



Annual General Meeting Minutes

Eatons Hill State School Parents & Citizens Association

Date: 21 March 2018 at 7pm | **Meeting called to order by:** Glen Duff

OPENING

Welcome and opening remarks: President – Glen Duff

PRESENT & APOLOGIES

Present:

Taura Sanderson	Candice Lines	Julie-Anne Luck	Haeth Jakeman
Steven Kemp	Ben Sanderson	Russell Long	Zebeth Browse
Creena Rowsell	Arrielle Sims	Cameron McInnes	Jill Keating
Yvette Payne	Robyn Hulcombe	Glenn Weatherford	Rachael Dunlop
Mandi Cusick	Andrea Eadie	Chris MacNaught	Mike Charlton
Erin Skehan	Rachel Grills	Jaccie Dawson	Hugh Goodfellow
Garnet Swann	Glen Duff		

Apologies: Darren Gegg, Clinton Paul, Ed Gordon, Megan Cook

ADOPTION OF THE MINUTES OF THE PREVIOUS MINUTES, 21/02/18

President – Glen Duff

Included chaplain approach approval to present, increase in OSHC numbers, Cambodian project, Innovation grants, 2018 projects, Executive and Business reports and a Local Government update.

Motion: The minutes be taken as a true and correct record

Moved: Taura Sanderson

Second: Mandi Cusick

Carried: Yes

ADOPTION OF THE MINUTES OF THE PREVIOUS AGM, 15/03/17

President – Glen Duff

AGM and Executive appointments, P&C Constitution and student strategy, Business Reports.

Motion: The minutes be taken as a true and correct record

Moved: Rachel Dunlop

Second: Mandi Cusick

Carried: Yes

CORRESPONDENCE IN/OUT

- Nil

EXECUTIVE COMMITTEE UPDATES

- Approval of new gates for the P&C building.
- Appointment of P&C Administrator – Creena Roswell.
- Volunteer Recognition Scheme for P&C Volunteers (uniform, tuckshop, school banking, carnival committee) which would include the idea of a Volunteer of the Month award, monthly volunteer afternoon tea etc. More information shortly.

TREASURER'S FINANCIAL REPORT & AUDITOR'S REPORT

A/Treasurer – Presented by Glen Duff (Darren Gegg Absent)

Presents the Monthly Report

Presents Auditors Report and Reads Auditors Statement and Signed by President, Treasurer and Secretary.

Motion: The Monthly Report be received and adopted.

Moved: Glen Duff **Second:** Taura Sanderson **Carried:** Yes

Motion: The Auditors Report on the Financial Statements and Balance Sheet be received and adopted.

Moved: Glen Duff **Second:** Rachel Dunlop **Carried:** Yes

APPOINTMENT OF AUDITOR

Bruce Quelch has been the auditor of the association for a number of years and certainly provides a thorough audit at an affordable price for the association. Many years experience with a large number of P&C Associations.

Motion: Bruce Quelch appointed Auditor for 2018/19 year

Moved: Glen Duff **Second:** Cameron McInnes **Carried:** Yes

GST & FUNDRAISING

Motion: P&C to continue to treat fundraising as a non-profit sub entity meaning fundraising events are treated as input taxed in 2018/2019.

Moved: Glen Duff **Second:** Rachel Dunlop **Carried:** Yes

PRESENTATION OF PRESIDENT'S ANNUAL REPORT

President – Glen Duff

Presidents Report 2018

2017 has been a big year for our P&C for a number of reasons. It was a year of great achievement, and also one where hard decisions needed to be made to ensure the ongoing resilience of our Association.

To our Volunteers

From the team of dedicated parents running our school banking, volunteers in our tuckshop and uniform shop or carnival and school helpers, whatever you do, there is no way we can ever thank you enough. Volunteering is a selfless act, and by contributing you have all made such a positive difference. We plan on spicing up the recognition of our volunteers in 2018. Thank you!

To our Members

Time is never easy to find in this day and age, and I deeply thank all attendees to our meetings throughout the year and those here tonight. We value those contributors who come with really great ideas each month, and those who also have the time to deliver on those great ideas. Hopefully, with some new communication methods used to communicate to our parents and to recruit in 2018, more people will be involved, delivering better outcomes and the concept and lessening the load on others. Thank you!

