VENUE: Staffroom
CHAIRPERSON: Naz Fadel

1. Welcome/Opening

The meeting opened 7.10pm

2. Apologies

Scott, Hoshina, Cathy, Kim, Michael, Jenny, Jane

3. Previous Minutes

The minutes of the previous Annual General Meeting held on 16 February 2016, were confirmed as complete and available for members. No issues were raised in relation to the accuracy of the minutes.

4. Business Arising out of 2016 AGM Minutes

None

5. Treasurers Report and Audited Annual Financial Statements

Treasurers Report and Audited report annual financial report tabled, spoken to and accepted. Reports annexed.

6. President’s Report

Report tabled, spoken to and accepted. Report annexed

7. Membership

Motion: To consider and accept all applications to renew existing membership and new membership

Moved Frances          Seconded Naz          Carried Yes
8. Election of Officers/Executive Committee

[Chair moved to Principal]

Call for nominations for the position of President
Nominated: Naz Fadel
Moved: Amanda Nabhan  Seconded: Caroline Aow  Carried: Yes

Call for nominations for the position of Vice President (2 positions):  
Nominated: Amanda Nabhan
Moved: Naz  Seconded: Trish
Nominated: Trish Fache
Moved: Naz  Seconded: Amanda
Nominated: Maria Caltaux
Moved: Naz  Seconded: Belinda

Members Voted by Ballot, tallied by Grace Sotello and Linda Jessop-Smith

Results:
Vice President 1: Trish (with 19 votes)
Vice President 2: Amanda (with 14 votes)
Carried: Yes

Maria (9 votes)

Call for nominations for the position of Secretary
Kathy Logothetis-lee
Moved Naz  Seconded Caroline  Carried Yes

Call for nominations for the position of Treasurer
Caroline Aow
Moved: Naz  Seconded: Kathy  Carried Yes

Welcome new officers to positions

[Chair returned to P&C President]

9. Appointment of Association’s Auditor for 2017

Motion: to appoint Andrea Beta Bookkeeping as auditor for the coming year
Moved: Naz  Seconded: Frances  Carried Yes
10. Principal’s Report [7.30]

Start of year: 286 children enrolled. Good news, but may need to restructure a 3/4 class to create a 4/5 class. But will talk to affected parents of children prior to any change.

Recruitment: 2 ongoing vacant teacher positions. Looking for a parent member to join a panel for recruitment (to be discussed later in meeting). Will be interviewing candidates from Education Department List for one position. School choice will be on open merit. Available to all current staff and also out of school applicants. Looking to a complete recruitment by end of term. If a teacher within the school is successful, they will remain in their current class for the remainder of the year.

Transparent but complex process. Principal convenes the Panel.

Meet the Teacher BBQ went well.

Swimming Carnival was regrettably cancelled. Arrangements will be made for those children who were to participate (42 children in total) to do so.

Dance2BFit has been a great hit.

Robotics: The equipment has arrived. Enjoyed spending $21K. Staff staying back and putting the kits together to be ready for learning. Ready to go. Start tomorrow in classes. 5 week rotation. First Stage 1 then Stage 2 (plus KB) then Stage 3 (plus KA, KD). 1 hr on a Wednesday. Then a 2nd rotation of 5 weeks each. Then the kits will be integrated into the Stage 1 classrooms.

Coding Club: Will start in Term 2. Complete the form and return to be considered. Will probably focus first with years 2-6. Students need to read reasonably well to follow the instructions.

Gala Day (3-6) and Carnival of Codes (2-6) – a free initiative supported by CHPRSL. To connect with outside sporting groups. Date is set by CHPRSL. Why 2 consecutive days? Gala Day needed to suit the 4 schools and that was the best day. Unfortunate timing, but at the end of the day – a good opportunity for the children.

App and Website are now up to date. Had received feedback about the website being out of date. Time has been found to update – work in progress.

Public works – some of the work was completed in the holidays. Hall has had a paint job – not entirely happy and will be calling the department to rectify problems.

Also had the red benches taken away and have patched holes in the timber. To come – carpeting in one of the rooms and repaving.
Toilets were completed. Boys toilets have all had an epoxy layer over the tiles. Will use grant money to try and change urinals, toilet seats, painting etc.... Parents comment that toilet smells haven’t been noticeable this year.

