

2016 Annual General Meeting Minutes

Date: 23 February 2016
Opened: 7.35pm
Present: Megan Elliott-Rudder, Julie Bailey, Kathleen Trenaman, Dan Bedgood, Amanda Yeo, Danette Gale, Sandra Bertoldi, Jo-Anne Strader, Jennie Meiklejohn, Kingsley Ireland, Sharon McLay

Apologies:

Minutes of previous AGM: **Motion:** The minutes of the previous AGM be accepted as a true and correct record.

Moved: Dan Bedgood

Seconded: Amanda Yeo

Passed

Business

Arising from previous AGM: nil

Correspondence In: Auditor report – see Treasurers report

Correspondence Out: nil

President Report: President's report by read and tabled by Megan Elliott-Rudder

Treasurer Report: The KHS P&C 2015 Income and Expense statement was read and tabled by the Treasurer – Jo-Anne Strader

The Treasurer reported that the books are at the Auditors – Adams Kenneally White.

Motion: The Treasurers report be accepted.

Moved: Dan Bedgood

Seconded: Sharyn McLay

Passed

NOTE: As per Rule 7 of our constitution a copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. Also a copy must be sent to Department of Fair Trading.

Canteen Report:

A verbal Canteen report was given by Megan Elliott-Rudder
Comments: Gail Chyb retired mid 2015 as canteen manager and Amanda Reid was employed full time over Monday to Thursday, with Lyn Parker continuing as paid staff on Fridays. Canteen income has been lower in the past 12 months with the retirement of some longstanding canteen volunteers and calculation of staff entitlements. Students have been assisting with canteen sales at times and several new families responded to the request that was sent out with the year 7 book packs. New weekly menu specials have been introduced and these are popular. There is a canteen Facebook page to assist communication with volunteers. The

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canteen committee reports difficulty filling positions for 2016, however the canteen treasurer will be available to provide regular support to the canteen manager. Projected income for 2016 will be provided to the P&C treasurer. The ongoing status of the canteen committee is to be confirmed.

Motion: The Canteen report be accepted.

Moved: Sandra Bertoldi

Seconded: Amanda Yeo

Passed

Election of Office Bearers

The President announced that all positions were now vacant and handed the election of office bearers over to the Acting Principal. The Acting Principal thanked the President for her for the wonderful job she had done in 2015.

- President

Nominated by: Danette Gale

Seconded by: Amanda Yeo

Elected President: Megan Elliott-Rudder

- Vice- President - 1

Nominated by: Megan Elliott-Rudder

Seconded by: Sandra Bertoldi

Elected Vice - President: Jennifer Bannister

- Vice-President – 2 – Not filled, no nominations

- Secretary/Public Officer

Nominated by: Danette Gale

Seconded by: Amanda Yeo

Elected Secretary: Julie Bailey

- Treasurer

Nominated by: Sharon McLay

Seconded by: Sandra Bertoldi

Elected Treasurer: Jo-Anne Strader

- District P & C Representative – Not Filled, no nominations

Canteen Committee:

The Canteen AGM is yet to be held. The P&C will be notified of the positions of the future committee in due course.

AGM Business:

- As per Rule 4 of the By-Laws

Motion: The membership fee for the ensuring year to be set at \$2.00

Moved: Megan Elliott-Rudder

Seconded: Amanda Yeo

Passed

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- As per Rule 15 of the By-Laws
Motion: With the approval of the three Executive members the Executive may expend those monies necessary for the normal running costs to a limit of \$ 1000.00. Such expenditure must be ratified at the subsequent general meeting.

Moved: Sandra Bertoldi

Seconded: Sharon McLay

Passed

- As per Rule 17 of the By-Laws
Motion: Monetary assistance for Kooringal High School representative individuals or teams is to be set for the following categories:
 - (a) Individual at State Level \$100
 - (b) Individual at National Level \$200
 - (c) Individual at International Level \$500
 - (d) Team at State Level \$500

Moved: Dan Bedgood

Seconded: Kathleen Trenamen

Passed

- Patrons

Motion: The following are to be invited to be Patrons for KHS for the ensuing year:

- 1) Glyn Leyshon

Current Patrons: David Dunn, Darren Coggan, Darryl McGuire, Bob Blacklow

Moved: Amanda Yeo

Seconded: Dan Bedgood

Passed

- Auditor

Motion: The auditor for the ensuing year will be Adams Kenneally White

Moved: Jo-Anne Strader

Seconded: Megan Elliott-Rudder

Passed

Notations:

As per Rule 7 of our constitution a copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted

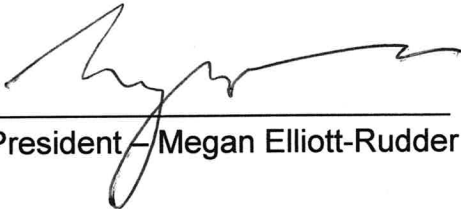
As per Rule 18 of our By-Laws a copy and any changes/updates made to our Constitution, By-Laws and Canteen Rules are to be provided to our Federation within one month of the AGM.

