



STANMORE PUBLIC SCHOOL

Stanmore Public School P&C Association 2018 Annual General Meeting - MINUTES

(draft, until adopted at 2019 AGM)

When: 20 February 2018, 7pm

Where: School staff room

Chair: Caroline Snelling, 2017 president

Attendees: Caroline Snelling, Fiona Doherty, Stephen Jackson, Rebekah O'Connell, Blake Lowry, Carol Kavurma, Suzy Leslie, Clare Jones, Angela Westerman, Anne Carroll, Greg Lekosis, Caitlin Elliott, Todd Coleman

Item	Description
1	<p>President</p> <ul style="list-style-type: none">• Acknowledgement of Country• President's Annual Report<ul style="list-style-type: none">○ Copy attached in Appendix 1.○ Caroline noted one point that's not covered in her report is that even though the school has taken over the canteen, canteen manager Peggy Fasolas is still technically employed by the P&C rather than the school. Fran Larkin is her manager, which will relieve a great deal of stress and responsibility, but it still leaves the P&C with legal liability and the need to carry insurance. It's up to the 2018 P&C committee if they're happy with this, or want to push to change it.
2	<p>Secretary</p> <ul style="list-style-type: none">• Apologies<ul style="list-style-type: none">○ Debra Hopwood (not paid), Rebecca Moles (paid), Jackie Greenwood (paid), Matt Crane (paid), Fran Larkin (not paid), Kelly Stephens (not paid)• Tabling of 2017 AGM minutes• Resolution:<ul style="list-style-type: none">○ That the 2017 AGM minutes be accepted.○ Raised / seconded: Caroline / Anne○ Result: Passed
3	<p>Treasurer</p> <ul style="list-style-type: none">• Treasurer's Annual Report including Audit Report.• The audit was completed by Empire Business Services in Petersham. Todd (who plans to renominate for Treasurer) was happy with them and says some things have been put in place to make it easier and cheaper next year.• Todd reports that individual events did better than previous years but we didn't hold as many events. We made \$22,000 more from the canteen by selling the same products - wages were up a bit, but food costs were way down. The P&C agreed last year to pay for a pot washer but the rest of the canteen money is being returned to the P&C.

	<ul style="list-style-type: none"> ● There are funds available for the 2018 P&C to continue with the tradition of grants to classroom and specialist teachers. However, that will have to be voted on in a general meeting, with sufficient notice. ● Resolution: <ul style="list-style-type: none"> ○ That the Treasurer's Report including Audit Report be accepted. ○ Raised / seconded: Caroline / Fiona ○ Result: Passed ● Resolution: <ul style="list-style-type: none"> ○ That the membership fee for 2018 be "a gold coin". ○ Raised / seconded: Angela / Carol ○ Result: Passed ● Resolution: <ul style="list-style-type: none"> ○ That Empire Business Services be appointed auditor for 2018. ○ Raised / seconded: Caroline / Todd ○ Result: Passed. ● Resolution: <ul style="list-style-type: none"> ○ For Anne Carroll to stay on the bank account until can we can get the paperwork for new executive done with the bank. ○ Raised / seconded: Todd / Stephen ○ Result: Passed 				
4	<p>Election of 2017 Executive</p> <p>The Secretary, Caitlin Elliott, acted as Returning Officer and the meeting elected the following Executive positions, all unopposed:</p> <p>President: Caroline Snelling (as interim President until we can recruit her replacement) Vice-President: Clare Jones Vice-President: Stephen Jackson Treasurer: Todd Coleman Secretary: Suzie Leslie</p>				
5	<p>Election of subcommittees</p> <p>The meeting elected the following committees and representatives:</p> <table border="1" data-bbox="204 1402 1471 1995"> <tr> <td data-bbox="204 1402 836 1541">Assistant Treasurer</td> <td data-bbox="836 1402 1471 1541"> <ul style="list-style-type: none"> ● Anne Carroll ● She would prefer to be called "assistant to the Treasurer". </td> </tr> <tr> <td data-bbox="204 1541 836 1995">Events, Fundraising, Sponsorship & Grants committee</td> <td data-bbox="836 1541 1471 1995"> <ul style="list-style-type: none"> ● Both Carol and Angela are stepping down. ● It was proposed to try to recruit general P&C members to "own an event" such as the organisers behind the Election Day BBQ or Caitlin taking on 5c Drive, as otherwise it's a heavy burden for working parents to take on multiple events including Big Day Out.. ● It was noted we don't need to have as great a focus on fundraising as in </td> </tr> </table>	Assistant Treasurer	<ul style="list-style-type: none"> ● Anne Carroll ● She would prefer to be called "assistant to the Treasurer". 	Events, Fundraising, Sponsorship & Grants committee	<ul style="list-style-type: none"> ● Both Carol and Angela are stepping down. ● It was proposed to try to recruit general P&C members to "own an event" such as the organisers behind the Election Day BBQ or Caitlin taking on 5c Drive, as otherwise it's a heavy burden for working parents to take on multiple events including Big Day Out.. ● It was noted we don't need to have as great a focus on fundraising as in
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		<p>the past, as there are no big projects outstanding such as the toilet upgrade and the signage project. People can take on fundraising if there is something they're inspired to do, such as last year when the Election Day BBQ was tied to the playground equipment.</p> <ul style="list-style-type: none"> ● It was discussed whether to have a fundraising levy so we didn't have to organise events but it was felt there would be backlash and the events are also about community.
	Communications committee	<ul style="list-style-type: none"> ● Matt Crane (has nominated via Fiona)
	Pre-loved Uniform Shop committee	<ul style="list-style-type: none"> ● Debra Hopwood (has nominated via Caitlin)
	Lost Property committee	<ul style="list-style-type: none"> ● It's believed Sonia Matiuk and Lisa Laverro are continuing with this.
	Kitchen Garden representative	<ul style="list-style-type: none"> ● Stephen Jackson
	Music representative	<ul style="list-style-type: none"> ● Rebekah Moles (nominated via Fiona)
6	<ul style="list-style-type: none"> ● Resolution: <ul style="list-style-type: none"> ○ To thank the 2017 executive. ○ Moved / seconded: Fiona / Angela ○ Result: Passed. <p>Meeting Closed.</p>	

