

SPRINGFIELD CENTRAL STATE HIGH SCHOOL P&C

26 March 2024

ANNUAL GENERAL MEETING



The order of business to be conducted at an AGM of the Association must be undertaken in the following order as per Section 21.3.9 of the Constitution:

a.	welcome to members and introduction of any special visitors	<p>MEETING OPEN: 6:05 pm</p> <p>Existing members in attendance:</p> <ul style="list-style-type: none"> - Michelle Campbell (SCSH Principal and AGM Chair) - Darren Slattery (Outgoing President) - Fred Gadanyi (Outgoing Treasurer) - 6 existing P&C members <p>18 new P&C Membership Applicants</p> <p>3 Guests:</p> <ul style="list-style-type: none"> - Two observer guests from Qld Department of Education - Scott Wiseman (CEO of P&Cs Qld) <p>QUORUM OF EXISTING MEMBERS REACHED: Yes</p>						
b.	apologies	Ferane Day						
c.	confirmation of minutes of the previous annual general meeting	<p>MOTION: "That the minutes be confirmed (as amended) as a true and correct record of the meeting held (date)."</p> <p>Moved: Seconded: (To circulate offline)</p>						
d.	business arising out of the minutes of the previous annual general meeting	Nil						
e.	receipt and adoption of the Association's audited annual financial statement * and Treasurer's report (to include all relevant subcommittees' audited financial statements)	<p>The outgoing Treasurer, Fred Gadanyi tabled the financial accounts for the Springfield Centra State High School P&C for the Financial Year ended 31 December 2023 (see attached).</p> <p>Highlight figures for 2023:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Tuck Shop Income.....</td> <td style="text-align: right;">\$504,022.38</td> </tr> <tr> <td>Uniform Shop Income.....</td> <td style="text-align: right;"><u>\$324,220.19</u></td> </tr> <tr> <td>Total Trading Income.....</td> <td style="text-align: right;"><u>\$828,242.57</u></td> </tr> </table>	Tuck Shop Income.....	\$504,022.38	Uniform Shop Income.....	<u>\$324,220.19</u>	Total Trading Income.....	<u>\$828,242.57</u>
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Total Trading Income.....	<u>\$828,242.57</u>							

Cost of Sales

Add:

Opening Stock Uniforms.....\$186,527.60
Tuck Shop Purchases.....\$289,835.71
Uniform Purchases.....\$186,939.17
\$663,302.48

Less:

Closing Stock Uniforms.....\$164,000.00
\$164,000.00

Cost of Sales.....\$499,302.48

Gross Profit from Trading.....\$328,940.09

Total Expenses.....\$309,922.18

Net profit attributable to the association... ..\$19,621.82

Opening retained profits.....\$164,689.67

Closing Retained profits.....\$184,311.49

Fred noted:

- Our equity is \$209,202.83 - we have money, we made a profit of \$19,000 for last year which was not a bad thing.
- Most of the uniform stock that came in has been paid.
- We have a lot of money but it's always tied up in uniform (\$164,000) as part of the equity.
- If anybody wants to have a look, there's a copy of the audit report here that we can pass around for people to look at. More than happy for you to have a look at it.
- The audit was done by Les Rayne Associates, also known as your mate's tax accountants. He does a lot of school audits around the area, and charges \$890 for schools, which is rather cheap.

MOTION: "That the Treasurer's report and Audited annual financial statement be accepted as a true and accurate summary of the financial year."