To the P & C Executive

The P & C Executive team consists of myself, Rachael Dunlop (Vice President), Darren Gegg (Assistant Treasurer), Garnet Swan (Secretary) and Wendy Tout (Assistant Secretary). We lost Kevin Reading (Treasurer) and Ross McBean (Vice-President) throughout the year. I thank this group of committed individuals for their enthusiasm, diligence and the many unseen hours contributed in 2017. It was an amazing year, where we all struggled with the pressures of balancing work, family and the P&C, but we pulled through and delivered.

I would also like to give a special thanks to Wendy Tout who finished up her final year at Eatons Hill, and the Executive. Wendy has been a strong contributor to the school community for many years and will be missed. Thank you!

To our P&C Staff

I would like to thank *all* of our staff, including our Business Operations Manager Taura Sanderson, our previous Administrator Leonie Higgins and OSH Administrator Arielle Simms, Operations Convenor Yvette Payne and our OSHC Service Coordinator Candice Lines for all of your ongoing support.

This leadership and administration team are vital to the smooth operations of our P&C, and while it has been a busy year with structure changes and adjustments, I have full confidence in this team and great enthusiasm and hope for what can be achieved in 2018. You have all done extremely well in delivering the P&C agenda on the ground, and keeping the cogs turning on this monster. Thank you!

To our Local Politicians

I would like to thank our local politicians who consistently support our Association – Tim Mander (Member for Everton, Deputy Leader of the Opposition and Shadow Treasurer), Mike Charlton (Local Councilor Division 9 and Deputy Mayor) both of whom attend our meetings, and also Peter Dutton (Federal Member for Dickson and Minister for Home Affairs) who supports at formal school events. Thank you!

To the School Executive

I would like to give thanks the School Executive and Staff. In particular, I thank Hugh Goodfellow who provides our P&C with strong and stable support which is vital in operating effectively, efficiently and with a common good. Hugh, I have enjoyed working with Hugh in both the P&C and School Council and appreciate our comradery. Thank you to the School Executive and Hugh!

So Our Strategic Plan is....

Vision: Be efficient and professional by valuing our people, relationships and community, both internal and external.

Priorities: To recognize the contributions made by our members & staff, engage in projects that provide improved outcomes for children, innovate to expand the current business model and organize and implement community events.

We Value: Positive relationships, contribution, support and teamwork.

With this in mind, a few things about this year in our P&C.

Restructure

Last year, we made some hard decisions which will set our association up for the future. Our restructure included the appointment of the Business Operations Manager, Operations Convenor, OSHC Service Coordinator and we have welcomed in our new retail assistant roles.

Change is never easy, and there have been teething issues, though the importance of this restructure is to allow the Executive group and the Association members to concentrate on strategy, projects, events and other initiatives – and not operational matters. It is also very important that we build resilience within our business leadership and staff. It has taken three years to get here.

I thank all who have personally supported myself and the wider Executive during these changes, as I understand that friendships can often be tested during these times. As a result of these changes, 2018 will be solidifying this restructure and bearing the fruits of the hard decisions. Thank you!

Projects and Contributions

It has been another year of delivery, with over \$400,000 in P&C contributions towards innovation grants, 150 iPads, school tractor, community hall air-conditioning, covered pathways and the learning spaces at sports complex amongst other things. For the community, we have held the mothers and fathers day stalls and delivered a successful Space Carnival, an amazing day which keeps getting better each year.

Our Services

Tuckshop and Uniform Shop – I thank our team led by Yvette Payne, our retail assistants as well as the many volunteers who have assisted in delivering these vital services. We are committed to our tuckshop remaining a 5 day a week service promoting healthy food choices and our uniform shop providing quality cost effective uniforms for our children to proudly wear. You would have started to see improvements come into our tuckshop service and you will see further exciting offerings and improvements in 2018. More freshly baked food, special meal days, some glutton options, coffee service, staff menu development and the like. Exciting times.

