removal from the P&C Association in line with Code of Conduct policy.

How to deal with a Conflict of Interest

- Identified Conflict of Interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.
- Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.
- The person(s) with the Conflict of Interest may be refrained from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.
- The person(s) with the Conflict of Interest may be restricted to access confidential information and sensitive documents relating to the conflict of interest.
- In the event where a Conflict of Interest is very significant and prevents the person(s) with the Conflict of Interest to perform their role and responsibilities, the P&C Association may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their P&C Association role.

Privacy and Confidentiality

- P&C Association must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.
- P&C Association must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the P&C Association, unless there is a lawful authority for its disclosure.
- P&C Association must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.

- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C Association.
- All personal and sensitive information when no longer required must be disposed of securely.
- Confidential information of a P&C Association must not be used, disclosed, copied, published or removed by any member of the P&C Association.

Grievances, Complaints and Procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, Complaints and Procedures Policy. Violations may result in removal from the *(insert school name here)* P&C Association.

As adopted by the *(insert school name here)* P&C Association General Meeting, <<INSERT DATE>>.

Signed President: _____ NAME: _____

Witnessed Secretary: _____ NAME: _____

Wahroonga Public School P&C Association General Meeting

7pm, Wednesday 22nd March 2017 in the Staff room

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

RL opened the meeting at 7:13pm and welcomed new attendees.

Present: RL, TM, AM, KG, MA, AL, CM, VK, NG, JW, KT, AY, NZ, AU, MJ, KC, SH, KW, VH, HG, CS, DK, KC, AK, JH, NH, EH

2. Apologies

LH, KC, LR, IV, AH, TS, KT

3. Previous Minutes - General Meeting held on 15 February 2017

Accepted as a true and accurate reflection.

4. Business arising from minutes of previous general meeting

- *Traffic situation on Burns Rd - TM & RL*
RL will continue to liaise with traffic manager at Kuringgai Council.
TM advised that Andrea the crossing supervisor has relocated and had to resign. She will be invited back for a send off for her 10 years service. The Social Committee will consider an appropriate present.
- *Letter to PSSA President regarding number of teams participating - RL*
PSSA replied to our letter saying it will be raised at their next meeting.
- *Qualifications of music tutors - TM*
To be considered at the next meeting.
- *Interrelate course - TM*
IV has booked for 16 August for 2 sessions
- *New Sports/Grounds subcommittee for projects such as amphitheatre - TM*
A sub-committee could be set up but TM not convinced it is appropriate. Sport is part of the school and its responsibilities and TM is given money for ground maintenance.
Agreed not to proceed at this stage but maybe work towards individual projects possibly using a tax deductible Building Fund. RL advised that other P&Cs have a building goal then have reminders/calls for donations to the fund and increase requests in June.
Agreed for P&C Executive to set up the Building Fund.
RL to put on School Stream a call to work with TM on priorities for the grounds.
Another possibility is for some fundraising/mufti funds to be spent on items in the grounds so kids see the benefit.
- *Band Festival Coordinator - TM*
Festival is on 18 June. Many jobs filled but no coordinator yet to be main contact.

5. President's report

- *Review of staff hourly rates*

JF has been paid below the award rates for her work in the Uniform Shop and her bookkeeping work.

Motion - To increase her wages to the award rates

Proposed - RL All in favour - **Motion Passed**

RL advised that she is owed increased award rates since 2015. The total amount owed is \$3970 plus super.

Motion - To pay her back pay of \$3970 plus super

Proposed - RL All in favour - **Motion Passed**

6. Events and Fundraising Committee report

KW tabled her report and advised that the table in Attachment 7 lists the upcoming social events and their forecasted costs and revenue. She is seeking approval for this expenditure.

Motion - To approve the budget as set out in Attachment 7

Proposed - KW All in favour - **Motion Passed**

7. Principal's report

TM tabled his report and discussed the following:

- Air Conditioning - TM has no idea about when it will start or how long it will take.
- Band Room - The room was installed in 2015 when the P&C ran the program and it is on the P&C Asset list. TM advised that if it gets transferred it will remain a 'special program room'. AM satisfied with transferring. RL wants to find out more about the process.