Priority for funding this year: would like to turn the library into the main learning space for children, parents and teachers. A community space. Library spaces have changed over the years as technology has changed. We would like to reflect that. Need to restructure the space with special furniture that suits the new vision. Desks, chairs, lounges etc... Would ask the P&C to consider whether this would be a funding goal for 2017 – perhaps $10000. Overall budget looking to be approx. $30-40K over 2 years.

11. General Business [7.50]

a. Bunnings BBQ

1 April 2017 – Saturday. Sign Up Sheet will be circulated

b. Planning for 2017 – Future Fundraising events

Move to Sub-Committees and call for volunteers for individual events.

Combine pizza/popcorn nights to 1 night (K-2 in library and 3-6 in Hall)

Have only 1 disco (Spooky disco in October)

Term 1, 2017

- Bunnings BBQ: Saturday 1 April 2017

Sub committee- Dominic, Anthony, Trish, Amanda, Helena, Rachelle, Belinda, Cam

(noted some of these may be intending to offer help on day as opposed to be on sub committee)

Discussion re continuation of supply by Jack’s Meats and Ngoc’s Hot Bread, Naz to discuss further with subcommittee.

Agreed that 3 helpers per hour is optimal (perhaps 1-2 more for first shift in morning to prepare rolls etc) to ensure that all volunteers are being utilised to their fullest and not over extending volunteer hours.

Note-to confirm with committee distribution of sign up sheet for helpers and note to go home?

- Easter Raffle and Hat Parade: Friday 7 April 2017

Sub Committee – Rachel, Belinda, Maria, Helena

- Afternoon tea stall: Friday 17 March (Week 8) hosted by Stage 3

Term 2, 2017

- Afternoon tea stall: Friday 19 May (Week 4) hosted by Stage 2
• Mother’s Day Stall: Wednesday 10 May
  Sub-Committee: Naz, Trish & Amber and any other crafty parents
• Pizza Popcorn Night: Friday 16 June
  Sub-Committee: Amanda, Naz

**Term 3, 2017 – activities not completed**

• Fun Run: Friday 18 August (week 5)
  Sub-Committee: Steph, Maria, Belinda, Amanda, Kathy & Naz.

**Term 1-4, 2017**

• Year 6 Farewell
• Sub-Committee: Debbi, Rachel, Belinda, Param, Cathy, Jenny

Agreed to postpone planning for Term 3 and 4 to next meeting.

c. **Other general business**

• P&C representative required as Panel member for upcoming recruitment actions.

  **Motion:** That Scott Shimada be nominated to represent the P&C as the Panel member on the Term 1 recruitment action.

  Moved Naz Seconded Caroline Carried Yes

• Discussion regarding need or desire to obtain additional Public Liability Insurance currently offered by P&C Federation. Kath to consider documentation and current coverage and report back at next meeting.

• Ethics update (Annabel): started ethics this week for all stages except kindy. Trish and Sally teaching. Term 2 will see Kindy start. They do non scripture/supervised activities for Term 1. Form will go home to Kindy parents shortly. Goes to children who haven’t otherwise nominated a Scripture Class.

• Uniform Committee (Amanda): Maria, Helena. Before starting to do any work – need to survey the school community first before moving forward. Principal will meet with Committee to settle questions for the survey. Look at alternate ways of surveying – survey monkey, handing out and collecting surveys in the playground

• Music Sub Committee: thank you for all information provided from teachers at Meet the Teacher. Noted that the community are grateful that the School has listened to the call to have CAPA as a highlighted priority. Thank you.
Subcommittee will reform for 2017 and will focus on CAPA priorities as identified by school.

• Will encourage practical applications of time to facilitate music for classroom teachers where possible eg. Restringing ukuleles, setting up instruments or packing up etc.

12. **Next Meeting**

The next meeting of the Association will be held at 9.30am on Wednesday 8 March 2017 (week 7)

13. **Closure [9.10]**

Minutes endorsed as true and correct on: 21/02/2017
President: Naz Fadel
Secretary (outgoing): Frances Neilson