

**PAYNE ROAD STATE SCHOOL P&C ASSOCIATION  
MINUTES – ANNUAL GENERAL MEETING**

**19 March 2009**

**President: Tim Mortimer**

**Acting Principal: Vicki Richards**



**1. Open and welcome by the Chair**

The meeting was opened at 7:35 pm by Melinda Chandler as Acting President. The members and visitors present each gave a brief introductory statement.

**2. Attendance and Apologies**

There were 19 members and visitors. Refer to the attendance book. Apologies were received from Brett Harrison, Kate Jones MP, Councillor Geraldine Knapp.

**3. Confirmation of the minutes from the previous AGM**

The minutes of the 2008 Annual General Meeting were scanned and taken as read.

<b>Motion:</b> That the minutes of the previous meeting be accepted.		
Moved: <i>Steven Smith</i>	Seconded: <i>Tim Mortimer</i>	<u><i>Carried</i></u>

**4. Business arising from the minutes of the previous AGM**

There was no business arising from the minutes of the previous AGM.

**5. Receipt and adoption of the audited financial statement and Treasurer's report**

The auditor's report was tabled without issues.

<b>Motion:</b> That the auditor's report be accepted.		
Moved: <i>Louise Winn</i>	Seconded: <i>Tim Mortimer</i>	<u><i>Carried</i></u>

Highlights of the Treasurer's report include:

In 2008 we turned over ca \$420,000 with OSHC being about half.  
We spent about 50% of our reserve in fitting out the LRC and classrooms.  
Of the \$70,000 cash we have, \$40,000 is unexpended grant money that is committed to various projects.

<b>Motion:</b> That the Treasurer's report be accepted.		
Moved: <i>Tim Mortimer</i>	Seconded: <i>Steven Smith</i>	<u><i>Carried</i></u>

**6. Receipt and adoption of the President's annual report**

A summary report was published in the school newsletter in December 2007.

<b>Motion:</b> That the President's report be accepted.		
Moved: <i>David Cox</i>	Seconded: <i>Ken Marshall</i>	<u><i>Carried</i></u>

**7. Principal's report**

See attached report.

<b>Motion:</b> That the Principal's report be accepted.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Louise Winn</i>	<u><i>Carried</i></u>

**8. Subcommittee reports**

The following subcommittee reports were tabled. Significant items were:

(a) Uniform Shop

Chris Shallish and Camilla Carroll took over as joint convenors of the Uniform Shop in December after a vote was held to retain the service in-house rather than outsource.

Ordering backlogs and stock levels are being rationalised. The insurance has been increased to cover \$30,000 of stock on hand (up from \$15,000).

(b) OSHC

The AGM for the OSHC subcommittee elected the following:

<u>Position</u>	<u>Member</u>
Chairman	Louise Winn
Vice President	Justine Barratt
Secretary	Julie Marshall
Treasurer	Tanya Alcock
Suzie Berkhut	Manager

A special thanks to both Suzie Berkhut and Daphne Elsley for their efforts at making the service a success.

(c) Facilities Hire

Katrina Shore has taken over the role of Facilities Hire coordinator from Mandy Adams. We thank Mandy for her contribution over the last few years.

(d) Tuckshop

Shaye Giess has taken the role of Tuckshop convenor from Lois Aittola. We thank Lois for her invaluable contribution over the years and look forward to the innovations that Shaye is considering.

(e) Grants

The following grants are active:

**PAYNE ROAD STATE SCHOOL P&C ASSOCIATION**

- t. Community WaterWise Grant - \$47,500 – 29 May 2009. Implementation has commenced.

(f) Fundraising

We are planning the usual fun and fund raising events this year. The major event this year will be the Family Circus Fun Day.

(g) Infrastructure Working Group

We have recently formed the IWG to develop a long-term (10 year) vision and plan for the school's infrastructure needs and link to the strategic plan. This will provide a consistent basis for developments and grant applications.

(h) Music Supporter's Group

The report was tabled without comment.

<b>Motion:</b> That the subcommittee reports be accepted.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Tim Mortimer</i>	<u><i>Carried</i></u>

9. Lapse of membership and applications for membership

The register of applicants for membership was read.

<b>Motion:</b> That the P&C accepts the applications for membership.		
Moved: <i>David Cox</i>	Seconded: <i>Melinda Chandler</i>	<u><i>Carried</i></u>

10. Election of Officers / Executive Committee

All positions were elected unopposed. The new executive committee members are:

<u>Position</u>	<u>Member</u>
President	Melinda Chandler
Vice President	Jenny Tucker
Vice President	Kate Harison
Secretary	Tom Gilbert
Treasurer	Chris Purdy

Cheque signatories for the Association include the executive committee and Louise Winn as Chairman of the OSHC Committee to facilitate payments.

Congratulations to those elected.

11. **Confirmation of continuing Subcommittees**

The following committees were confirmed:

Out of School Hours Care (OSHC), Tuckshop, Uniform Shop, Book Shop and Music Supporter's Group, Infrastructure Working Group.

**Position Member**

Bookshop Convenor	Suzie Berkhut
Facilities Hire Coordinator	Katrina Shore
Facilities Project Manager	Ken Marshall
Fund raising group liaison	Melinda Chandler
Grants Oversight	Stephen Buttlng
Grants Assistance	Tom Gilbert
IWG liaison	To be determined by the group
Tuckshop Convenor	Shaye Giess
Uniform Shop Convenors	Camilla Carroll, Chris Shallish
Working Bee Coordinators	Stephen Smith, Rob Chandler

**12. Appointment of Auditor**

<b>Motion:</b> That the P&C Association agrees to the reappointment of BDO Kendalls as the Auditor.		
Moved: <i>Tim Mortimer</i>	Seconded: <i>David Cox</i>	<u><i>Carried</i></u>

**13. General Business**

GST: Application of Division 63 of the GST Act 1999 for the activities of the Payne Road State School P&C Association.		
<b>Motion:</b> That the nominated activities of the Payne Road State School P&C Association, being Uniform Shop, Tuckshop, Bookshop, Facilities/Hire Group, Tennis School, Entertainment Books, Welcoming Event, Fundraising Raffles, Parents Day Stalls (Mothers and Fathers Day), Election Day, Circus Family Fun Day, Arts and Music Soiree, Carols by Candlelight, Discos and Sports Day fund raising activities are to operate outside the GST with input taxation using the non-profit sub entity provisions of the GST law.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Tim Mortimer</i>	<u><i>Carried</i></u>

**14. Meeting Close**

The meeting was closed at 9:05pm