

MEETING DECLARED OPEN - 19.15pm

- **Attendance**
Mark Chaffer, Skye Surrest, Hannah Kleboe, Heather Cervantes, Tanya Wright, Emily Wares, Melissa Whidjaya, Hannah & Andrew Wilson, Jessica Van Hoek, Howie Clair, Maria Riano, Janet McKeown, Victoria Luke
- **Apologies**
 - Ella Mesker, Stuart Herring
- **Circulation of previous AGM minutes**
 - Approved Heather Cervantes, seconded Tanya Wright

1. Introduction and Opening – Heather Cervantes, president

Welcome to Country by Heather Cervantes

Welcome to all financial members, both new and returning.

Information provided on the structure of the AGM and the voting portion of the meeting.

2. a. P&C Annual Report - Heather- events and Uniform shop

In 2024 the P&C organised 2 discos, Mother’s Day & Father’s Day events and a Xmas event.

We found a replacement treasurer mid-term to replace Monique Bailey, and oversaw the completion of part A of the playground improvement across the road.

In the Uniform Shop, we oversaw the introduction of the new sports shirts which have proved highly popular and negotiated ordering so we could have limited quantities of larger sizes on offer to enable all students to purchase.

3. Treasurer’s report- Janet McKeown

Treasurer’s report: Janet McKeown, April2025

- 1. Current state of Handover**
 - Janet McKeown took over as Treasurer from Monique in Feb 2025.
 - Janet has taken responsibility for paying wages, invoices and expenses and updating Xero.
 - Monique is still doing the quarterly Super and tax payments, and importing the csv files from CommBank to Xero and reconciling accounts.
 - As the year progresses, Janet will slowly take over those responsibilities as well.
 - When Janet took over there was a back-log in invoices and expenses to pay, but everything that should have been paid has now been paid, including workers insurance, tax and super. All accounts are up-to-date.
- 2. Account balances as at 2nd April 2025**

Account	\$
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Canteen Account

Opening balance 02/04/2024	9,587.82
Outgoing	103,960.70
Incoming	104,100.90
Balance as at 02/04/2025	9,728.02

Uniform Account

Opening balance 02/04/2024	45,709.10
Outgoing	51,745.53
Incoming	50,830.37
Balance as at 02/04/2025	44,793.94

Events Account

Opening balance 02/04/2024	15,535.94
Outgoing	25,505.48
Incoming	23,642.73
Balance as at 02/04/2025	13,673.19

Total	68,195.15
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- Alfreds foods Invoice of \$4,197.3 to be paid next week from Canteen Account.
- Super for all employees was paid from the Uniform Account. Monique to confirm how much to transfer to Canteen Account to balance accounts.
- Outgoings for canteen and uniform shop include: wages/tax/super, stock, Inloop and Square fees (these are payment systems). Income is sales.

- For events outgoings are supplies for events such as disco/DJ hire, items for Mother's Day stall, drink and food for P&C meetings etc. Income is from ticket sales for events, sales from stalls etc.

3. To Do list:

- Get audited accounts done and find accountant to sign off on them
- Investigate getting a bank card for large expenses so exec committee don't have to spend large amounts of their own money (ie \$500 order of sports socks)
 - i. Need to consider who would have one, which bank account it would be linked to etc.
- Detailed accounts of incoming and outgoing to determine profit/loss.

Voted on at AGM:

Nominate *Sophie Clair* for Auditor for 2024: nominated HC, seconded HK. Howie to ask her if she is prepared to do this again and come back to us.

As **input taxed sales** are not included when calculating the GST turnover for GST registration purposes, choosing to treat all sales of food as input taxed may mean that the organisation does not have to register for GST. To take advantage of this provision the parent organisation should record in the minutes of their meeting that it intends to "input tax" supplies made through the canteen.

Motion nominated by HK and seconded by HC

4. Canteen report- read by Hannah Kleboe for Ella Mesker

Over the past few weeks, Jo and Jelena have introduced a number of new lunch food offerings which have proven to be very popular. These are only available via pre-order through Flexischools and are only in limited quantities.

Jo and Jelena will continue to evolve this menu and will also look to incorporate other 'special food' days throughout the term.

At this stage dumplings have been taken off the menu. We know these are very popular but they are also very labour intensive. These will possibly be offered once a term but that is subject to further consideration.

At this time all elected officers are stepping down and all roles are declared vacant.

5. Election of Office Bearers - coordinated by principal Mark Chaffer

the below were voted in

- President- NO CURRENT NOMINEE
- 3 X Vice President - Heather Cervantes, Maria Riano, Howie Clair
- Treasurer- Janet McKeown

- Secretary- Hannah Kleboe

6. Election of Sub-committee Positions - coordinated by principal Mark Chaffer

The below were voted in

- Events Subcommittee Coordinator- Heather Cervantes
- Sustainability Subcommittee Coordinator- Maria Riano and Victoria Luke
- Canteen Subcommittee Coordinator- Ella Mesker
- Grants Officer- Andrew Wilson
- Social Media coordinator/ newsletter writer- NO NOMINEE at present

**Please note, you are able to join a sub-committee at any time, as long as you are a financial P&C member and register/declare your interest with a P&C executive or sub-committee coordinator.*

7. Confirm annual membership fee of \$2 for 2025 membership

Hannah Kleboe
Andrew & Hannah Wilson
Howie Clair
Ella Mesker
Heather & Eric Cervantes
Janet McKeown
Maria Riano
Emily Wares
Victoria Luke
Tanya Wright
Jessica Van Hoek

8. No new business discussed at AGMs

9. Meeting declared closed at _8.12_pm