Meeting of Annual General Meeting held - 13/02/14

a) ATTENDANCE
17 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 14th February 2013 were circulated.

Motion: Minutes of the meeting held on 14th February 2013 were a true and accurate representation of the proceedings of that meeting and be accepted. Moved by Mick, seconded by Angie. 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:

2013 surplus for the P&C this year = $66,440.65. The two key fundraising initiatives were as follows:

• Fete - $21,331.42
• Spelleathon - $13,662.66

Profit raised this year enabled the P & C to donate $16,284.80 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
• SAC blinds

P&C have also committed to the installation of a new tuckshop kitchen. This project is in the final stages of implementation and yet to be paid.

The Tuckshop’s profit for 2013 was $24,676.63 which is comparable to last year.

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

• To comply with the P&C Accounting Manual (which was updated August 2013) all fundraising to support cohorts or groups within the school is to be completed by the school opposed to P&C direct.

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:

• 2013 was financially successful
• Tuckshop upgrade worthwhile
• Successful fete
• $10,000 donation to the Year 4 XO laptop program

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

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

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

• Increased enrolments in 2013- a total of 1044 students at FSS.
• Successful fundraising social events
• Knights reading challenge introduction

Leisa also thanked the executive, tuckshop and parent club teams for their support and commitment throughout 2012.

Motion: That the Principal’s report be accepted. Moved by Leisa, seconded by Kerri. 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 Kerri. Matt accepted this nomination. No further nominations were submitted.  
*Motion put forward to accept Matt Sleaford as President for 2014. Motion carried.*

(b) **Vice President**  
Angie Zahra was nominated by Matt and seconded by Kerri. Angie accepted this nomination. No further nominations were submitted.  
*Motion put forward to accept Angie as Vice President for 2014. Motion carried.*

(c) **Secretary**  
Pamela Jeffery was nominated by Kerri and seconded by Mick. Pamela accepted this nomination. No further nominations were submitted.  
*Motion put forward to accept Pamela as Secretary for 2014. Motion carried.*

(d) **Treasurer**  
Kylie Coombe was nominated by Angie and seconded by Bill. Kylie accepted the nomination. No further nominations were submitted.  
*Motion put forward to accept Kylie as Treasurer for 2014. Motion carried.*

(e) **Tuckshop Treasurer**  
No further nominations were submitted for Tuckshop Treasurer. A person will be appointed prior to the next meeting.

(f) **Parent Club Committee**  
Kelly Mills and Marita McCarthur were nominated by Kerri and seconded by Angie. No further nominations were submitted.  
*Motion put forward to accept Kelly and Marita as the Parent Club committee for 2014. Motion carried.*

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

(h) **School Patrons**  

| School Patrons: | Mr Paul Andersen  
                 | Mrs Judy Grosskopf  
                 | Mr Paul Eckel  
|----------------|------------------|
| **House Patrons:** | Mr Chris Hewitt  
                     | Mr Graham Cowley  
                     | Mrs Robyn Morgan  
                     | Mr Greg Lewis  
| Archer: |  
| Capricorn: |  
| Fitzroy: |  
| Keppel: |  

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

(i) **Auditors**  

Michael Knight, Knight & Co Chartered Accountants, was nominated as the 2014 Auditor. The quote is for $1500.00 (GST excl)  
*Motion: To appoint Michael Knight, Knight & Co Chartered Accountants as the 2014 auditor. Moved by Kylie, seconded by Angie. Motion carried.*

e) **GENERAL BUSINESS**

(a) **Life Membership**  
No nominations were received for life membership in 2014.

(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  
- $1428 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 Leisa, seconded by Kerri. Motion carried.*

**MEETING CLOSED:** 7:20 pm

These minutes are a true and correct record of the meeting:  
Signed ________________________________