8. Treasurer's report

AM tabled the Treasurer's report and discussed the following:

- Item 3.3 - AM advised that a retrospective segregation was considered. Last meeting it was agreed not to segregate for prior years but to document the process so it can be done if requested in the future.
- Item 3.4 - A question was raised about the independence of the auditor at the last meeting. AM was not confident with Nicole O based on the timing of her responses. She also requires \$2500 for audit only and all original receipts. AM is aware of another auditor (Alex Stojanovic) who seems proactive and charges \$850 + 15% each year for audit only. JF is able to produce the accounts in the form required.

Motion - P&C to use the new auditor Alex Stojanovic

Proposed - RL All in favour - **Motion Passed**

- AM advised that we need the accounts audited for the AGM and we are required to file them with the ACNC by the end of May. AM will put in interim accounts if need be and ask for an extension.
- AM advised that the optimum cash level is about \$50 to 60K to support the Uniform Shop and other expenses but there is no set level. TM advised that the lower the level the better.
- RL reiterated that the Constitution needs to be followed or no confidence votes can be called and the P&C disbanded

9. Uniform Shop Committee report

NH tabled her report and discussed the following:

- Second hand - Another second hand stall sale is coming up. KG to check it is advertised.
- Lost property - After week 5, the items are moved to the uniform shop.
- Volunteers - Still needed. NH to send roster to VH as class coordinator.

10. Environmental report

AU tabled report and discussed the following:

- Rewards - Giving awards to kids doing the right thing. TM wanted more intrinsic motivators and will work on acknowledgments.

11. Spring Fair Committee

RL introduced Karien, the new Spring Fair Coordinator, and reported that the first meeting was a success and the next meeting is on 3 May.

Her support team consists of a core group and then a sub-committee. This core group will be a sub-committee of the P&C and consists of the following people: KT, JJ, CS, KT, AW, RL, MF, JT, TM.

Motion - To form a Spring Fair sub-committee of the P&C to coordinate the fair.

Proposed - RL All in favour - **Motion Passed**

A budget has been prepared and a \$10,000 budget approved so far. RL to circulate budget to executive and then present it to the P&C.

KT discussed a goal to raise money for. KT to work with TM with the aim of advertising the goal for the Fair e.g. technology update

12. Correspondence

Two pieces of correspondence regarding:

- Notification from North Sydney P&C Association about the AGM on 27 March.
- Northern District Health District courses

RL/KG to work out appropriate way to disseminate these types of correspondence.

13. General matters

- Student Injury Insurance - through the Federation of Parents and Citizens' Associations of NSW (letter attached) - NH
 - TM advised there is a misconception regarding misadventure at school. No automatic insurance cover except for ambulance. Money can be obtained from the Department if liability can be proven and breach of duty of care.
 - This insurance costs about \$3000. The P&C has not purchased it before.
 - Discussed nature of the insurance.
 - Motion - To purchase Student Injury Insurance
 - Proposed - RL All in favour - **Motion Denied**
- Sport -
 - MJ and AL discussed with TM before about sport at the school and how some parents want to develop a whole school vision about sport and sport participation. They would like a discussion about what needs to be done and what steps need to be taken to get there.
 - TM tabled an analysis about the current situation at school and discussed this analysis in depth including:
 - TM should have included sports carnivals. Swimming carnival - all kids encouraged to get wet. Athletics carnival - coming up.
 - Winter Netball - parent raised issue of Year 2 not being allowed in development squad. TM to speak to Mrs Campbell.
 - Gala Days - TM advised that all cannot be done as it takes time to organise. Two a year is adequate as long as equal representation for girls and boys.
 - SISA - 80mins a week (2 x 40mins). The issue of playing games like Jenga was raised as not technically being sport. TM advised it is cooperative learning. TM also advised that the implementation of SISA was a school based decision to address the Strategic Plan requirements of creating strong, resilient and happy learners.
 - PSSA Try-Outs - always attempt to conduct them objectively.
 - Student Survey - Years 3 to 6 only.
 - NAPLAN - TM noted our school was lower than all others generally for Year 5.
 - TM does not know how much time other schools devote to sport.
 - Critical aspects of Physical Literacy continuum are relevant
 - Next term SISA will be focusing more on field events for the upcoming athletics carnival. Therefore, less social skills and more sporting skills.
 - Athletics carnival will be a K-6 event from now on.
 - A fun run for all ages was raised as a possible new event.
 - Some parents raised the idea of a dedicated sports person in the school who could do all these extra activities. TM advised this could be done in two ways: 1. A teacher funded by the Department or 2. Employed on a salary. TM advised teachers are usually generalist teachers with different skills therefore some schools have dedicated sports teachers. TM considered it for 2017 but it would have meant replacing a temporary teacher. In 2018, the process of getting someone dedicated could be started.
 - Discussed if money paid for SISA could be used for sports coordinator.
 - Discussed swimming program and money spent on it. Legacy program addressing need for learn to swim, remedial swimming and survival skills. Kids love it.

