

# MUNDARING PRIMARY SCHOOL P&C ASSN INC

## Annual General Meeting 30<sup>th</sup> March 2020

### Meeting Minutes

**Attendees:** Claudia Peet, Yvonne Chow, Paul Larkin, Katie Pether, Coralie Gibson, Stephanie Curtis, Merrilee Caravelli, Zoe Neill, Dan Ferguson, Sharon D'Abb, Erin O'Hara, Ashleigh Flynn, Heather Shaw, Melissa Cramer, Katherine Entwistle

**Apologies:** Erandi Parish, Brodie Mariano, Bethanie Hendry, Lucy Polich

Notes	Due date
<p><b>1. Welcome from the President</b></p> <ul style="list-style-type: none"><li>- Meeting held online via Zoom in accordance with advice from the Department of Education and the Department of Health that all non-essential meetings being held on school grounds are cancelled.</li><li>- Meeting shortened to 30 minutes to focus on essential operational matters and office bearer elections.</li><li>- Claudia thanked P&amp;C members, teachers and the school community for contributing to a successful past year.</li></ul>	
<p><b>2. Confirmation of previous Minutes</b></p> <ul style="list-style-type: none"><li>- Motion carried to approve the minutes of the previous annual general meeting on March 18, 2019.</li><li>- Motion carried to approve the minutes from the previous general meeting on February 17, 2020.</li><li>- One action from previous meeting completed and the other is in progress.</li></ul>	
<p><b>3. Correspondence</b></p> <ul style="list-style-type: none"><li>- Not recorded</li></ul>	
<p><b>4. Reports:</b></p> <p>President</p> <ul style="list-style-type: none"><li>- Reports for canteen, uniform shop and fundraising deferred to</li></ul>	

Notes	Due date
<p data-bbox="293 219 1054 253">next meeting or to be provided by e-mail if requested.</p> <p data-bbox="196 275 336 309"><b>Treasurer</b></p> <ul data-bbox="244 331 1177 1088" style="list-style-type: none"> <li data-bbox="244 331 1177 477">- Reports tabled: Finance report for the year ended 31 December 2019, Independent Auditors Report and Solvency Statement Declaration.</li> <li data-bbox="244 499 1177 589">- The auditor found that the finance report for the Mundaring P&amp;C Association Inc. was properly drawn up.</li> <li data-bbox="244 611 1177 757">- At the end of 2019, the P&amp;C had \$32,852.57 with no outstanding bills. As at 25/3/2020 there was \$35,238.39 at the bank.</li> <li data-bbox="244 779 1177 869">- In 2019 \$15,000 was donated to the school for Outdoor furniture and Musical instruments and \$50 for the dux award.</li> <li data-bbox="244 891 1177 981">- A profit of \$553.64 was made from the uniform shop and the canteen made a profit of \$2,473.59.</li> <li data-bbox="244 1003 1177 1088">- Fundraising raised \$12,366.02 mainly from Bendigo Cash Raffle, which raised \$5,910.</li> </ul> <p data-bbox="196 1167 1106 1256"><b>Motion carried</b> to transfer the 2019 profits from the Canteen and Uniform shop to the General Account.</p> <p data-bbox="196 1335 1031 1424"><b>Motion carried</b> to use the same auditor (John Osborne and Associates) next year as this year.</p> <p data-bbox="196 1503 320 1536"><b>Principal</b></p> <ul data-bbox="244 1570 1158 2051" style="list-style-type: none"> <li data-bbox="244 1570 1158 1615">- 49 students are currently still attending school.</li> <li data-bbox="244 1637 1158 1727">- On-line learning is being set up in preparation for potential school closure in term 2.</li> <li data-bbox="244 1749 1158 1839">- 4 staff are currently on leave due to having immune deficiencies.</li> <li data-bbox="244 1861 1158 1951">- Faults with the Updat-Ed app continue to be worked on and an updated version is expected soon.</li> <li data-bbox="244 1973 1158 2051">- For now the school website is the main source of information for updates on COVID19 and online learning opportunities.</li> </ul>	

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<p data-bbox="245 215 1169 309">- An e-mail will be sent out tomorrow saying the website will be updated with information as it comes to hand.</p> <p data-bbox="196 383 651 416"><b>5. Election of 2019 Committee</b></p> <p data-bbox="196 454 1066 548">Paul thanked all outgoing members of the P&amp;C, including the executive, auxiliary, canteen, school and uniform shop.</p> <p data-bbox="196 622 1153 716">All positions were declared vacant. The following nominations were received, and positions appointed:</p> <p data-bbox="196 790 1058 824">President - Claudia Peet nominated and elected unopposed.</p> <p data-bbox="196 898 547 931">Vice President – Vacant.</p> <p data-bbox="196 1005 1114 1039">Secretary – Daniel Ferguson nominated and elected unopposed.</p> <p data-bbox="196 1113 1074 1146">Treasurer - Yvonne Chow nominated and elected unopposed.</p> <p data-bbox="196 1220 1066 1314">Executive Committee - declared to be those elected above in addition to:</p> <p data-bbox="196 1341 874 1375">Stephanie Curtis, Erandi Parish, Ashleigh Flynn</p> <p data-bbox="196 1449 1058 1482">Publicity (website &amp; social media) - no nominations received.</p> <p data-bbox="196 1556 1090 1650">Uniform Shop Co-ordinator – Merrilee Caravelli nominated and elected unopposed.</p> <p data-bbox="196 1724 1090 1758">Canteen sub-committee – Coralie Gibson, one position vacant.</p> <p data-bbox="196 1832 1082 1926">Auxiliary co-ordinator – Ashleigh Flynn nominated and elected unopposed.</p> <p data-bbox="196 2000 981 2033">Auxiliary sub-committee – Melissa Cramer, Lucy Polich</p>	

Notes	Due date
<p>School Council Representative – Heather Shaw nominated and elected unopposed.</p> <p>WACSSO Representative - Yvonne Chow nominated and elected unopposed</p>	
<p><b><i>6. General business</i></b></p> <ul style="list-style-type: none"> <li>- No other business</li> </ul>	
<p>The next general meeting is scheduled for Monday 11<sup>th</sup> May 2020 at 7.30 pm.</p> <p>Date of next AGM in 2021 to be confirmed.</p>	CP 11/5
Meeting Closed: 7.30 p.m.	