Minutes of Lindisfarne P & F Association
AGM Meeting 9th April 2013

Meeting opened at 6.35pm

ATTENDANCE:  Caroline Jeffries, Nicole Cargnoni, Paul Williams, Paul Stedman, Tate Brownlee, Joanne Dick, Lesley Greeves, Kim Shepherd, Chris Duncan, Robyn Butel, Meredith Russell, Andrew Sinclair, Belinda Layt, Michele Chandler, Sharon Stymon, Robyn Goldstone, Robyn Slade, Kate Rogers, Meg Ayers, David Stonier, Maria Smart, Kathryn Charge, Helen Wilson, Tanya Boyle.

Apologies: Noelene Wright, Simone Gadd, Sally Engel, Jo Hetherington.

Minutes:  Minutes from the AGM 3rd April 2012 - Moved to accept: Robyn Butel; seconded Maria Smart.

President’s Report (Sharon Styman):
Two years have passed since I commenced as President and it has been an honour to have been on this road with so many people. As we all know, there is no I in the word team, and that is precisely the way this committee, staff and teachers have operated – as a team. As a result of this team, I have personally felt it to be a very rewarding experience.

It was also a big year for accomplishments. In 2012 one of our objectives was to reach out and really connect with the wider school community. We wanted to get to know families in a way we hadn’t in previous years. Re-launching the Parent representatives contributed to meeting new faces re-acquaint with old ones and simply unite with other families. As a result we now have a large cohort of Parent Representatives all eager to influence and assist parents of the school.

Our fundraising aims were also well achieved. In total we raised over $70,000.00 inclusive of the P&F levies. The committees were pleased to see the funds raised being spent on outcomes that were benefitting many within the school. For 2013, there are further funds available for some big-ticket projects, all allocated within the P&F budget.

This year we start the year off with an updated Operations Plan which guides the committee in many areas, outlines key positions, demonstrates the functional structure and has an additional item this year: the P&F Funding Priority list. This list will be used in combination with the school’s priorities to highlight key areas that may require extra equipment, resources and other such things. The P&F priority list will be useful for budgeting and planning not just in the short-term but also with the view of funding for long-term resources.

In all, I would like to say thank you. As I mentioned earlier, I have found my role as President very rewarding. I have made some very special friends and met some special people. I have always believed that it is the people that bring about the change required – with that in mind, this has been a great success.

Thank you to the teachers’ staff, executive committee, general committee, and all the people who assisted on sub-committees and to the parents that share their time and energy. It’s been an honour.

Correspondence: An email was received from Debbie Weetman advising the meeting that she would not nominate for the General Committee for 2013. Debbie felt she would be unable to give the position the time that would be needed and said she would still be willing to help the P&F whenever possible.

Treasurer’s Report (Paul Stedman): The Annual Financial report from the Auditors was presented, and they reported that all the financials were in order and made special mention of the extra care taken by the P&F with all cash handling.

The P&F recorded a surplus of $44,866 for the year ended 31 December 2012.

INCOME

There were a number of events that assisted in raising revenue of $104,499 (Previous year was $136,338 including FunFest 2011 Revenue).
- The P&F levy collected through the year was $64,806. This is transferred from the school to the P&F each quarter for the term fees.
- The inaugural Melbourne Cup Luncheon grossed revenues of $16,707 (prior to expenses being allocated)
- A number of “events” raised funds and also contributed to the schools “community” including Big Boys Breakfast, BBQs and Mothers/fathers day stalls.
- Other income is generated from Entertainment Books, Biz Links, School Banking and interest on our account balance.

EXPENSES

- The P&F expenditure is primarily for donations of resources to our school community. In 2012 $42,755 was donated for resources.
- There were no major expense outgoings for the year with balance of expenses directly related to events run by the P & F along with annual fees such as filing costs.

ASSET AND LIABILITY STATEMENT AT 31 DECEMBER 2012

The reconciled cash as at 31 December 2012 was $153,327. The liability is the accrued audit fee that is not finalised at time of this report.

Acknowledgement to School Staff

The “ School Executive” including Chris Duncan, Michelle Chandler, David Stonier and Graeme Jones continue to connect the P&F with the school and provide guidance and information to the P&F. I acknowledge their continued commitment and support to the P&F and thank them. I would like to make a special thank you to Kaija Keys in the finance division of the school. Kaija is responsible for reconciling and accounting expenditures paid by the school that are subsequently reimbursed and/or donated by the P & F. This requires a clear and accurate audit trail between the school and the P & F and I can confirm this is evident (and this is supported by our audit).

In addition, we (the P & F) are lucky to have dedicated parents who contribute their time and services for the benefit of the school, and diligently provide me with supporting records to make sure payments for events/expenses are strictly controlled. Finally, I would like to thank my fellow executive committee for their guidance, support and advice through the year, particularly assistant treasurer Kathryn Charge and President Sharon Styman.

Parents and Friends – Nominations for the election of New Office Bearers 2013/2014

All committee seats were vacated and Chris Duncan chaired the meeting:

President: Tanya Boyle
Vice President: Robyn Butel
Treasurer: Paul Stedman
Assistant Treasurer: Maria Smart
Secretary: Kate Rogers

General Committee: Robyn Goldstone, Joanne Dick, Meredith Russell, Andrew Sinclair and Kim Shepherd.

There were no written nominations for Secretary. Kate Rogers who had originally nominated for a General Committee member seat changed her nomination to Secretary and The Executive Committee thanked her for considering the role. Andrew Sinclair had nominated for either Vice President or General Committee member. Andrew withdrew his nomination for Vice President and is now a new member of the General Committee.
All other nominations for Office bearers and Committee were unopposed and declared accepted. Chris thanked the Committee and welcomed the new President, Assistant Treasurer, Secretary and new General Committee Members.

The Annual General Meeting closed at 6.55pm