- TM advised that development of the strategic plan for the next three years will soon begin with input from staff, students and parents. Not all parents are here tonight to give their input too.
- North Turramurra have a sports teacher. Money was redirected to enable employment.
- The Fair was raised as a possible fundraiser for the teacher.
- TM advised that a self evaluation by teachers was currently being done and will be presented to the community.
- Discussed possibility of club person running trials and no parent being involved. P&C could pay for selectors.
- Agreed that TM and RL would work on a list of big ticket items and their priorities in order for discussion at the next meeting. Parents could be surveyed about the priorities.

Meeting closed at 10:05pm

Date of Next Meeting - 10 May 2017

Wahroonga Public School P&C Association

Special Meeting

7pm, Wednesday 5th April 2017 in the Staff room

1. Acknowledgement of country and welcome all attendees

RL opened the meeting at 7:10pm and welcomed new attendees.

Present: RL, TM, AM, KC, KG, GS, TS, VH, SH, IV, LR, JF, MH, RU, KW, PJ, DF, DW, JW, HG

2. Apologies

KC, JH, LH

3. Special Meeting Procedures

RL explained the procedure for a special meeting that only members can speak and vote and non-members are observers who can speak if permitted.

Discussion about PJ's membership ensued. He was advised that his membership money had been received and the Register of Members only gets updated at the end of a general meeting.

RL asked PJ to behave in a respectful and civil manner as under the by-laws of the P&C, he can be asked to leave. He refused. RL and TM reiterated the membership rules and allowed PJ to make notes so the meeting could continue.

4. Motion of no confidence in the Treasurer of the P&C Executive - AM

This agenda item was considered first.

RL advised that the no-confidence vote did not have the support of the President or the Executive and that the Executive support the Treasurer entirely,

AM advised he was calling the Motion of no confidence on himself as Treasurer.

AM advised that an email had been received from a member complaining that the vote to appoint the auditor on 22 March was invalid due to insufficient notice being given. AM confirmed this is correct.

AM advised that this communication also included additional complaints. AM tabled a copy of this email with the member's details redacted. AM read the email and pointed out inaccuracies.

AM stated it took 18 days – from Feb 17 to March 7 and that includes text and email message chasers. AM received the letter at 11.29pm March 7 – after sending Nicole Overton an email 43 min earlier questioning her bandwidth to take on this project.

AM read from the email: “To state that 12 days to prepare and deliver an engagement letter is unreasonable is in my view total bunkum and demonstrates a total lack of competence and business sense”.

AM read from the email: “and raises the question as to the real agenda for suggesting such.” AM asked the membership to evaluate the merit of this statement and expressed the possibility that they may know more than he did, in which case they would have to pass the vote.

AM read from the email: “There are questions raised by the Treasurer about independence with the auditor entities and this questioning also, in my view, demonstrates a total lack of understanding of the proposed process as well as in my mind, bringing into question whether the Treasurer and the President even read the tabled template report prepared for Willoughby Public School. I am sure that even Blind Freddy could see the separation of responsibility between David Hicks & Co and the Auditor Rod Ferrier. So just where is the issue? I believe that there isn't one, only possible ineptitude and a questionable agenda!” AM tabled the Willoughby Public School report and showed that the Auditor is Nicole Overton in her own right and there is no mention of David Hicks & Co nor Rob Ferrier. AM stated that he was not sure what the statement in the email was referring to.

AM read from the email: “As if these issues were not sad enough the most outrageous part of the 22nd March General meeting is in the final paragraph of 3.4 (c). I believe this issue is beyond maladministration and ineptitude and borders on something far more sinister. To suggest that David Hicks & Co could raise “our execution risk” is clearly in my view an agenda driven attempt to scare voting members into agreeing to a baseless change of auditor in an attempt to cover up some administrative anomalies. To be clear, in Australia we do not execute people that have been found to have mucked up their financial accounts so why suggest otherwise?”.