Moved: Fred **Seconded:** Darren **Carried**

f.	receipt and adoption of the President's annual report	<p>Darren outlined the activities and achievements for 2023 and it's been a very interesting year for the P&C:</p> <ul style="list-style-type: none"> - Tuck Shop: Darren thanked the staff in particular for their massive effort. The amount of hours they've put in that is not seen by staff and parents is phenomenal: <ul style="list-style-type: none"> o We have full -time ladies, they would easily do four to eight hours extra a week unpaid, just to ensure that the kids are getting fed and getting things at a decent price. o We do have wholesalers that are actually more expensive than Coles and Woolworths. So there's a lot of shopping around, which is extra hours extra that's applied out of their time and effort. So, thank you ladies, that's phenomenal. - Volunteer Members: The P &C runs on a lot of Goodwill - that is parents chipping in, volunteers helping out, etc. It's good to see we've got parents and staff here because that's where it all starts. - Uniform Shop: With the uniforms used this year, we had a very interesting year and had a few hiccups along the way: <ul style="list-style-type: none"> o We had shipment problems out of China, where it got caught out of Vietnam. Then they got, caught up in Singapore, so that made it later than normal. o And then when it got to Australia, we actually had union strikes going on. Thanks to the parents and particularly to the school, communicating those issues out. o We have understanding parents, they get that stuff happens. o Some of the issues we had this year around that has been obviously the forecasted side. We have a lot of small kids this year, which is near impossible to pick. o About 65 extra students this year, you take two uniforms per parent, that's another 130 out of it. But in saying that, the uniform shop definitely can improve. And some strategies around that for the future is obviously looking at potentially an operations manager that looks after both of it. o We do have somebody that's just started looking at it and pulling some of the reins on that. Another option is just to outsource it and move it on. <p>Canteen system, capacity and staffing Issues:</p> <ul style="list-style-type: none"> - System: <ul style="list-style-type: none"> o Since March, we put a new system and another register. o When I first started here, we only had two registers. Out of that, there were long lines and become flashpoints for kids. So kids standing in lines a long time, which can lead to fights. o We got the third register in to streamline it. - Capacity: <ul style="list-style-type: none"> o The canteen is not big enough for the school at the moment and the school recognises that there's not much we can do. o We're Coming up to election year, and these types of issues come along but the staff in there are doing a fantastic job. They're putting in a big, big effort.
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		<p>- Staffing:</p> <ul style="list-style-type: none"> o We've tried to get more staff in there. We've gone from having three full-time ladies to a lot more: three full-timers and then casuals. With the casuals, that gives our parents an opportunity to pick up a few extra hours during the week. o It also gives the opportunity to get more people in there in the key critical points of lunchtime and the afternoon session. So for this year, thanks to the school, working with Michelle's been great. o Got some big issues to tackle, but Michelle's the right person for it. And really needs an active P&C, parents, staff right behind her so we can really push forward and get the school back where it should be. o Okay, so that's the Treasurer's report and the President's report. So now what we do is this is the part of the meeting where we hand over to Michelle. Michelle now chairs it. What happens from there is any of the executives are now done and dusted. <p>MOTION: "That the President's report be accepted as tabled." Moved: Fred Seconded: Darren Carried</p>
g.	receive applications for membership (to include renewal of existing membership and new membership)	<p>18 new application forms received and registered with the Chair:</p> <ul style="list-style-type: none"> - 4 parents - 13 school staff members - 1 P&C staff member <p>Michelle confirmed she's checked all that are staff and that there's no one else in the room that's not a parent, without a blue card.</p> <p>MOTION: "That the membership applications for [list all suitable applicants] be accepted as tabled." Moved: Darren Seconded: Carried/Lost</p>
h.	Declare vacancies of existing Officer/Executive Committee	<p>Michelle acknowledged the traditional owners on the land on which we're all gathering, the Yagara, Jaggara and Yupapil people and paid respects to the elders past, present and emerging, as they hold the memories, traditions and culture for all First Nations people in our nation, and.</p> <p>Michelle thanked everyone for attending and declared the Executive seats vacant.</p>
i.	election of Officers/Executive Committee	<p>Executive Committee nominations elected:</p> <ul style="list-style-type: none"> - One President nomination for Isaac Razunguzwa (parent). - One Vice President nomination - Lauren Priddle (school staff). - One Secretary nomination - Roseanne Frost (absent parent – TBC) - No nomination received for Treasurer (to be followed up)

		<p>MOTION: “That Michelle Campbell will act as scrutineer for the election of Officers”</p> <p>Moved: Michelle Seconded: Lauren Carried</p>
j.	<p>motion to change bank signatories to the newly elected Officers</p>	<p>Remove:</p> <ul style="list-style-type: none"> - Darren Slattery (Outgoing President) - Fred Gadanyi (Outgoing Treasurer) <p>Add New:</p> <ul style="list-style-type: none"> - Isaac Razunguzwa (Incoming President) - Lauren Priddle (Incoming Vice President) - Michelle Campbell (School Principal) <p>Logistics discussed and P&Cs Qld advice given for handling interim and of Pay runs for the current period via the current bookkeeping service and outgoing Executives/signatories, and future appointment of a new bookkeeping service which P&Cs Qld can provide.</p> <p>MOTION: “That the following Executives be removed/added as bank signatories: Bendigo BSB/Account No. 633000/150854529 and Commonwealth Bank Australia BSB/Account No. 064087/10061843 = Remove: Darren Slattery and Fred Gadanyi; Add New: Isaac Razunguzwa, Lauren Priddle and Michelle Campbell.”</p> <p>Moved: Michelle Seconded: Glenys Carried</p>
k.	<p>confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)</p>	<p>Nil</p> <p>MOTION: “That the [all relevant] subcommittee be accepted to continue, with proposed executives and members, as tabled.”</p> <p>Moved: N/A Seconded: N/A Carried/Lost</p>
l.	<p>appointment of the Association’s Auditor</p>	<p>MOTION: “That the Association’s Auditor be appointed as Les Rayne Associates, also known as your mate's tax accountants and they charges \$890 for schools.”</p> <p>Moved: Isaac Seconded: Lauren Carried</p>
m.	<p>adoption of the Student Protection Risk Management Strategy</p>	<p>Annual adoption of the policy.</p> <p>MOTION: “That the Student Protection Risk Management Strategy be adopted as tabled.”</p> <p>Moved: Isaac Seconded: Lauren Carried</p>
n.	<p>adoption of new model constitution (if any)</p>	<p>Nil</p> <p>MOTION: “That the new Model Constitution be adopted as tabled. Confirm quorum numbers for AGM = X, General Meeting = X & Special Meeting = X”</p>

		Moved: N/A Seconded: N/A Carried/Lost
o.	honorary life membership awards (if any)	<p>Nil</p> <p>MOTION: "That the Honorary Life Membership be awarded to [member] for [reason for the honor]."</p> <p>Moved: N/A Seconded: N/A Carried/Lost</p>
p.	general business.	MEETING CLOSE: 6:48 pm

*Should the audit not be available the meeting cannot proceed and must be adjourned until such time as the audit is available for consideration by the members

Draft minutes signed by:

Name: Michelle Campbell

Position: Springfield Central State High School Principal (AGM Chair)

Date: