

Corrimal Public School P&C Association
Minutes of the Annual General Meeting
Tuesday 13th September 2016
(Location: Corrimal Public School, Year 6 classroom)

Attendance:

Lenora C, Delina G, Janice P, Helen B, Cheng "Steve" W, Jill W, Jo R, Karen B, Bec W, Tanya Veljanovski, Emma Meadows, Amanda Giles

Apologies - Angela J, Mei-Ling P, Zara M, Karen F, Michael R, Sheree L, Rachelle B

Welcome

Meeting was opened at 3:18pm by Lenora (*Chairperson*); everyone thanked for attending

Previous Minutes: Submitted by Delina

The previous Annual General Meeting minutes of September were made available prior to this meeting. The minutes were accepted without amendment, as a true and accurate record.

Principal's Report: Given by: Amanda

Report Attached

- Acknowledged the great efforts of the committee
- An increase of attendance at meetings by approx. 6-10 people
- Thank you to leader Lenora, Canteen staff, uniform Shop
- P&C donated \$6000 towards new technology. School has been able to purchase 40 new laptops with the funds.
- Received Grant from Corrimal RSL for \$3000 to go towards garden/outdoor kitchen project. Thank you to Angela for all of her hard work writing the grants.

Treasurer's Report: Given by: Cheng

Financial and Audit Reports attached

- Net profits of main fundraising events: \$19 000
- An independent audit has been completed by Rebecca Palmer, so that we can remain incorporated. Did not find any problems, P&C keeps excellent records.

President's Report: Given by; Lenora.

Report attached

- Thank you to all committee members
- All P&C Goals successfully reached
- Thanks to the canteen, uniform shop, playgroup and School banking helpers
- Lenora stepping down after 3 consecutive years in President Role.

Canteen Report: Given by Delina, on behalf of Sheree

- Thank you to all of the outgoing committee members, volunteers and the staff at the school for their help throughout this past year.
- All positions will remain open/vacant until the next GM for the canteen. All Positions (Canteen Coordinator, secretary, VP, Roster Secretary will remain open/ vacant. Roles to be nominated at the next scheduled Canteen meeting.
- Note: As per subcommittee rules, P&C Treasurer will continue to be the Canteen Treasurer.

Uniform Shop Report: Given by; Lenora

Report attached

- Thank you to all uniform shop volunteers
- All members have agreed to continue in their current roles in the shop.

Appointment of New Office Bearers

Outgoing president Lenora hands over to Amanda Giles, school principal, to chair meeting as returning officer and minutes now taken by teachers Emma Meadows and Tanya Veljanovsk. All positions declared vacant and a call for nominations from the floor.

President: Karen Boyle nominated by Lenora, seconded by Bec W. Votes are unanimous. Karen accepts the position.

1st Vice President: Bec Waters nominated by Karen B, seconded by Delina G. Votes are unanimous. Bec accepts the position

2nd Vice President: Angela J nominated by Lenora, seconded by Delina. Votes are unanimous. Angela (via email) accepts the position

Secretary: Lenora nominated by Delina, seconded by Bec W. Votes are unanimous. Lenora accepts the position

Treasurer: Karen Ferguson nominated by Lenora, seconded by Bec W. Votes are unanimous. Karen F accepts, (via email) the position

Bank Signatories

All signatories for the 3 P&C bank accounts (Corrimal Public School Parents and Citizens Association Acc. # 062528 00900065, Corrimal Public School Canteen Acc. # 062528 00903071 Corrimal Public Parents and Citizens' Association Events Account Acc. # 062528 10449767 are to be changed to the newly elected Executive Officers listed above.

Appointment of Auditor

- Auditor for next year to be Rebecca Palmer from Land Equity International

Next Meeting

Date of the next AGM is set for Tuesday 13th September 2017

Meeting Closed at: 6:51pm

ATTACHMENTS

- A. Principal's Report**
- B. Treasurer's Report & Independent Audit Report**
- C. President's Report**
- D. Uniform Shop Report**

A.

CORRIMAL PUBLIC SCHOOL
P&C AGM MEETING
TUESDAY 13TH SEPTEMBER 2016



2015/2016 PRINCIPAL'S REPORT

I would firstly like to say thank to the outgoing committee for the amazing work they have done this year to support Corrimal Public School. Your commitment and dedication to our school is outstanding and very much valued and appreciated. The closeness of the school community is very much led by the P & C and I especially thank Lenora for her leadership of the P & C committee. I would also like to recognise the fantastic work of Delina, Steve, Angela and Mik for their efforts and contributions to the P & C.

The success of the canteen and uniform shop is also a reflection of the efforts of the P & C committee. Thank you to the volunteers who co-ordinate and assist to provide our school community such great services.

I believe together, the students, staff and community have accomplished much over the past twelve months. Some of these achievements include;

- Increasing our average attendance at P & C meetings from 6.25 people attending the P & C meetings to 10.
- Successfully organising fund raising events including; Fete, Easter Raffle, Mother's Day Stall, Trivia Night and the Father's Day Stall
- Providing the Easter Eggs for the students
- Funding all students K-6 attendance at the Life Education Program
- Funding Lucas Proudfoot; NAIDOC performer for NAIDOC week.
- Donating \$6000 towards the purchase of new laptops
- Funding the maintenance on the air conditioners
- Successfully gained a Stockland Community Grant of \$1000
- Successfully gained a NSW ClubGRANT from Corrimal RSL of \$3000.

