

FINAL

Maylands Peninsula
PRIMARY SCHOOL



**MAYLANDS PENINSULA PRIMARY SCHOOL
PARENTS and CITIZENS ASSOCIATION**

Minutes: Annual General Meeting

6.30pm Wednesday 27th April 2016

In MPPS Staff Room

1	Opening and Welcome to Members	Actions
	<p>1.1 Opening – 6.40am 1.2 New Members – Janine Slater-Nresson, Sever Ciutina, Denisa Faix 1.3 Attendees: Trish Horton, Brendan Abrams, Leanne Marchesi, Jacquie Stone, Teresa Borwick, Ann Giumelli, Fiona Hornung, Janine Slater-Noresson, Tammie Deshon, Denisa Faix, Paul Andrijich, Stephen Boland, Sever Ciutina, Nelly Malca, Shauna Weeks, Anthony McAndrew, Ian Kenny 1.4 Apologies – Erin Gisborne, Rosemary Lynch, Miriam Xavier</p>	
2	Minutes of Previous Meeting:	
	<p>Acceptance of previous minutes of 2015 AGM – 22nd April 2015 Motion to Accept Minutes – Leanne (move) – Fiona (Second) - Thanks to Tia Declared Carried with no amendments</p>	
3	Reports from Office Bearers and Committees	
	<p>3.1 President's Report (Teresa Borwick)</p> <ul style="list-style-type: none">• The main objective of the P&C is to work with Principal and team providing best education experience for students attending the school.• The Communications Plan was done during the year to set out what we are trying to do and thanks to Shauna for helping prepare that.• This plan allows us to reflect on the key messages we are trying to communicate internally and externally.• Seven key messages:<ol style="list-style-type: none">1. MPPS is a vibrant school of which we are proud2. The P&C is a valuable asset to the school3. Volunteering is important, as we are reliant on goodwill for fundraising etc.4. We are fortunate to have a new school hence good infrastructure compared to many other schools5. We appreciate the diversity within the school which makes for a very rich school.6. We recognise the need for ongoing funding to ensure all students of the school have access to the best education7. Without the support of parents and carers our school would not be able to meet the growing needs of our students• We need to keep these messages in our mind through the year <p>Our three main planks or activities of the P&C are the Canteen, the Uniform Shop and the Fundraising Committee efforts. We have been very successful last year in raising \$25,000 to spend on school-identified priorities. Important to pay tribute to everyone's efforts – Office Bearers and Convenors</p> <ul style="list-style-type: none">• Leanne as Treasurer (and helps with canteen, school banking, uniform etc. as noted)• Peter Byrne and Trish Horton in the smooth running of the Uniform Shop• Tammie for fundraising,• Jacquie at the Canteen,• Stephen as Secretary,• Erin as VP and establishing the Communications Committee <p>A key priority for the coming year is succession planning for the P&C Office Bearers with many these Office Bearers leaving the school in upcoming years.</p>	

