



**BOWRAL PUBLIC SCHOOL
AGM MINUTES**

Date: Monday 18th March 2019

Venue: School Library

Present: Averil Cutroni, Alison Courts, Kirstine McKay, Suzie Harris, Kay Paviour, Kate Bow, Siobhan Barrett-Lennard, Steve Foster, Kelleah Dawes, Nicole Smith-Bertram, Adriana Neill-Stevens, James Skinner, Paula Wickenden, Kate Facey, Gary Graham, Jo Curran, Scott Cayzer,

Apologies: Myee Clohessy, Fiona Day, Lucy Rogers, Jackie Jones, Susie Bidwell-Watson, Claire Grant.

Meeting opened: 6:07pm

Minutes taken by: Suzie Harris

ACTION ITEMS IN RED AMENDMENTS IN GREEN MOTIONS IN BLUE

Agenda Item	Minutes
Welcome to everyone and accept apologies Accepted by: Siobhan 2 nd Kay	Apologies received from Myee Clohessy, Fiona Day, Lucy Rogers, Jackie Jones, Susie Bidwell-Watson,
Approval of minutes from previous AGM (20.3.18). Accepted by: Steven 2 nd : Alison	As summarized by Averil Cutroni. Accepted as true & correct.
Business arising from the minutes of the previous AGM Accepted by: Steven 2 nd : Alison	MOTION: Siobhan/Steven. To pass the AGM minutes at the next General meeting.

<p>Reports</p> <p>All reports Accepted by: Steven Foster 2nd: Kay Paviour</p>	<p>5.1 Receipt and adoption of the audited annual financial statement and Treasurers report Treasurers report was delivered by Siobhan Barrett-Lennard as follows. Copy of report titled <i>Treasurer's Report AGM2019</i> (table) attached.</p> <p>Financial Audit statement was presented by Siobhan Barrett-Lennard on behalf of Matt bow. Copy of report titled <i>BPS P&C - Signed Audited Financial Report 2018</i> attached.</p> <p>5.2 Receipt and adoption of Presidents annual report Presidents report was delivered by Averil Cutroni as follows. 2018 was a busy and productive year for our P&C. We started off the year with our Tea & Tissues morning tea for our new kindergarten parents, Bubbles at Bradman welcome drinks, and of course our annual Hoedown. For the first time we organised a Dunk Tank and some brave teachers braved the icy cold water in the name of fun for our school community. The Hoedown raised just under \$4000 for our school.</p> <p>Term 2 marked the start of a big change for our school, with our Principal Wendy Buckley announcing her retirement. Deputy Principal Jan Christie announced her retirement, and so did our long time School Administrative Manager Linda Rice. Many P&C members along with other people from our school community attended Wendy's retirement celebration party at the Bradman Museum, and also her Farewell Assembly. At Wendy's last P&C meeting we were able to hand over a donation of \$25000 to the school to be used for new books for the library, books and reading and maths resources for classrooms, as well as new furniture and play equipment for Banyette St playground.</p> <p>In Term 3 we held our 'P' themed Trivia night & silent auction, raising over \$5000. Along with our major events we also held our annual Mother's Day/Father Day stalls, Bulb fundraiser kindergarten orientation morning tea and movie night, which were all wonderful for bringing our school community together. I was fortunate to present the Boys and Girls Dux award at the stage 3 presentation night also.</p> <p>In Terms 3 and 4 our school filled the positions of the leadership team, with Joanne Curran as deputy Principal, Sharon Pecanac as School Administrative Manager, and Gary Graham as Principal, signalling a new beginning for our school.</p> <p>I'd like to thank the P&C committee Kirstine, Alison, Suzie, Siobhan, Kay, Kirrily, Jackie and Fiona- as well as the many members that show their support meeting after meeting, event after event. Thanks for their hard work and commitment to our school, and for being such a wonderful support. It really does take a team to make things happen, and if we all do our bit then it really comes together well. I have really valued the insights and support that you have shown during the last 12 months. Everyone leads very busy lives and they still find the time to contribute.</p> <p>I'd also like to thank the Beehive Canteen Committee and staff for the wonderful job that they do running our amazing Canteen. We sadly farewelled our staff Adriana and Sue and employed our new staff Sam, and Nic to take on those roles. Trish has stayed on with us as a casual employee and her experience has been valued. A lot of work goes into the day to day running of the canteen and the committee and staff work very hard.</p> <p>Big thanks also to the Uniform Shop for keeping our students clothed. Siobhan and her team of volunteers put a lot of work into ordering and organising the stock for our Uniform shop, as well as opening twice a week for the convenience of our parents and carers. The online shop has been a great success with many of our parents utilising it to source their uniform items.</p> <p>The playground committee has also given up their own time to share ideas and organise grant applications to help improve our playground for our students. We look forward to seeing the lower playground plans take shape. I know that lots of discussion and thought has gone into the meetings and I thank you all for this.</p> <p>Special thanks must go to the school staff- teachers, executive and support staff for their support of the P&C during 2018. For events like the Hoedown the teachers put a lot of work into teaching the students their dances, and we appreciate the time and effort they put in to</p>
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helping us with a big event like that. The office staff are also very accommodating when it comes to organising and putting out notes for families for us. Thank you to Gary and Jo for immediately getting involved with the P&C and also honouring the traditions that our school community holds in high regard. I hope that we have done our bit to work with you and help during this big transition phase.