AM confessed he did not understand what the last sentence meant. AM tabled the Treasurer's report from the 22nd March P&C meeting and referred members to section 3.4 c). AM then clarified that the section in the report that mentioned ‘execution’ was 3.4 a) and brought members' attention to it. AM clarified that the term ‘Ability to execute’ means the ability to complete the audit and upload the audited financials to the ACNC website by the end-of-May.

AM shared that he questions the judgement of anyone that thinks 18 days is a reasonable duration to receive an engagement letter that took 45 minutes to generate.

AM requested any of the members present, that could make sense of the last sentence, to explain it to him.

AM read from the email: "The constitution and the P&C Handbook are very clear and written in plain language so there is no excuse for not complying with them". AM stated that he concurs with this statement.

AM read from the email: "I believe the liberties taken by the President and the Treasurer as previously stated are an attempt to cover up mess from the past and are nothing short of administrative vandalism. I further believe that as the rules are so clearly stated, the failure to follow them as stated is willful and an absolute breach of process and trust. If there is a reasonable explanation for the above mentioned I am prepared to listen prior to escalating this matter. Clearly this would include but not limited to a formal motion of loss of confidence". AM advised the membership that if there is an iota of truth to these statements, they must vote, without delay, to remove the Treasurer that very instant. AM explained that individuals may know more and be aware of his agenda or his motives or his ineptitude that he may or may not have, and has raised the motion of no confidence against himself. He further stated that if they approved that would be fine, and if they didn't, he would continue to execute to the best of his abilities.

AM further shared that he had received urgent calls from Nicole Overton the previous Tuesday 28-Mar, on cell phone, sms, email, his office, to his PA. He was able to call her back later in the day. She came across as upset and informed him that someone from WPS P&C had sent David Hicks of David Hicks & Co., a letter asking why they had pulled out of the audit and why they couldn't do the audit for \$850. She shared that she works at David Hicks & Co. a couple of days a week and engages in extensive work under he own name. AM shared that he was caught off guard, that someone from our P&C would take the initiative to call her employer.

AM further shared that following Nicole's appointment, the scope of her services included in this engagement changed from Audit and Financials to just the Audit. AM cited the Feb 15 Treasurer's report documenting costing and services from all the firms contacted for possible engagement in which the table shows Audit and Financials - which also raised the question of independence. AM said that in email exchanges with Nicole Overton, pursuant to her nomination on Feb 15, it became clear that she would only do the Audit and there was no question of independence. AM shared that her engagement letter confirms the scope.

AM highlighted that Nicole Overton never once asked about, alluded to or showed any interest in our appointing an alternate Auditor while all the other ones had queried as to why they were not selected.

AM confirmed he did not know nor have any relationship with any of the accountants/auditors (besides NFPAS that had done some work for the P&C last year). All were found by him through online searches.

Motion - That Amin Manji as Treasurer has the confidence of the P&C.

Motion Passed by all voting members.

5. Motion to clarify appointment of the auditor

AM advised that a vote was taken at the meeting on 15 February to contact Nicole O to engage her. However, as advised in the Treasurer's Report at the 22 March meeting, due to costing changes and performance issues meeting deadlines, it was agreed she would not be appropriate. It was agreed that Alex Stojanovic would be engaged.

AM confirmed that JF and AM would prepare the financials and arrange an audit. RL advised this accords with advice from the P&C Federation. AM said it was good to have the Willoughby Public School report as a template to help with compliance with ACNC standards.

AM does not know Alex Stojanovic. A copy of the engagement letter was tabled. However, he was proactive and his costings were low at \$850 plus GST. Nicole O would cost approximately \$2750 which is a \$1750 difference. Another quoted \$5000 over the phone (A1 audits) and NFPSA quoted \$1000 for the audit only. AM advised that the audit is not forensic and is fairly procedural.

PJ advised that if the auditor meets the standard and guarantees to meet the standard then he is satisfied.

PJ also advised that the auditor is proposing a fee based on assumptions and that is not a firm guarantee of price. It was noted by the members.

Motion - RL asked for show of hands to approve AM's proposal to appoint Alex Stojanovic as auditor.

Motion Passed by all voting members.

Meeting closed at 7:50pm