



TELOPEA PUBLIC SCHOOL P&C ASSOCIATION

AGM MINUTES

Annual General Meeting (AGM)

Wednesday, 25th September 2024

Telopea Public School Conference Room, 6:30pm

1. Welcome and acknowledgment of Country

Tarina Popham opened the meeting at 6:45pm

Tarina explained the purpose of the AGM is to report to members on activities and finances of the year immediately past and to elect officers (President, vice-presidents, secretary and treasurer) and any other positions the P&C may have for the coming year.

She explained the Returning Officer to conduct the election would be Jenny Vasileareas (Acting School Principal) with help from Mrs White.

Tarina reminded members present who the current officers were and passed on her thanks for their efforts this year:

President- Tarina Popham

Vice President's- Tori Govers and Jessica Lee

Secretary- vacant

Treasurer- Scotty Wymark

2. Attendance and Apologies

Apologies were received from The Principal, Erin Dooley and the following members: Kavini Sureshan, Palentina Lina, Miss Pip. There were 10 members, 5 new members and 2 school staff in attendance.

3. Call for new members

New member applications were received from: Suzy Alejla, Kamal Kanj, Saleha Ali, Chetsadakorn Nanchi, Sallie Peterson, Yasmin Kaddour and Bassima Kaddour.

4. President's Report

Tarina Popham said she would give her report at the General Meeting immediately after the AGM.

5. Treasurer's Report and presentation of financial accounts:

Scott Wymark presented the Treasurer's Report and P&C Financial Accounts:

The financial accounts for the period ending 30th September 2024 have been audited by Ghillian Sullivan in accordance with the P&C By-laws as an independent party outside of the executive team. The Income Statement shows a net surplus of \$2,703.19 as of September 30th, 2024.

The most significant expense incurred by the P&C was for purchases of products and goods to supply stalls run by the committee; this was heavily spent in the months of August and September with multiple events running back-to-back.

An establishment of a P&C Bank account was made early in the year to allow us to operate effectively and within the P&C guidelines and the purchase of a 'square' terminal to be used at offsite locations has allowed us to facilitate those members of the community that are opting for a cashless transaction. The use of this terminal at the last event cost the P&C \$11.13 in fees that we as a committee absorbed to allow for this electronic transaction.

Funding

The P&C received income in the form of membership fees, fundraising activities and donations from the community during these fundraising activities.

Grants and fundraising:

This year we unfortunately made no income from Grants; however, we made a very healthy \$4,645.50 in fundraising activities across the 8 month period to which this report extends, this figure is without any expenses subtracted.

Membership fees

Membership fees for the committee equalled a total of \$22. This \$22 was for the 22 members of the association including the 4 elected members of the Executive Committee.

Total P&C costs

Total expenses that occurred during the 8 month period totalled \$1958.

Breakdown of this is:

Stock \$700

POS equipment \$52

Food expenses \$1191

Recommendations for 2025

Membership fees established as part of the school fees program with an agreed amount, this information is to be supplied to the school prior to the year-end for the principal to move forward with. The fund from the school fees should be used to pay for the relevant membership fees and associated insurance that is needed with the membership fees indexed with the schools' fees.

Fundraising goals are established at the start of the school year in collaboration with the wider school community and announced via the school newsletter platform. Fundraising goals listed as Short/Mid/Long Term

Establishment of a 'teams or zoom' link to allow members who are unable to attend face to face meetings to contribute.

Events planned and budgeted for in advance and ad-hoc events looked at that will not only suit the needs of the school but also the life balance of the committee.

Funds buffer added to cover any incidentals that occur for ad-hoc events.

Grants and assistance sought from the local council as well as the local state members to aid in the allocation of funds that maybe available throughout the year.

Consultation with local businesses that can co-contribute with supplies for major events we have planned: BBQs = local butcher and local baker, with the aim to have the money being spent in the local community.

Ad-hoc event to be used to attempt a like for like \$ amount with no election planned thus far for September 25 - event would need to be around the \$1700 mark with a potential to have two bunnings BBQs in 2025.

Treasurers role

I have learnt a lot this year being treasurer, and it has been very interesting to see how the school works and how we all contribute to its operating smoothly all be it in a small way via the P&C, and I know you will hear it a number of times tonight, but without volunteer parents to fill these roles we don't have a P&C and we thank you for your valued contribution, either via time, fundraising, volunteering or making delicious cakes and slices for the stalls.

I have two girls 8 and 6 and an amazing wife and I work full time. The treasurer's role has worked well for me as I can pay the bills online at night when the children are asleep or set up square devices and POS systems on the train and deal with the numerous WhatsApp messages I missed during the day, I would like to say a big thank you to all the committee members as they all do a wonderful job and support each other.

I would also like to thank the school itself for allowing the establishment of a P&C after a period of absence and hope that the bond developed can grow and foster into a stronger and collaborative one over the years.

I would like to recommend that we elect Ghillian Sullivan as our auditor again for 2025 depending on her availability.

Thank you

Scott Wymark.

6. Appointment of Auditor:

Ghillian Sullivan who has previously audited our financials has offered to be our appointed Auditor for the upcoming year.

Motion 1: That Ghillian Sullivan is appointed auditor for 2024/25 financial year.

Moved by Tarina Popham, Seconded by Amy Wymark

Record of Voting: For the Motion: Unanimous. Motion carried.

7. Elections:

The meeting was handed over to the returning Officer Jennifer Vasilereas to run the election for the executive positions with assistance from Mrs White. Mrs Vasileras declared all positions vacant.

President:

There were 2 nominations received for the role of President - Tarina Popham and Victoria (Tori) Govers.

A secret ballot was cast, the returning officer declared Tarina Popham the successful candidate.

Vice President: There were 2 nominees received for the role of Vice President, Jessica Lee and Victoria (Tori) Govers. Victoria Govers asked if there had been any

nominations received for Secretary. The Returning Officer declared no nominations had been received for Secretary. Victoria asked to change her nomination preference to Secretary. This was accepted.

Jessica Lee was elected as Vice President unopposed.

The second Vice President role remains unfilled and will become a standing item at General Meetings until it is filled.

Secretary - Victoria Govers was elected as Secretary unopposed.

Treasurer - There was 1 nomination received for Treasurer, Scott Wymark. Scott was elected Treasurer unopposed.

Floor Members - There were no nominations received for floor member positions.

This concluded the election.

8.General Business

There was no general business for discussion.

Meeting concluded at 7:09pm