OSH Club – We are committed to continuing to have a P&C run OSH Club. Our OSH Club has grown to accommodate 200 before and 255 after school care as well as 150 in vacation care. It is a highly legislated business and one that myself and the Executive are particularly focused on, as many may not realize that the P&C Executive and in particular the President, can be held legally liable which is a tough ask for any volunteer. I thank the dedicated educators led by Taura and Candice, as **without this service, many parents would simply be unable to work. Well done, and we look forward to this year's assessment outcomes.**

2018 – In 2018 we have committed to the 2018 Innovation grants, projector upgrade for the hall, 50/50 split for the stage dance floor and scoping a hall extension project which will assist with space pressures such as relieve for OSHC, provide change areas for dance and also learning spaces for the school. You will also see some significant improvements in our Tuckshop, and it seems likely that our OSHC service will receive an assessment from the department. It is going to be a big year.

Summary

I would like to note the strong working relation between the P & C and School Executive teams, administration, teaching and support staff and our other community partners. We all share a common goal, delivering for our children.

This is simply a great school, blessed with resources. It is always exciting to walk around the school and see so many engaged and excited children who have access to opportunities such as dance, music, sport, technology and the rest – some great educational opportunities. Finally, I thank all who have contributed to our P & C in any way during the last year and look forward to the next!

Glen Duff (P & C President)

Motion: The Annual Presidents Report be received and adopted

Moved: Megan Cook

Second: Mandi Cusick

Carried: Yes

APPLICATIONS FOR P&C MEMBERSHIP

President declared all P&C membership to have lapsed. P&C Applications received for 2018/19 are as follows:

Margaret Allard	Darren Gegg	Adrian Klamer	Creena Rowsell
Danielle Barlow	Jodie Gegg	Tereza Lewis	Taura Sanderson
Llewellyn Barlow	Bradley Geisel	Paul Lewis	Tammy Sellars
Niraj Bende	Kevin Gower	Candice Lines	Sally Scholtz
Daniel Bull	Gillian Grieves	Lisa Locke	Arrielle Sims
Louise Bishell	Rachel Grills	Jayson Logue	Garnet Swann
Michelle Ann Brooke	Ed Gordon	Nicole Logue	Kym Teale
Zebeth Browse	Iain Hayes	Samantha Long	Kylie Timms
Fiona Brunni	Richard Hay	Ross D McBean	Shari Thomson
Louise Crawford	Jennifer Hayter	Cameron McInnes	Tina Waters
Jacquelyn Dawson	Charmaine Hills	Hayley Morris	Jonathan Wein
Broace Dean	Tracy Hoffmann	Jose Pais	Joanna Wolff
Glen Duff	Jen Homewood	Yvette Payne	Russell Long
Stacey Duff	Robyn Hulcombe	Amanda Piroso	Rachel Dunlop
Simone Dombrowski	Heath Jakeman	Mandie Quince	Julie-Anne Luck
Diane Eldridge	Sandie Jervis	Kevin Reading	Katrina Maynard
Briallen Field	Jan Johnson	Fiona Roberts	Elena Huckfelt
Wilma Fratter	Steven Kemp	Jane Robinson	Nicole Paul
Sarah Norward	Ben Sanderson	Erin Skehan	Amanda Cusick
Megan Cook	Julie Donovan	Eileen Domagala	Brooke Shaw

Garnet Swan - Members names read out. Any members present who were missed to advise.

Glen Duff - 80 Members overall. This is a great result as our previous numbers have been between 23-36. Thank you to the school community for rallying and supporting the P&C during these exciting times. We need to work together to get great outcomes for our school community.

Motion: All applications for membership be accepted

Moved: Glen Duff

Second: Garnet Swann

Carried: Yes

ELECTION OF EXECUTIVE COMMITTEE

President stood down and declared all positions vacant. Nominations for President taken from the floor by Hugh Goodfellow.