KOORINGAL HIGH SCHOOL P & C MEETING

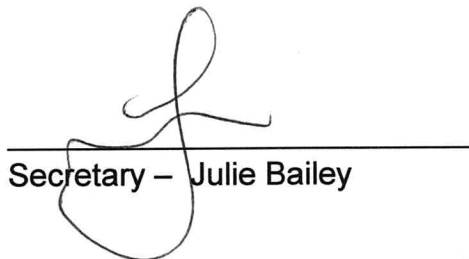
Meeting dates for this year are to be set at the subsequent general meeting.

23 February 2016
22 March 2016
24 May 2016
28 June 2016
26 July 2016
23 August 2016
25 October 2016
22 November 2016

Meeting Closed: 8.21pm



President – Megan Elliott-Rudder



Secretary – Julie Bailey

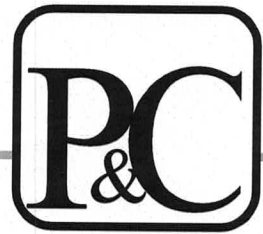
KHS P&C 2015 INCOME & EXPENSE

AGM

	Cheque Account	V2 ACCOUNT	BUILDING AC	Grand Total	EXC BUILDING
Opening 1 JAN 2015	1,365.59	20,733.79	18,579.67	40,679.05	22,099.38
INC	55,039.75	15,103.99	2,787.00	72,930.74	70,143.74
CANTEEN DONATION	25,000.00	15,000.00		40,000.00	40,000.00
DONATIONS			2,665.00	2,665.00	-
INTEREST	1.75	103.99	122.00	227.74	105.74
MEMBERSHIP	38.00			38.00	38.00
TRANSFER	30,000.00			30,000.00	30,000.00
EXP	53,330.29	30,000.00		83,330.29	83,330.29
ACCOUNTANCY & AUDIT	759.50			759.50	759.50
AFFILIATES & INSURANCE	913.00			913.00	913.00
OTHER MISC	449.84			449.84	449.84
RECRUITMENT	875.71			875.71	875.71
STUDENT ASSISTANCE (inc TOM)	2,700.00			2,700.00	2,700.00
TEACHERS REQUESTS	14,695.57			14,695.57	14,695.57
TIED GRANTS	28,500.00			28,500.00	28,500.00
TRANSFER		30,000.00		30,000.00	30,000.00
ELEVATE	4,436.67			4,436.67	4,436.67
NET MOVEMENT	1,709.46	14,896.01	2,787.00	10,399.55	13,186.55
Closing 31 DEC 2015	3,075.05	5,837.78	21,366.67	30,279.50	8,912.83
<i>Unrepresented at 31 DEC</i>					
Interest			10.59	26.80	26.80
Donation	4.00				
Cheques:					
1327- Goodwins	70.00				
1328 - A Lucas	200.00				
1330 - L&F Elliot Rudder	400.00				
1331 - S Bandara	200.00				
Balance Per Bank	3,941.05	5,827.19	21,339.87	31,108.11	9,768.24



**Koorringal High School
Parents & Citizens Association**
Meets 4th Tuesday of each month



Zeigler Ave; PO Box 8607,
Koorringal, 2650
TEL (02) 69225155; FAX (02) 69 223877

23 February 2016

President Report to the AGM

During 2015 the Koorringal High P&C Committee provided financial support to enable a range of school and students representative activities. The P&C supported student representatives at:

- Tournament of Minds
- National Youth Science Forum
- National AFL competition and international athletics competitions

The P&C provided additional funding for:

- Maths text books over \$4000
- PAV lighting \$4000
- Elevate HSC study skills program over \$4000

The P&C annual grants again supported the library, technology, sports uniforms, grounds, presentation night and the school band tutoring, to a total of \$28,500.

All this support was made possible by funds from the Canteen, and we are immensely grateful for the work of all the canteen volunteers, committee members and paid staff who make our canteen such a success. Every day, we depend on volunteers to turn up to serve our students, and we appreciate their hard work and commitment on behalf of our school and our students.

2015 saw some big changes affecting P&C. We said farewell to Gail Chyb after 20 years as Canteen Manager, and to Glyn Leyshon after 17 years as Principal. We welcomed Amanda Reid as our new Canteen Manager mid year and Kingsley Ireland as Principal (Relieving) for the last term. After years of solid P&C leadership by the former executive, new volunteers accepted the positions of president, secretary and treasurer.

The P&C held nine meetings through the year, each attended by the principal and an average of ten parents with two apologies. Meeting reminders were advertised on the KHS App and on the KHS Facebook page. Two meetings featured teacher presentations, on BYOD and on Learning Support. P&C members have also contributed to Koorringal High School as canteen volunteers, as parent representatives on staff interview panels, in BYOD and uniform policy discussions, at the Year 7 Orientation Night, at the Principal's farewell, and at Presentation Night. P&C members worked on the farewell functions for the Canteen Manager, and the building fund mail-out, to support plans for a Covered Outdoor Learning Area.

I want to thank all the P&C committee members over the past year for being involved, contributing their ideas and for attending our meetings. Our school needs to hear from parents and you are the parent voice.

I want to take this opportunity to thank three people in particular. Our 2015 treasurer, Jo-Anne Strader, has taken over the reins so capably and I appreciate her expertise in guiding our budgeting. Our 2015 canteen treasurer, Megan Foster has reliably managed day-to-day staff finances and I appreciate her expertise in employment matters. Our 2015 secretary Julie Bailey has stepped in with such good cheer and I appreciate her organisational expertise.

Megan Elliott-Rudder
President