

2020 P&C Annual General Meeting
Date: Monday 14th December 2020
Time: 7.30pm - Online Video Call on Zoom

2019 P&C AGM BUSINESS ITEMS

1. Welcome and Introductions - **Heather Cervantes**
2. Apologies - **Elaine Timmer**
3. Previous AGM Minutes (2019) - **Elaine Timmer**
4. Receiving of 2020 Membership fees – **Elaine Timmer**
5. President’s Annual Report (2019) - **Heather Cervantes**
6. Annual Financial Report (2019) - **Stephanie Hicks**
7. Audited Statement of Income & Expenditure (2019) - **Stephanie Hicks**
8. Appointment of Auditor (2020) - **Stephanie Hicks**
9. Uniform Shop Annual Report (2019) – **Stephanie Hicks**
10. Canteen Annual Report (2019) – **Stephanie Hicks**
11. Events Committee Annual Report (2019) – **Heather Cervantes**
12. Sustainability Committee Annual Report (2019) – **Hattie Delaney**
13. Safety Committee Annual Report (2019) – **Stephanie Hicks**

Close of 2020 P&C AGM Business Items

2020 - P&C ELECTIONS

Declaration of Positions Vacant - Mark Chaffer (Returning Officer)

1. Election of P&C Office Bearer positions:

- The President
- The Vice President(s) x 2
- The Treasurer
- The Secretary

End of 2020 P&C AGM

1. Welcome and Introductions - Heather Cervantes

Everyone introduced themselves in their current role

Attendees: Heather Cervantes (President), Steph (Vice President), Hattie (Sustainability), Linda Gee (Vice President), Elaine Timmer (Secretary), Mark Chaffer (Principal)

We have minimum 5 attendees to go ahead with the meeting...

2. Apologies - Elaine Timmer

No apologies

3. Previous AGM Minutes (2019) - Elaine Timmer

Approved and accepted by all

4. Receiving of 2020 Membership fees – Elaine Timmer

Membership fees have been received from the following members for 2020:

Kirsten Willets
Kat Granger-Katoa
Laura Hixson

Nicole Tate
Larissa Lane
Louise Wells
Elaine Timmer
Linda Gee
Heather Cervantes
Hatice Delaney
Tim Delaney
Stephanie Hicks

5. President's Annual Report (2019) - Heather Cervantes

2019 was an incredible year full of growth and accomplishments! In 2018 there were only a few of us Kindy Parents to take on the Executive positions and we were all doubling up on roles and responsibilities. It was very difficult for us to growth was so much on our plate and there was so much more we wanted to do. In 2019 we added 3 new executives in and were able to better disperse our responsibilities and grow stronger. These executives are Linda Gee (Vice President), Stephanie Hicks (Vice President) Elaine Timmer (Secretary) and Hattie Delaney (Sustainability Coordinator). Our VPs took on a lot. Steph became the Canteen Coordinator and took on the massive task of getting our canteen up to health and legal standards. Our other VP, Linda, headed up Events with me and I'm proud to say, we brought everything to a whole nother level and were able to add a lot of new things in! Also, Hattie and Elaine did a fantastic job strengthening our Sustainability Subcommittee

Thank you so much ladies for your dedication, passion and hard work. I'd also like to thank Mark, Kim and the rest of the school staff for always being so supportive. and helping us build our community stronger Last and certainly not least, our parent community and volunteers have been absolutely incredible and full of energy. Thank you so much everyone for the team effort. We've built so much together and I'm excited for what 2020 will bring!

6. Annual Financial Report (2019) - Stephanie Hicks

In the absence of a Treasurer, I have stepped in as a relief Treasurer, only to find the accounts were in quite a mess.

We have outstanding liabilities going back at least 18 months - comprised of unpaid superannuation, taxes, suppliers and insurance. These total **\$10154.25**. We also have deposits from events that were made to incorrect accounts, as well as expenses paid from incorrect accounts which need to be returned. In addition, each year we are required to report a reconciliation of wages to iCare and this has not been done for three years. This may result in either a debt or refund of overpayment.

These liabilities and transfers will be carried over until 2020 financial year for reconciliation. Until that time, there is no point in discussing the profitability of each area of the P&C as the current funds in the account are not an accurate reflection of the profitability of each sub-committee.

Instead I will combine all income and outgoings across all four accounts (a Term Deposit, General Account, Canteen Account and Uniform Shop Account).

Combined income across all accounts totals **\$136010.04**

Combined outgoings across all accounts totals **\$110798.61**

This leaves us with an overall gain this year combined across all accounts of **\$25,211.43**

Opening balance of accounts totals: **\$21647.08**

Closing balance of accounts totals: **\$46858.51**

7. Audited Statement of Income & Expenditure (2019) - Stephanie Hicks

I present the accounts audited by Kristy Renike for approval (if you are interested in a copy, please contact me by email at pandcdwps@gmail.com), otherwise they will be posted onto the P&C page of the school website. I would like to nominate Kristy Renike to audit the 2020 accounts.

8. Appointment of Auditor (2020) - Stephanie Hicks

Audited accounts

Auditor for approval - Kristy Renike has advised she is happy to be nominated to audit the accounts again next year.

Auditor of Accounts – Kristy – all in approval.

9. Uniform Shop Annual Report (2019) – Stephanie Hicks

We have had a great year in the uniform shop, under the exemplary management of Olga Pokhilko. We have moved to holding stock with our supplier rather than needing to hold stock on site.