Nominations for President are: Glen Duff

Moved: Darren Gegg

Second: Hugh Goodfellow

Glen Duff was elected

It was Moved, Seconded & Approved that the P&C have up to three (3) Vice Presidents for 2018/19

Moved: Hugh Goodfellow

Second: Jaccie Dawson

Carried: Yes

Nominations for Vice President are: Rachael Dunlop

Moved: Garnet Swann **Second:** Glen Duff **Rachel Dunlop was elected**

Nominations for Vice President are: Cameron McInnes

Moved: Glen Duff **Second:** Darren Gegg **Cameron McInnes was elected**

Nominations for Treasurer are: Darren Gegg

Moved: Glen Duff **Second:** Yvette Payne **Darren Gegg was elected**

Nominations for Secretary are: Garnet Swann

Moved: Glen Duff **Second:** Rachael Dunlop **Garnet Swann was elected**

Nominations for Assistant Secretary or Assistant Treasurer are: None were received.

Garnet Swan - thanked Glen Duff for his efforts and leadership in 2017.

Hugh Goodfellow - thanked Glen Duff and the rest of the Executive for their efforts in 2017.

Glen Duff - thanked the Executive and in particular Garnet Swan for continuing to contribute to the Executive and school community even though he no longer has children attending the school.

BANK SIGNATORIES

Motion to change any bank signatories to the newly elected Officers, if and as required.

Moved: Glen Duff **Second:** Jaccie Dawson **Carried:** Yes

APPROVAL OF THE 2018 P&C CONSTITUTION

Every year we need to adopt a P&C Constitution, which covers off on detailed information on how the P&C needs to run, functions and powers, members, officers and bodies, meetings and voting, finance, audits and records and other matters.

The constitution was adopted

Moved: Glen Duff **Second:** Mandi Cusick **Carried:** Yes

APPOINTMENT OF P&C QLD REPRESENTATIVE

Motion: The following person is endorsed as the P&C Qld Representative: Creena Rowsell

Moved: Rachel Dunlop **Second:** Yvette Payne **Creena Rowsell was elected**

ADOPTION OF STUDENT PROTECTION RISK MGT STRATEGY 2018/19

Every year we need to adopt a student protection risk management strategy which is developed to enable the P&C Association to comply with legislative requirements specified in the Working with Children (Risk Management and Screening Act 2000) and the Working with Children (Risk Management and Screening Regulation 2011) for the protection of children and young people from harm and the risk of harm.

Statement of Commitment read by Glen Duff

Motion: The Risk Management Strategy is received and adopted

Moved: Glen Duff

Second: Rachel Dunlop

Carried: Yes

CLOSE OF AGM

AGM concluded at 8:04pm.

GENERAL BUSINESS

PRINCIPAL'S REPORT

Report was presented by Hugh Goodfellow which included the following matters:

Curriculum Excursions

Excursion Name	Start Date	Finish Date
Cross Country	23-Mar-2018	23-Mar-2018
Term 2 Gala Days AFL	27-Apr-2018	01-Jun-2018
Term 2 Gala Days Yr 4 Boys Soccer	27-Apr-2018	01-Jun-2018
Term 2 Gala Days Yr 5/6 Boys Soccer	27-Apr-2018	01-Jun-2018
Term 2 Gala Days Girls Soccer	27-Apr-2018	01-Jun-2018
Term 2 Gala Days Basketball	27-Apr-2018	01-Jun-2018
Term 2 Gala Days Girls Rugby League	27-Apr-2018	01-Jun-2018
Term 2 Gala Days Boys Rugby League	27-Apr-2018	01-Jun-2018

2018 School Priority

“Activating Students in the Formative Assessment Process”

Aspects of formative assessment

	Where the learner is going	Where the learner is	How to get there
Teacher	Clarify and share learning intentions	Engineering effective discussions, tasks and activities that elicit evidence of learning	Providing feedback that moves learners forward
Peer	Understand and share learning intentions	Activating students as learning resources for one another	
Learner	Understand learning intentions	Activating students as owners of their own learning	

Staffing

At the end of this term we are farewelling a number of staff members for extended periods.

Susan Fleming will be spending the next 12 months on the road with her family completing a full circuit of our fabulous country. We wish them all a very safe and enjoyable trip. Ms Lauren Eckersall will take over teaching duties for 5F

Gail Mastrodomenico will be on leave for the remainder of the year, supporting her family and enjoying her grandchildren.

