FRENCHVILLE STATE SCHOOL  
PARENTS AND CITIZENS ASSOCIATION  
Meeting of Annual General Meeting held - 19/02/15

Meeting was called to order by Matt at 6:00 pm.

a) ATTENDANCE
10 people were in attendance as per the attached attendance sheet. No apologies were registered.

b) MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting held on 13th February 2014 were circulated.

Motion: Minutes of the meeting held on 13th February 2014 were a true and accurate representation of the proceedings of that meeting and be accepted. Moved by Mick, seconded by Kylie. Motion carried.

c) REPORTS
(a) Treasurer’s Report
See attached Treasurer’s and Auditor Reports for full details. Below is a summary taken from the reports:

2014 deficit for the P&C this year = $7,947.41 however the tuckshop renovation was a large expenditure item this year. The two key fundraising initiatives were as follows:

- Fun Run - $10,348.90
- Spellathon - $13,291.80

Profit raised this year enabled the P & C to donate $35,959.79 towards improving our children's school facilities. Improvements to the school include:

- $5000 donation to support resource printing and supply
- Funding the Reading Knights challenge
- $5560 for seating

P&C have also committed to the installation of the new school sign. This project is now complete however there are still some payments still in progress.

The Tuckshop’s profit for 2014 was $27,134.95 which is higher than last year.

Motion: That the treasurer & auditor reports be accepted. Moved by Kylie, seconded by Jody. Motion carried.

The auditor’s (Knight & Co) recommendation letter was circulated for information and discussion. The following recommendation will be implemented for the coming year:

- The bank account for the Building Fund is currently names “Frenchville State School Parents and Citizens Association Contributions Account”. To comply with the P&C Accounting Manual the association must maintain a separate bank account for the Building Fund in the name of “Frenchville State School Parents and Citizens Association Building Fund”.

Motion: To move that the above mentioned recommendation be implemented over the coming twelve months. Moved by Kylie, seconded by Angie. Motion carried.

(b) President’s Report
See attached President’s Report for full details. Below is a summary taken from the report:

- Tuckshop renovation was completed
- Secured a new uniform supplier
- New electronic sign for the school
- New shade structure for the top oval

Matt sincerely thanked the FSS admin team, teachers and fellow executives. Matt also extended thanks to both the Parent Club and Chris and all the Tuckshop volunteers for their support throughout the year. Thanks also went to Councilor Fisher for his attendance and input at all the meetings.

Motion: That the President’s report be accepted. Moved by Matt, seconded by Jody. Motion carried.

(c) Principal’s Report
See attached Principal’s Report for full details. Below is a summary taken from the report:

- Double graduation for the year 6 and 7s
- Successful fundraising social events and particularly the Spellathon
- Further improvements were shown in Naplan results
- Reading Knights program continues to prove successful

Leisa also thanked the executive, tuckshop and parent club teams for their support and commitment throughout 2014.

Motion: That the Principal’s report be accepted. Moved by Leisa, seconded by Kylie. Motion carried.
d) **ELECTION OF OFFICE BEARERS**
Leisa Neaton led the meeting to carry out the election of new office bearers.

All positions were declared vacant and new elections were performed for Office Bearers of the Frenchville State School P&C Association as follows:

(a) **President**
Matt Sleaford was nominated by Angie and seconded by Mick. Matt accepted this nomination. No further nominations were submitted. 
*Motion put forward to accept Matt Sleaford as President for 2015. Motion carried.*

(b) **Vice President**
Errol Mayer was nominated by Angie and seconded by Kylie. Errol accepted this nomination. No further nominations were submitted. 
*Motion put forward to accept Errol as Vice President for 2015. Motion carried.*

(c) **Secretary**
Jody Grayson was nominated by Kylie and seconded by Marita. Jody accepted this nomination. No further nominations were submitted. 
*Motion put forward to accept Jody as Secretary for 2015. Motion carried.*

(d) **Treasurer**
Kylie Coombe was nominated by Jody and seconded by Marita. Kylie accepted the nomination. No further nominations were submitted. 
*Motion put forward to accept Kylie as Treasurer for 2015. Motion carried.*

(e) **Tuckshop Treasurer**
Sandi McKenzie was nominated by Chris and seconded by Jody. Sandi accepted the nomination. No further nominations were submitted. 
*Motion put forward to accept Sandi as Treasurer for 2015. Motion carried.*

(f) **Parent Club Committee**
Marita McCarthur, Georgia Harch and Trudi Powstie were nominated by Kylie and seconded by Jody. No further nominations were submitted. 
*Motion put forward to accept Marita, Georgia and Trudi as the Parent Club committee for 2015. Motion carried.*

(g) **Tuckshop Committee**
Christine Hills, Rhonda Green, Matt Sleaford, Sandi McKenzie, Kerry Turner and Kerry Wheeler were endorsed as members of the Tuckshop Committee. 
*Motion: To endorse these tuckshop committee members. Moved by Jody, seconded by Mick. Motion carried.*

(h) **School Patrons**

School Patrons:
- Mr Paul Andersen
- Mrs Judy Grosskopf
- Mr Paul Eckel

House Patrons:
- Archer: Mr Chris Hewitt
- Capricorn: Mr Graham Cowley
- Fitzroy: Mrs Robyn Morgan
- Keppel: Mr Greg Lewis

*Motion: To endorse the listed school patrons. Moved by Marita, seconded by Kylie. Motion carried.*

(i) **Auditors**

Michael Knight, Knight & Co Chartered Accountants, was nominated as the 2015 Auditor. The quote is for $1500.00 (GST excl)

*Motion: To appoint Michael Knight, Knight & Co Chartered Accountants as the 2015 auditor. Moved by Kylie, seconded by Jody. Motion carried.*

e) **GENERAL BUSINESS**

(a) **Life Membership**
Angie Zahra was nominated for life membership in 2015. 
*Motion: That Angie Zahra be endorsed as Frenchville State School Honarary Life Member’s. Moved by Kylie, seconded by Marita. Motion carried.*

(b) **Endorsement of the fundraising calendar.** All proposed activities were captured on the draft calendar along with a list of planned expenditure. Leisa will circulate the completed draft for approval once completed.

(c) **Endorsement of school levies which includes the following:**

- $40 prep levy
• $645 laptop program levy
• $40 instrumental music levy

Motion: To endorse the above levies for Frenchville State School in 2014. Moved by Angie, seconded by Kerri. Motion carried.

(d) Endorsement of the new P&C Model Constitution.

Motion: To adopt the proposed P&C Model Constitution that was discussed and circulated. Moved by Kylie, seconded by Jody. Motion carried.

MEETING CLOSED: 6:49 pm

These minutes are a true and correct record of the meeting: Signed ________________________________
(P & C President)