



P&C Annual General Meeting

Supporting our school, our students, and our school community

Meeting Manly West P&C Annual General Meeting
Date Tuesday, 8 September 2020
Time 7pm
Location(s) Manly Golf Club, Balgowlah Road, Balgowlah; and
Zoom Meeting Id: 667 5359 7215 Passcode: 105722

Minutes of Meeting

1. Meeting opened at 7.04pm by Tracey Martin
2. No conflicts of interest declared.
3. Meeting attendance and apologies:
 - *Attendance at Manly Golf Club:*
Tracey Martin, Ben Goodland, Gayle Graham, Ken Douglas-Hill, Kirsten Highnam, Julie Organ, Suzanne Cairns, Meredith Dundas, Alison Gracia, Amanda Hugman, Jessica Kirkham, Jo-ann Plowman, Ashleigh Searle, Helen Yardley
 - *Attendance by Zoom:*
Cherie Hartley, Marjan van der Burg, Kate Mooney, Guy Holley, Matthew Stephen Ford, Karen Petersen, Jamie Murrell, Kyla Badstue, Richard Griffiths, Christine Cammack, Ali Devlin, Liv Pennielan, Ian Stephenson, Yvette Gooley, Fiona Davidson, Deb Beverley
 - *Apologies:*
Tony Falzarano, Sarah Falzarano, Maike O'Keefe and Kate Mooney (late)

4. Minutes of 2019 AGM

Motion 1: That the MW P&C Association's Minutes of the 2019 AGM be received and adopted.

Moved: Kirsten Highnam

Seconded: Ben Goodland

Carried

5. Review of Open Action Items

Motion 2: That the MW P&C Association's 2019 AGM Action Items have been received.

Moved: Helen Yardley

Seconded: Kirsten Highnam

Carried

6. President's Report, including P&C Annual Report, By-Laws and Constitution

President's Report by Tracey Martin:

The President's Report is available to view on the Manly West P&C website.

The Annual General Meeting for 2020 has been delayed since March 2020 due to COVID-19. Requirements have since changed to enable meetings to be held over Zoom. Committee members were required to continue in their roles from 2019 due to the meeting delay. Specific thanks was given to the following people:

Sarah & Tony Falzarano – due to their efforts with the BASC extension
Karen Petersen – as carnival coordinator and the implementation of successful carnival
Parents who contributed to the P&C fund
Environment & Kitchen Garden committee – launched Thrive cookbook and efforts at the carnival especially regarding the waste disposal program
Natalya Hansson – effort running the uniform shop for the past several years
Kirsten Highnam – over 20 years of service on the P&C with various positions

Motion 3: That the MW P&C Association's By-Laws is amended to include the new Prescribed Constitution for online meetings.

Moved: Suzanne Cairns

Seconded: Gayle Graham

Carried

7. Treasurer's Report, including Budget & Audit Report

President's Report presented by Gayle Graham (on behalf of Tony Falzarano):

The 2019 Audit Report and 2020 Budgets are available to view on the Manly West P&C website.

There was a \$145k surplus in the 2019 accounts. This is comprised as follows:

- \$108k Fundraising
- \$ 6k Band
- \$ 24k BASC
- \$ 40k Uniform Shop
- \$ 9k Canteen
- \$(42k) General P&C

Throughout 2019, the P&C donated \$186k to the school for the following:

- \$ 37k Parent Contributions
- \$ 15k Cola payment (final instalment)
- \$144k BASC demountable
- \$(10k) Refund from school for solar panels (not able to be fitted to Kindy roof)

The 2020 budgeted surpluses / (losses) are as follows:

- \$178k BASC
- \$ 22k Canteen
- \$ 35k Uniform Shop
- \$ (20k) Band
- \$107k General P&C

The General P&C budget for 2020 is forecasting an expected surplus as at 31 December of \$272k (this includes \$165k of cash reserves).

Motion 4: The Manly West P&C Association Audit report for 2019 has been tabled and accepted.

Moved: Tracey Martin Seconded: Kirsten Highnam Carried

Motion 5: The Manly West P&C Association appoints Gerard M Hughes, CPA, as the auditor of the MW P&C Association for the 2020 financial year.

Moved: Helen Yardley Seconded: Suzanne Cairns Carried

It was also agreed a discussion should be held at a subsequent meeting to determine if the audit of the 2021 accounts should be put out to tender.

Motion 6: That the Manly West P&C Association's 2020 budget is approved.

Moved: Gayle Graham Seconded: Tracey Martin Carried

Motion 7: The MW P&C Association member fees be maintained at \$1.00 per tenure year.

Moved: Kirsten Highnam Seconded: Ben Goodland Carried

8. Principal's Report, including MWPS Annual Report

Principal's Report by Julie Organ:

The 2019 Annual Report is available to view on the Manly West website.

Thank you to all the parents of for being so supportive during COVID-19.

The annual report includes the school's strategic plan:

- Strong Literacy and Numeracy Foundations
- Strong Quality Teacher Foundations
- Strong Foundations in Building Student and Teacher Capacity and Wellbeing

Thank you to the P&C for their contributions to the school throughout 2019. The two standout items being the new COLA and new BASC building.

9. Presentation of Life Memberships

Congratulations to the following people who were awarded life memberships:

Jo Holley – Kitchen Garden
Guy Holley – BASC Treasurer
Kate Grant – Events and Executive
Marie Claire Johnson – Fundraising
Kirsten Highnam – Fundraising and various committees
Rebecca Sutherland – Band
Audrey Watson – Canteen and Fundraising
Helen Yardley – Events and Executive

Special Achievement Award

Presented to Kirsten Highnam

10. Elections for 2020 P&C Positions – Office Bearers, Executive and Sub-committees

See Appendix A for the 2020 P&C elected positions and results.

11. Delegated Officers for Financial Transaction

Motion 8: That the President, Treasurer and both Vice Presidents are appointed as delegated authorised officers as signatories on all P&C bank accounts and that all expenditure must be signed either in writing or electronically by two of the four delegated authorised officers.

Moved: Tracey Martin

Seconded: Gayle Graham

Carried

12. New members welcomed by 2020 P&C President, Tracey Martin

13. Meeting closed at 8.15pm by Tracey Martin

The 2019 Annual General Meeting Minutes were approved at the 2020 Term 4 General Meeting held 4 December 2020.



Tracey Martin
2020 President

4 December 2020