Head of Curriculum for Mathematics, Allison Kelly, will commence a new HOC role at Patricks Road SS from Term 2. Allison has played an important part in improving our schools Mathematics program, resources and teaching techniques over the last two years for which the school is very grateful.

Marian Summergreene, Support Teacher Literacy and Numeracy, will be retiring at the end of this term. Marian has provided great support to both students and teachers in her role and we thank her for the contributions she has made to many children's education throughout her career.

Sue Eltis will commence Term 2 in the role of Support Teacher Literacy and Numeracy for Years 4-6. Ms Amanda O'Halloran will teacher 1E for the remainder of the year.

Global Citizens Initiative

Over \$21 000 has been raised through the student spell-a-thon. The partnership with Tanaka Kol Thmey Elementary School will be strengthened over the holidays with four staff members visiting the school as part of their holidays to South-East Asia.

Enrolments

As at 21 March we have 1106 students enrolled.

Budget

Our balance of available funds is currently \$576 108

Moved: Hugh Goodfellow **Second:** Taura Sanderson **Carried:** Yes

OTHER REPORTS

Business Operations Report [OSHC, Tuckshop, Uniform] – Report tabled and presented by Taura Sanderson

Moved: Taura Sanderson **Second:** Rachael Dunlop **Carried:** Yes

Facebook Initiative

Healthy conversation had on the floor about Facebook pages and recent matters relating to parent facebook pages that have been setup for Eatons Hill. Also, discussion around safety settings and how best to facilitate a P&C Facebook page. P&C Executive have declared that they have approved and are comfortable in moving ahead with establishing a P&C Association Facebook Page. Put to the floor.

Motion: That a Facebook page can be established for the P&C Association.

Moved: Glen Duff **Second:** Yvette Payne **Carried:** Yes

Fundraising and Events – Rachael Dunlop

Mothers Day – Wednesday 9 May. Various stall products are ready. More volunteers would be much appreciated.

SPACE Carnival – this year on the first Saturday of the Ekka. Much of it has been booked but there will now be ongoing planning needed and volunteers in the lead up and on the day will be needed.

Glen Duff - Rachael Dunlop does a great job in the area of fundraising and the President encouraged anyone to give even an hour to help Rachael in delivering the fundraising and events activities.

Chaplaincy Presentation – Robyn Hulcombe

Robyn Hulcombe (parent of school), Andrea Eadie (chaplain at Patricks Rd), Tim Mander (State Member), Chris McNaught (SU Staff) and Glen Weatherford (chaplain at Albany Creek State School) gave a presentation on the role and benefits of a school chaplain. Tim Mander spoke in support of the idea. Hugh Goodfellow also spoke. Some people on the floor spoke.

Glen Duff - President spoke that any ideas like this needs full alignment and that School, P&C, School Council etc. need to be aligned, as well as the idea needing to be financially sustainable.

Next steps - Establish a working group to investigate the proposal of a school chaplain, consisting of: Robyn Hulcombe, Jaccie Dawson, Jill Keating, Garnet Swann, Rachel Grills, Glen Duff, Darren Gegg and any others from the School Council.

School Council Update – Hugh Goodfellow / Glen Duff

A vacancy will be created in term 2 for a parent rep.

State Government Update – Tim Mander

There was a productive meeting between Tim Mander, Mike Charlton and EH Hotel management – on the matter of recent anti-social behaviour in the area after Hotel events. Monitoring traffic lights issues at the cnr of Eatons Crossing Rd and Old North Rd.

Local Government Update – Mike Charlton

Update provided on some local traffic monitoring.

Update provided on new University at Petrie.

GENERAL BUSINESS CONCLUDED @ 930am

Signing of forms took place following after meeting had closed.

- Executive change of details form for P&Cs Qld
- Signing of bank account signatory forms for incoming executive
- Blue Card Application forms for incoming executive
- Declaration of Fitness forms for OSHC

Next Meeting Date: 16th May 2018

The next P&C Meeting will be the **16th May 2018. We aim to have all regular meetings wrapped up by 8.30pm.**

A vote for a School Council parent representative position may also be held at this meeting. More information will be provided shortly.

See you at the meeting!