10. Canteen Annual Report (2019) – Stephanie Hicks

We have had another successful year in the canteen thanks to the hard work of Miss Kathie. We have obtained the NSW Health Dept Healthy Canteen Certification, and Miss Kathie's informative and engaging Facebook posts have been highlighted in the NSW Health newsletter, as an example of a positive way to interact with a school community. We have updated our menu in response to feedback from the students and parents, removing some items and introducing other new ones.

We have received the donation of a new refrigerator, and as a result we returned the one that was on loan from Lactalis.

11. Events Committee Annual Report (2019) – Heather Cervantes

2019 was a monumental year for Events! We took the already fun discos and amped up the energy, excitement and offerings. We also added a lot of new events, starting with our first Welcome Picnic. There were over 100 families on picnic blankets that attended and enjoyed music, laughter and platters overflowing with fresh fruit (donated by Woolies) that parent volunteers, school staff and even students walked around serving to all of the families. Many were

feeling the vibe so much that they couldn't help but dance. It was a fantastic way to start the year!

We also added in a Mother's Day event packed with student performances, a fun photo 'booth', tables packed with delicious food for mums, a gift stall and guessing jar run by students and dad volunteers, a coffee van and more. Our gift stall items for that event and Father's Day were also chosen carefully in an effort to cut out the novelty junk and extra packaging. We choose items of paper, wood, glass, wax and things that would actually be useful and fun. Our Father's Day event was even bigger and better than the year before with a lot of fun additions, as well. Our Election BBQ was fantastic. Hard working volunteers manned the sausage sizzle and served members of our community with a smile. We also had a cupcake stall there, selling amazing sweets donated by our generous school families.

Another thing we started was helping more with school events such as athletic and sports carnivals by offering extra volunteers, support and providing food for staff and other volunteers working the events. However, I think our biggest accomplishments were achieved working with the school community during Carnivale and our Christmas Carols event! At Carnivale we served the Aussie BBQ food stall and held a massive raffle with thousands of dollars worth of donations from over 30 sponsors!

The Christmas Carols event was certainly the cherry on top of our year! We started our first ever Giving Tree and collected over 100 toy donations from our school families, to benefit the children of Stewart House Charity in Curl Curl, who might not be as fortunate to experience the holiday as others do. At the event, there were picnic blankets full of families who were delighted to watch performances from all of the student years and even a special guest. Santa came to visit and was happy to sing, mingle and take photos thanks to our wonderful sponsor, Complete Chiropractic in Dee Why. They also provided elves to man our sausage sizzle and bring extra Christmas magic. Our Sustainability crew held a delicious cake stall with food donated by families, as well. Another excitement came from the Belrose Rural Fire Brigade, who parked their massive fire truck in our playground for families to climb into, explore, say hello and take photos. After a difficult year for those brave volunteers, we were happy to donate the proceeds of our sausage sizzle to them, in addition to what they were able to raise in donations by their truck. We are so thankful for them, honored by their visit and proud to support them. We hope to continue

I'd like to say thank you to our entire community (volunteers, staff, students, sponsors) for their effort to make 2019 the biggest year in Events we've had, so far!

12. Sustainability Committee Annual Report (2019) - Hattie Delaney

2019 was a great year for the sustainability team.

We got together with our teacher members once a term and made decisions and took action straight away, which meant we achieved a lot of the goals we set ourselves in 2018.

The new waste system worked well. We set up a parent roster for soft plastic. School captain Mathias and his mum diligently took bottles to return and earn. This has resulted in significant reduction of waste we send to landfill.

The Green Team conducted a second waste audit which reflected this waste reduction. However, teachers noted that there is significant amount of plastic drink bottles coming from the canteen, which is difficult to address as the alternatives are limited.

Thanks to a local amateur bee keeper, we have given native bees a home in our schools. Bunnings have generously donated plants for the bees. Students were very excited about having bees at school and were eager to learn more about native bees.

We held a cupcake stall at the Christmas Carols, raising just under **\$500** and approx. **\$300** from Green Day gold coin donation to use towards future sustainability projects.

We continued to collect bread tags for charity and oral health waste for recycling.

We have formed a strong sustainability team, who are in regular conduct and work effectively together.

13. Safety Committee Annual Report (2019) – Stephanie Hicks

We are currently petitioning Council for upgrading of the traffic lights at Regent Street and Fisher Road, or the installation of a manned pedestrian crossing on Regent Street, we have met with Brad Hazzard MP to assist in furthering this with Council and the RMS.

Close of 2020 P&C AGM Business Items

2020 - P&C ELECTIONS

Declaration of Positions Vacant - Mark Chaffer (Returning Officer)

Big thanks to current office bearer positions

For holding those positions which are now available

- The President
- The Vice President(s) x 2
- The Treasurer
- The Secretary

President role - Self nominated by Heather

Congrats P&C President

Vice President Steph – nominated by Elaine (and Kathie)

Linda nominated by Heather

Accepted

Linda and Steph are accepted as Vice Presidents

Secretary – Elaine nominated by Hattie

Accepted

Steph – nominated Temporary Treasurer by Kathie

Stays vacant – leave open and Steph accepted to fill in until next year (as she cant accept 2 positions)

Optional role Sustainability Executive

Hattie nominated by Elaine and Kathie

Accepted

Congratulations to everyone

Steph - Normally hold first P&C meeting in March – move to have it in Feb third week of Feb and AGM in March, suggested date 3rd March

Start back end of Jan

Library or Zoom if necessary

Mark - Okay for Dept of Edu and all access

30 allowed inside in building meetings

End of 2020 P&C AGM – close 7.58pm