



Ainslie School P & C Association Inc

Annual General Meeting 20th March 2019

Minutes

Present: Damien Ellwood (Chair), Mel McDonald (Minutes), Wendy Cave (Principal), Sharon Hourigan, Bindi Cooper, Kerryn Wagg, Natalia Bateman, Mark Taylor, Ingrid Butterfield, Alex Martin, Bethanie Adams, Alessandra Whiting, Claire Bobbin, Christopher Price, Meg Frugniet, Christina Pilkington

Meeting opened: 7:15pm

1. Welcome

Damien welcomed all to the meeting and undertook an acknowledgement of country. He noted that the AGM is an opportunity to highlight what the P&C has undertaken throughout the year, thank people for their contributions, and to elect a new committee. Consistent with our Constitution, the P&C runs three businesses (Afters, canteen and uniform shop) and adds value to our community via discussions and events that help families and the community engage with the school.

The P&C welcomes good and bad feedback about our services and suggestions for new events and forums.

2. Previous Minutes

The previous minutes of the AGM held in March 2018 were accepted.

Moved: Damien Ellwood

Seconded: Bindi Cooper

The minutes from the September General Meeting were accepted.

Moved: Damien Ellwood

Seconded: Sharon Hourigan

The minutes from the November General Meeting were accepted.

Moved: Damien Ellwood

Seconded: Meg Frugniet

Damien provided some follow up information with regard to some action items from the above minutes:

- IT apps - the Ainslie community is seeking improved communications and the P&C has asked for guidance from the Directorate about what IT apps are secure and could be implemented while

waiting for the communication capabilities of ACT Directorate's School Administration System which is expected to be worked on in 2020. Damien has written to the Directorate and is waiting for a response.

- Behaviour Forum and successful participation – The community asked for a forum on behaviour and successful participation. While not yet delivered, there has been work undertaken on this in the background. It can be a sensitive topic and Damien is going to work with Wendy Cave and the Board to ensure that a discussion forum can be provided in a non-confrontational way. Damien has been attending workshops run jointly by the P&C Council and the Directorate and some points raised at these include: the importance of the school, P&Cs, families and the community using the same language and values to deliver consistent messages to children and drive cultural change; and children can be asked to outline what does and does not make them feel safe and to make suggestions about what could be done to make them feel safe. The P&C has a role in this discussion as there are children at Afters and in the Canteen. He pointed out that the Education Directorate had written a letter indicating that Ainslie is a PBL (Positive Behaviour for Learning) school and that a key factor in implementation is student, staff and community 'are afforded frequent opportunities to school systems under the framework.', The community would like to know more about what PBL means. The forum would be an opportunity for the community to be involved in this conversation.

- Funding for the music program - The P&C was keen to contribute funds raised from the fete to the music program and requested a document outlining the rationale, risks and evidence of value for money - noting that the P&C is accountable for where money is spent and needs to conform to auditing and ACNC rules and guidelines. The Principal was not happy providing this information to the P&C and therefore the P&C was unable to support the music program with any funding. Wendy Cave noted that the School has fully funded the stringed instruments program and purchased what was needed. Sharon said that for future proposals the auditor has stated that two quotes would be appropriate and in line with standard purchasing practice to provide evidence of value for money, and asked if this was something the School could undertake - Wendy did not agree to this. Damien noted that the P&C currently has a large sum of money in the bank and needs to look at ways that it can be used to support the school within appropriate guidelines. If it is not possible for the P&C to provide funds to the school, this could affect the P&C's not-for-profit status. Damien indicated he would have conversations with the ACNC, the P&C's auditor, Wendy, the School Board, the P&C Council and the Directorate as needed to resolve this issue.

3. Presidents/Annual report/Year in review

The annual report was tabled and included reports from the sub-committees.

The P&C ran a number of lovely events throughout the year including the trivia night, pancake breakfasts and the fete and these were just a few of the ways that the P&C provided positive ways for the community to engage at school. All events were strongly supported by volunteers and Damien noted his thanks to all those who assisted.

In 2018, we welcomed Wendy and Sophie to Ainslie School. We farewelled Catherine Dillon who was a huge supporter of the P&C and undertook a variety of projects and events in conjunction with the P&C. We also farewelled a number of teaching staff including Jo Francis who was involved in almost every single P&C event over many years.

We are also farewelling a number of people from the committee

- Bindi Cooper who was Vice President for the last two years, and has managed communication and undertaken many roles in the P&C over many years.,
- Meg Frugtniet who has been a part of the P&C and avid baker for 10 years and canteen convenor

for the last two years,

- Sharon Hourigan who has been the Treasurer for many years and has ensured that the businesses run by the P&C function properly.

4. Financial report

Sharon Hourigan presented the audited P&C Financial Report. She noted that it was audited and prepared by David Perceval and that he had not found anything that needs further investigation and issues an unqualified report.

The report was a consolidated one that includes the main entity, Afters, Canteen, Uniform Shop and Pre-school parent committee.

The total revenue was \$827,377, with a resulting deficit of \$56,517 - the main reason for the deficit is the donation from Afters to the main P&C account of \$60,000 for outdoor grounds improvements (and these funds have not been spent). There was a gross profit of \$37,677 and a net operating profit of \$12,000. There was a drop in the amount of fundraising dollars raised from last year to this year and this was mainly due to fewer events (2017 was the 90th birthday year and had more events), the twilight concert was done differently and the P&C did not organise the meal packs for the children, and Crazy Camel proceeds went directly to the school instead of through the P&C. The fete recorded a drop in revenue probably due to the lack of a working ATM for the majority of the day.

Community Question: Should more money be put into the term deposit?

Originally the money held in the main account was intended to be spent on outdoor grounds. Since this is not happening, this will need to be revised and more money may be put into a term deposit over the coming months.

Sharon noted that the P&C has written off the remaining 90th birthday merchandise as it is probably not sale-able any more. It will be used as prizes or gifts for future events.

Afters recorded a higher profit than last year - this is due to increased students, noting there is also an increase in wages paid. Afters made donations totalling \$85,000 - \$10,000 for cupboards in the Yerra building, \$15,000 for playpods and \$60,000 for outdoor grounds.

The canteen produced a net operating profit of \$6354 - the fundraising amount of \$5200.

The Pre-schools parent committee was disbanded and a balance of \$3000 from their account was transferred to the main account to be held for them to spend on Pre-school related items.

The Financial report was accepted.

Moved: Sharon Hourigan

Seconded: Alessandra Whiting

5. Report from the Principal

Wendy stated that she had been asked to talk about what is happening at the school and strategic direction. She noted that the school is using the Humanist Constructivist educational technique and that things that the school does are intentional. Some points of note included that the School underwent the school review last year and the Board is looking at the outcomes of that and the new

strategic plan. There was recently a Positive Behaviour for Learning (PBL) team meeting. Wendy has met one on one with all staff.

Wendy noted that no two learners are the same and she aims to connect student agency with learning. She gave two examples of how the school implements this approach - the students climate strike and the petition against Monday morning lines.

6. Election of office bearers

Damien thanked the 2018 P&C office bearers, and noted that some long standing members were stepping down. He declared all the positions vacant and called for nominations for each position.

The positions were filled as follows:

President: Damien Ellwood

Vice President: VACANT

Treasurer: Alessandra Whiting

Secretary: Mel McDonald

It was agreed that the office bearers are authorised to be signatories on the bank accounts, with online access, and that previous signatories should be removed.

7. Election of Sub committees (as pre the constitution)

The P&C has two official sub-committees - Afters and the Canteen, each required a Convenor, Treasurer and 2 committee members.

Afters

Ingrid Butterfield nominated for the position of Afters convenor and noted that Sam Hu was willing to remain as Treasurer.

The positions were filled as follows:

Convenor: Ingrid Butterfield

Treasurer: Sam Hu

Members: Christina Pilkington

NOTE: At least one other general committee members is required for the Afters sub-committee.

Canteen

Kerryn Wagg nominated for the position of Canteen convenor and noted that Willow Condi was willing to remain as Treasurer.

The positions were filled as follows:

Convenor: Kerryn Wagg

Treasurer: Willow Condi

Members: Anna Chu, Monica Rubial, Meg Frugniet and Bindi Cooper

8. Election of other co-ordinators

Damien noted the creation of a new sub-committee - the Events sub-committee, which would oversee all events run by the P&C including the Fete, trivia nights, and other fundraising or community events.

The positions were filled as follows:

Events: Meetu Sharma

Outdoor grounds: VACANT

Uniform shop: Christina Pilkington (assisted by Wendy Ferguson and Anna Chu)

Grant applications: Claire Bobbin

9. Election of Administrative Committee

The Administrative Committee can have up to 6 other members, nominations received were from:

Alex Martin, Nova Inkpen, Judith Blake, Mark Taylor, Bindi Cooper.

Those people were deemed to be elected to those positions.

10. Appointment of Public Officer

It was noted that a Public Officer needed to be appointed. Judith Blake is the current Public Officer and is willing to remain in this position.

The meeting appointed Judith to the Public Officer position

11. 2019 ideas and planning

Damien invited the community to make suggestions for events, activities and forums.

Damien noted that there was concern about the amount of money the P&C has sitting in the bank - the community would like to see it spent on something that supports the school so that children reap the benefits of their parents work at fundraising.

There was another discussion about how the P&C can donate money to the school.

Wendy Cave noted that she as the Principal was accountable to the Directorate and the Board, not the P&C, and that she thought the best thing would be for the P&C to donate a "pot of money" to the school for it to be spent as the school decided. She noted that all other P&Cs she had dealt with had done it this way.

Damien noted that the P&C has obligations to ensure value for money when looking to spend money.

Community Question: Is there anything that the P&C could spend money on to improve the schools grounds?

- Wendy noted that the ovals need work. The Yerra building has air conditioning challenges and a bare concrete space that could be improved. Ingrid noted that Afters requires more undercover

- space in order to enable expansion.
- Christina asked about the junior playground and the possibility of getting rid of the red gravel/rocks that is very slippery and dangerous.

Damien and Alessandra (Treasurer) will work with Wendy, the Board and the Directorate to resolve problems with the P&C donating funds to the school by talking with Wendy, the ACNC, the P&C auditor, the P&C Council and possibly the Education Directorate.

12. Other business

There was no other business.

Meeting closed: 8:50