On behalf of the school community I thank the outgoing P & C committee for your efforts and congratulate for a fantastic 12 months.

Amanda Giles
Relieving Principal

B.

CPS AGM 2016- Treasurer Report

1. Bank Balance (as on 31 July, 2016, Audited)

Account	Bank Account	Balance as per 30 June 2016 (Audited)	Balance as per 31 August. 2016
P & C Main	06 2528 0090 0065	5,237.34	6,657.27
P & C Canteen	06 2528 0090 3071	4,609.77	5,075.41
Total Funds		9,847.11	11,732.68

2. YTD 2016 Contribution/Donation to school (Audited)

Item	FY 2016 (Audited)	P & C Year 2016
Coles Garden	1,100	1,100
iPad Purchase	9,000	9,000
Donation from Canteen	500	500
Life Education	845	845
Total	11,445	11,445

3. YTD FY 2016 Fundraising (Audited)

	FY2015	YTD FY2016	Father's Day	Twilight Fete	Carols	Hot Cross Bun	Easter Raffle	Mother's Day	Red Day	Bunnings
Income										
Revenue	3,792.00	12,897.70	853.45	5,755.80	1,460.00	725.80	580.90	952.30	519.90	2,049.55
Donations Received	140.00	100.00		-		100.00				
Total Income	3,932.00	12,997.70	853.45	5,755.80	1,460.00	825.80	580.90	952.30	519.90	2,049.55
Expense										
Material	518.86	3,794.95	374.75	1,517.33	714.88	574.05	79.80		352.50	181.64
Package		223.27		77.75			32.00	113.52		
Others				500.00						
Total Expense	532.86	4,518.22	374.75	2,095.08	714.88	574.05	111.80	113.52	352.50	181.64
Profit	3,399.14	8,479.48	478.70	3,660.72	745.12	251.75	469.10	838.78	167.40	1,867.91

4. Financial Positions (Audited)

Financial Position	Opening Balance	Closing Balance	Net Movement
P & C Main Account	5,105.87	5,237.34	131.47
P & C Canteen Account	2,962.90	4,609.77	1,646.87
Total	8,068.77	9,847.11	1,778.34

5. Financial Performance (Audited)

Uniform Shop Financial Performance		Canteen Financial Performance		Consolidated	
Income		Income		Income	
Uniform Sales	11,910.55	Canteen Sales	23,627.15	Sales	35,537.70
Interest Income	30.14	Interest Income	14.76	Interest Income	44.90
Donation Received	2,100.00			Donation Received	2,100.00
Membership	22.00			Membership	22.00
Other Income	383.27	Other Income		Other Income	383.27
Total Operative Income	14,445.96	Total Operative Income	23,641.91	Total Operative Income	38,087.87
Expense		Expense		Expense	
Uniform Purchase	10,611.91	Purchase	21,495.04	Purchase	32,106.95
Insurance	727.00	Insurance		Insurance	727.00
Donation Paid	10,945.00	Donations Paid	500.00	Donations Paid	11,445.00
Other Expense	510.06	Other Expense		Other Expense	510.06
Total Operative Expense	22,793.97	Total Operative Expense	21,995.04	Total Operative Expense	44,789.01
Total Operative Porfit	-8,348.01	Total Operative Porfit	1,646.87	Total Operative Porfit	-6,701.14
Fundraising Porfit	8,479.48	Fundraising Porfit	-	Fundraising Porfit	8,479.48
Total Profit	131.47	Total Profit	1,646.87	Total Profit	1,778.34

Note: Profits for FY2016 doesn't include stock in hand held by uniform shop. Total value of stock in hand is \$18,184.84;

6. YTD P & C Year 2016 Fundraising

	FY2015	YTD FY2016	Father's Day	Twilight Fete	Carols	Hot Cross Bun	Easter Raffle	Mother's Day	Red Day	Bunnings	Trivia Night	YTD 2016 P & C Year
Income												
Revenue	3,792.00	12,897.70	853.45	5,755.80	1,460.00	725.80	580.90	952.30	519.90	2,049.55	1,697.50	14,595.20
Donations Received	140.00	100.00		-		100.00					13.00	113.00
												-
												-
Total Income	3,932.00	12,997.70	853.45	5,755.80	1,460.00	825.80	580.90	952.30	519.90	2,049.55	1,710.50	14,708.20
												-
Expense												
Material	518.86	3,794.95	374.75	1,517.33	714.88	574.05	79.80		352.50	181.64		3,794.95
Package		223.27		77.75			32.00	113.52			12.50	235.77
Others				500.00								-
												-
												-
Total Expense	532.86	4,518.22	374.75	2,095.08	714.88	574.05	111.80	113.52	352.50	181.64	12.50	4,530.72
												-
Profit	3,399.14	8,479.48	478.70	3,660.72	745.12	251.75	469.10	838.78	167.40	1,867.91	1,698.00	10,177.48

Notes:

1. A P & C Year starts from 1 Sept. and ends at 31 August
2. Father's Day is usually the 1st fundraising event of a P & C Year.