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		<p>Motion: The President's Report is accepted. Shauna (moved), Paul (seconded) and Carried</p>	
	3.2	<p>Principal's Annual Report (Paul Andrijich)</p> <ul style="list-style-type: none"> Expressed his thanks to the P&C and Executive for its efforts and continued support. Mindful of the Succession planning given the major participants are likely to move on within a couple of years 	
	3.3	<p>Treasurer's Report (Leanne Marchesi)</p> <ul style="list-style-type: none"> Leanne expressed thanks to outgoing Auditor Mimi Secco for her efforts as Auditor in the past. Charlotte Fardoe is the new Auditor for the Maylands Peninsula Primary School P&C Association As the new Auditor, Charlotte is keen to know about the position and has an interest in how the various arms of the P&C operate e.g. Canteen, Uniform Shop and Fundraising. Reporting on the 2015 Audit Report (Signed copy of the Audit was provided to the meeting – copies available on request) she found that the financial report presents fairly in all material respects the financial position of the P&C Association as at 2015 financial for the year ended 31 December 2015 and complies with Australian Accounting Standards. <p>Accrued Leave - One matter of note is the need to accrue a dollar figure provision for accrued leave so that it is reflected appropriately in the statements. The adjustment has impacted on Canteen's results for 2015 with the provision for accrued annual leave due to resignation. This will work out over time in the subsequent years.</p> <p>Sign-in and Sign-out Book for Canteen and Uniform Shop will be needed in the future for insurance and liability. P&C needs a sign-in and sign-out book for Insurance purposes in line with the WACSSO requirements. Leanne to seek clarification on the implications for Fundraising Volunteering and School Banking.</p> <p>Motion: The Auditor's Report of the 2015 Maylands Peninsula Primary School Financial Statements is accepted by the Annual General Meeting of the P&C Association.</p> <p>Leanne Moved the motion and Anne Seconded. Carried by the meeting.</p>	Leanne to check implications for Fundraising and School Banking
	3.4	<p>Canteen Report (Jacquie Stone)</p> <p>Jacquie provided a report. The main points are listed below.</p> <ul style="list-style-type: none"> Melinda left at end of 2015 and Jacquie acknowledged her efforts thanked her for her contribution. Sales in 2015 were \$86,197, down \$8,600 from 2014. Loss for the year of \$5,750 largely due to the impact of the accrued leave liability but this could be covered due to profits in previous year. Now that there is a leave management in place liability wont show up as an issue in the future Volunteers are in relatively strong Survey was done of Canteen service with positive response 	
	3.5	<p>Fundraising Committee Report (Tammie Deshon)</p> <p>Tammie provided a report. The main points are listed below.</p> <ul style="list-style-type: none"> Very good year in 2015 Produced a profit of almost \$31,000 Over 30 people during the year volunteers Bought a lot of resources for the school Aim to raise \$35,000 in 2016 	
	3.6	<p>Uniform Committee Report (Peter Byrne, Trish Horton)</p> <ul style="list-style-type: none"> Objective is not to make a profit but to service the community 	

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		<ul style="list-style-type: none">• Very good based on impressions of the look of the students and the school• No issues with regards to the change to opening hours (now only Thursday)	
	3.7	Communications Committee Report (Erin Gisborne, Stephen Boland) <ul style="list-style-type: none">• New Committee• Not much to report• Proceeding with the purchase of the school app which Paul will elaborate on in the General Meeting	
	3.8	School Banking Committee Report (Fiona Hornung) <ul style="list-style-type: none">• In 2015 \$36,630.25 deposited by students with Commission of \$2,093.32• Developing a good culture of savings• This year averaged 75 students per banking day – maximum of 80 students• Already \$500 commission this term• Downside with the Commonwealth Bank Branch closing – has an impact on administration• Maylands Post Office will now be an Agent for Commonwealth Bank• Fiona acknowledged the efforts of Tammie, Naomi, Leanne and Trish	
	3.9	Motion: All Committee reports are accepted by the AGM. Fiona Moved – Anthony McAndrew seconded – Carried by the meeting	
4	Election of New Office Bearers and Committees		
	4.1	Nominations for Office bearers – listed below All Office Bearers stand down Paul Assumed the Chair and declared the Positions Vacant	
	4.2	Elections of Office Bearers for 2016: <ul style="list-style-type: none">• One nomination for President – Teresa Borwick - Elected• One nomination for Vice President – Tammie Deshon - Elected• One nomination for Secretary – Stephen Boland - Elected• One nomination for Treasurer – Leanne Marchesi – Elected• Four nominations for Members of the Executive - Fiona Hornung, Ann Giumelli, Trish Horton, Shauna Weeks - Elected	
	4.3	P&C Committee Convenors: <ul style="list-style-type: none">- Uniform Shop Committee Convener – Peter Byrne (nominated by Shauna)- Canteen Committee Convener – Jacquie Stone- Fundraising Committee – to be announced at next meeting- Communications Committee Convener – Erin Gisborne- School Banking Coordinator – Fiona Hornung- Book Club Coordinator – Miriam Xavier- Grants Officer (New) – Tammie Deshon (initially)- WACSSO Representative – Erin Gisborne	
5	New meetings		
	5.1	<ul style="list-style-type: none">- P&C committee To be Announced (TBA)- P&C Executive group – TBA- Fundraising Committee – scheduled Monday 2 May 2016, 3:10pm- Uniform Committee - TBA- Canteen Committee - TBA- Communications Committee - TBA	- Convenors to communicate dates of meetings
6	Closure of AGM AGM declared closed at 7:34pm Date of the next Annual General Meeting - TBD		