After two years as President, and before that two years as Vice President, I will be stepping down. It's time for someone else to take the reins of this committee. I am so proud of everything that we have achieved over those years. I have always felt that the P&C should be an inclusive, respectful and friendly association where members of our community can come and get involved, put forward their ideas, and be a part of making things happen in our school.

When the P&C works closely and in harmony with the school wonderful things can be achieved and ultimately it's the children that benefit from such a good partnership. Personally even though at first becoming president seems like a very big task, it's been a time of growth for me. It's been very insightful to participate on the School Council and panels. I've become much more confident with helping to organise big events and plan meetings. And even though public speaking is terrifying it does get easier over time to get up in front of people and speak. These experiences have helped me in my paid work. I am very passionate about this school and the families in it, and it's truly given me so much joy to help bring people together and help make this school the best possible place for our kids. I would encourage everyone to push themselves and get out of their comfort zone and put their hand up for something as it really is a very fulfilling experience.

Thank you
Averil Cutroni
President

5.3 Receipt & adoption of the Canteen annual report

Canteen report was delivered by Suzie Harris on behalf of Lucy Rogers.

Overview: The Beehive continues to offer healthy, freshly made meals to all Bowral PS students, adhering to the NSW Govt Healthy Canteens Guidelines. We serve a selection of daily meal-deals, as well as a variety of freshly made sandwiches, freshly baked goods, sausage rolls and soup. The canteen relies on a combination of paid staff and parent/carer volunteers to fulfil its duties.

Staff: 2018/19 has seen a dramatic turnover in staff. Canteen manager Adriana Neill-Stevens took a position at Oxley College, Samantha Brenn stepped in as acting manager while the recruitment process was carried out, the position was advertised to the school community and two applicants were interviewed. Samantha Brenn was awarded the position unanimously through an interview process involving the school, P&C and Canteen Executive. Canteen Supervisor Sue Cruickshank resigned and finished working at the end of Term 4 2018, the position was advertised within the school community, and two applicants were interviewed. Nic Smith-Bertram was awarded the position unanimously by a panel that included the school, P&C and Canteen Executive, Nic commenced her position at the beginning of the 2019 school year. Trish McRae remains working as the canteen assistant. Currently Sam works Mon, Tues, Wed; Nic works Wed, Thurs, Fri and Trish works Mon and Fri. All staff hold relevant Food Safety and Working with Children certification.

Canteen Committee: Mishell Currie stepped down as Canteen Convenor in July 2018 and I replaced her, Mishell's time and advice has been invaluable in transitioning into the position. Nic Smith-Bertram resigned as secretary in Term 3 2018, our thanks to Nic for all her hard work and efforts working in this position. She has been replaced by Cecilia Kemp, thanks Cecilia for taking on this role. Kelleah Dawes continues to act as Financial Co-Ordinator and we thank her for her assistance and time.

Volunteers: We are so grateful to the incredible volunteers that allow us to provide such a fantastic service to our students, some volunteer each week, others once a term and it all makes such a difference. As always, we are challenged by balancing volunteers and paid staff, and declining volunteer numbers make this a challenge. The traffic light system is in place, and staff are working to adjust their food production in relation to the number of volunteers rostered on. We had one RED day in term 4 last year as a result of staff shortages. We hope that the introduction of FlexiSchools this term will alleviate much of the time taking managing

lunch orders in the morning.

Major Purchases: Since July 2018 the canteen has invested in FlexiSchools and a new fridge/freezer. FlexiSchools was \$539 including the thermal label printer, and we also bought a black and white laser printer at \$78. The fridge/freezer were \$2550 for both, these are commercial products that have a lot more capacity than the fridge/freezers we were working with previously, so will hopefully allow food preparation to happen a lot further in advance. Upcoming Events: We have cross-country coming up, the canteen will provide a pop-up canteen service to students at this event, as well as the athletics carnival later in the year. Many thanks to everyone who helps make the canteen the wonderful asset to the school community that it is!

5.4 Receipt and adoption of the Uniform shop annual report

Uniform Shop report was delivered by Siobhan Barrett-Lennard as follows.