Thanks

Appendix 1 2017 P&C President's Report

Community Message

In 2017, the P&C continued to run events on behalf of the school to foster a close and caring community of parents, children and teachers as well as raise much needed funds to help improve the school environment for our children.

A big thank you to all our parent, student and teacher volunteers. With your help, we organised and ran events and projects such as:

- Mothers' Day gifts
- Fathers' Day breakfast
- 5c coin collection
- Book drive
- Big Night Out
- Election Day BBQ
- K-2 Disco
- Kindy tea towels
- Christmas Giving Tree
- Christmas Concert
- Toilet block upgrade
- Playground equipment
- School signage upgrade

The P&C also managed the day-to-day running of the school canteen, secondhand uniform store (PLUS), the lost property returns and the 'Local' cookbook sales and delivery for the Stephanie Alexander Kitchen Garden program.

Canteen Update

From 2018 the P&C will be handing over responsibility for running the canteen to the school. The P&C has agreed to fund the purchase of an industrial pot washer to greatly reduce the number of paid and volunteer hours in the canteen, and will assist the school in running the canteen's account. While the aim is to break even, the canteen has been providing other catering services and as such it returned a surplus this year and last year. This money belongs to the P&C and after the purchase of the pot washer, about \$22,000 will return to P&C coffers to be spent on programs that directly benefit the children. This means that the huge effort from the P&C into developing the sustainability of the canteen was also a massive fundraising effort second only to Big Night Out.

School Signage

The school signage refresh project is expected to be completed in Term 1 2018. Signage has been a priority for the school and the P&C since 2015, based on feedback from parents and the community. It will benefit new parents, volunteers and other visitors, emergency service workers, and ultimately the children. The signage project includes the main buildings and directions to key locations such as the office and COLA. Parent Greg Lekosis will project manage the signage, working closely with principal Fran Larkin

Playground equipment

The P&C provided up to \$5,000 for playground equipment, including lockable cages of equipment such as balls and playground markings such as Hopscotch. The Election Day BBQ & Cake Stall was linked to this purpose. Assistant principal Kym Ferrario is organising this project.

Traffic calming

And last but not least, some more good news! RMS has agreed to our request for a 40k school zone on Trafalgar St, between the school and the train station and is looking at other traffic calming measures as well. Thank you to Lynn Clift who kicked off the project with a [Change.org](https://www.change.org) petition, P&C secretary Caitlin Elliott who wrote the formal letters earlier this year, and Greg Lekosis who has been doggedly following it up every other day in recent months. The P&C is now directing its traffic calming campaign to the placement of Pedestrian Monitors at the crossing closest to the Train Station on Holt Street.

Well done to everyone involved in what has been a very successful year for the P&C!