7. YTD 2016 Contribution/Donation to school

Item	FY 2017
NAIDOC Week	920
Total	920

8. YTD FY2017 Fundraising

	YTD FY2016	YTD FY2017	Trivia Night
Income			
Revenue	12,897.70	1,697.50	1,697.50
Donations Received	100.00	13.00	13.00
Total Income	12,997.70	1,710.50	1,710.50
		-	
Expense		-	
Material	3,794.95	-	
Package	223.27	12.50	12.50
Others		-	
		-	
		-	
Total Expense	4,518.22	12.50	12.50
		-	
Profit	8,479.48	1,698.00	1,698.00

INDEPENDENT AUDIT REPORT for 2015-2016:

INDEPENDENT AUDIT REPORT

To the members of Corrimal P & C Committee

SCOPE

To complete a surveillance audit of the financial reports of Corrimal Public School P & C and Canteen for the 2015-2016 financial year.

The committee's directors are responsible for the financial reports and they have determined that the accounting policies used and described in the financial statements and the accounting disclosures contained therein are appropriate to the requirements of the committees' standards. I have conducted an independent audit of the financial report in order to express an opinion on it to the members of the committee.

The financial report has been prepared for distribution to members of the committee and where necessary, to the P & C Association. I disclaim any assumption of responsibility for any reliance on this report or on the financial report prepared as a special purpose financial report to which it relates, to any person other than the members of the committee and P & C Association or for any purpose other than that for which it was prepared.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The procedures for this surveillance audit included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial reporting and the evaluation of significant accounting estimates.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting standards and other mandatory professional reporting and statutory requirements so as to present a view which is consistent with my understanding of the company's financial position and performance as represented by the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

In conclusion of the audit, the book keeping of such an organisation only presents small anomalies which do occur. These anomalies can be entered into the book keeping via the general journal with little explanation required.

CPS P&C maintain their financial & administration paperwork to a very high standard therefore making their procedures very transparent and easy for the committee to control.

AUDIT OPINION

In my opinion, the financial report of
for the 2015-2016 financial year is in
accordance with the Accounting Act 2008

Date: 19/08/2016



Auditor: Rebecca Palmer

C.

ANNUAL GENERAL MEETING - 13th Sept 2016
2015/2016 President's Report

I would like to thank the entire outgoing executive committee, Delina G, Angela J, Michael R, and Cheng "Steve" W for their support and hard work over the past year. What a successful and busy P&C year we have had at our school. From our 125th anniversary celebrations, school fete and all our fundraising activities, large and small, we once again in a short amount of time, were able to reach our annual goal. We managed to raise approximately \$6000 for new iPads for the classrooms, provide over \$1600 in subsidies for In-School Activities and had successful grant funding applications for an outdoor BBQ/kitchen area to complement our current school vegetable garden and will lead to future student programs that encourage community involvement. For a school of just over 184+ students this is a great achievement. This could not be achieved without all the parents and caregivers who continue to support the school by participating in the various fundraising and social events throughout the year.

Besides the fundraising our P&C also provides a number of services to our school families, such as the Canteen, Uniform Shop, School Banking Program and Kindy Starters Playgroup. All of which are run by parents, carers and grandparents in our school community and whom I'd like to thank for taking the time out of their busy schedules to assist our school and students in creating a better educational experience for our children.

One of the things you learn through the involvement in the P&C is what a huge job it is to manage a school, and how the teaching staff is very dedicated. Our teachers and staff show a passion and commitment to their roles that is to be highly commended. On behalf of the P&C I would like to thank our relieving principal Mrs. Amanda Giles who has done a wonderful job filling in for Mr. Fisher, since Term 2 of this year, Mr. Tim Fisher and all the teaching and office staff for being so supportive of the P&C and our work.

I am now stepping down from the President's role after holding it for three consecutive years and it has been a privilege to be associated with a great school, great teachers, great students and a great friendly community which I have seen grow bigger and better each year. I wish my successor good luck and finds the role, as I did, to be a rewarding and great learning experience. Best wishes to the P&C executive team of 2016/2017.

Lenora Carney - Outgoing P&C President 2015/2016

D.

CPS UNIFORM SHOP 2016 REPORT
ANNUAL GENERAL MEETING - 13th Sept 2016

The uniform shop provides our school community clothing items at a reasonable costs while making a small amount of revenue to give back to the school. This past year has been no different. By giving all items the same mark-up percentage, doing stocktakes each term, providing seasonal sales, and controlling how much stock we keep in supply has helped to make the shop run more efficiently. We also continue to adjust the layout of the shop to keep the atmosphere pleasant for our customers and listening to the concerns or feedback from parents. Thank you to our small team of lovely parents helpers, Mel, Leah, Lou, Zara, Mei-Ling, Chloe and Lenora who work together in helping to run the shop. All have agreed to continue helping next year, with Lenora being the convenor to liaise with the P&C executive committee and Zara sharing in the ordering of products.