With sales steady over the past few years and plenty of sales data from previous years the value of purchase orders was finely tuned to different sizes and quantity. This meant that the overall purchase order value was down and therefore a much greater profit made in 2018. This does not always work out though as we had an unpredictable 150% increase in the sale of size 6 short sleeve polos so unfortunately ran out of that size! As these items are only ordered once a year this can cause angst. We will endeavour to hold more stock at the supplier's warehouse in the future so this does not happen again. Sports shorts are becoming more popular, particularly in size 8 and up; these however are "off the shelf" wholesale items so are easier to restock quickly as required. The orientation pack was sold again at \$180. This was a \$39 discount for the boys pack and a \$54 discount for the girls pack. 31 boys packs were sold and 32 girls packs were sold in Term 4 2018 and Term 1 of 2019, totalling a \$2937 discount for new families. The P&C Uniform Shop is able to donate \$10,000 to the school during 2018. Additional costs for the Uniform Shop are the fee incurred to have an online shop (\$884.22), the total cost of having our own wifi (\$179.50) and the fees taken by the Square App for card transactions (\$1,517.49). However having a card reader, a reliable internet connection and an online store all make the running and accessing of the Uniform Shop easier for both volunteers and parents. Second Hand is greatly appreciated by many customers and turns over continuously with people often keen to shuffle through the items. We want to thank all the families that have dropped off old uniforms for sale. Thanks to all our volunteers that help each week. Jaime Woolley helped substantially in 2018 with the ordering and had many ideas both about the uniform and new ways of presenting information to customers. She (unfortunately for us) has moved away with her family but James Skinner has offered to help with ordering and I have been showing him where all the relevant information can be found. I thank all the volunteers for helping each week, we couldn't do it without you! I have enjoyed my time helping in the Uniform Shop and I hope that it continues to be a volunteer run shop that keeps the prices low for everyone. I won't be far away to help if required!

Siobhan Barrett-Lennard

5.5 Receipt and adoption of the Principals annual report

I would like to thank our current P&C members for your dedication and commitment to supporting our school throughout 2018. I have valued the great efforts you have all given voluntarily fundraising, building a strong school community and providing well appreciated services to our students and their families through the school uniform shop and the school canteen.

I would like to thank our P&C for your great commitment and support to organising the Hoedown. What a great success!! These events don't happen without a lot of hard work and support of many. Thank you very much for your continued efforts in building strong partnerships between home and school.

I would like to report that the majority of the planned projects for the lower playground are now well in progress. The concrete areas across the school have been cleaned and new games and activities have been painted. The half basketball courts and handball courts will be

	<p>coloured in the coming weeks. In the school holidays the lower playground will be returned, the sandstone amphitheatre will be built, the borderline fencing will be built and the granite walkway will be restored. This almost completes all the proposed projects that the Grounds Committee had been working towards achieving for our school. I am now proposing that we cease the Grounds Committee for 2019 and discuss all future planning ideas directly with the P&C.</p> <p>The school has had a new PA system installed across the school to improve our communications both internally within classrooms, the school hall, our school library and externally in the upper playground and bell tones in all play areas. The system now allows communication to be directed to groups and/or individuals through a microphone system within our school office.</p> <p>Planning is well underway to enhance our knowledge in valuing and respecting Aboriginal cultural perspectives across our school. Mr Troy Styman has been temporarily employed as an Aboriginal Learning Support Office to work closely with teachers in supporting our Aboriginal students, students with learning support needs and to work closely with the school to develop significant projects in Aboriginal arts, sport and languages.</p>
<p>Office bearer positions are declared vacant</p>	<p>Averil Cutroni (President) invites Gary Graham (BPS Principal) as the Returning officer to host elections.</p> <p>Gary Graham states that all current positions for the BPS P&C 2019 are now declared vacant. We will now host the elections for the positions as follows.</p>
<p>Nominations and Election of Office bearers and executive committee</p>	<p>PRESIDENT [NO NOMINATIONS/POSITION VACANT]</p> <p>VICE PRESIDENTS (2) Alison Courts Self Nominated. Seconded by: Kirstine Kirstine McKay Self Nominated. Seconded by: Siobhan</p> <p>TREASURER Siobhan Barrett-Lennard Nominated by Kay Paviour Seconded by: Kirstine</p> <p>SECRETARY Suzie Harris Self Nominated. Seconded by: Alison</p> <p>EXECUTIVE MEMBERS (4) Averil Cutroni self nominated. Seconded by: Kirstine Kelleah Dawes self nominated. Seconded by: Steven Adrianna Neil-Stevens self nominated. Seconded by: Kay Kay Pavior self nominated. Seconded by: Adrianna</p>

<p>Appointment of Sub-Committees</p>	<p>CANTEEN SUB-COMMITTEE Convenor Lucy Rogers Self Nomination via email. Seconded by: Averil</p> <p>Financial Administrator [NO NOMINATIONS] Kelleah Dawes to continue until position filled. Self nominated. Seconded by: Steven</p> <p>Administration & correspondence Administrator Cecilia Kemp self nominated via email. Seconded by: Kirstine</p> <p>5 General members (1) Self nomination via canteen meeting from: Kate Facey Seconded by: Kirstine (2) Self nomination via canteen meeting from: Shelly gillis Seconded by: Kay (3) Self nomination via canteen meeting from: Emma Bragg Seconded by: Siobhan (4) Self nomination via canteen meeting from: Jenny Boot Seconded by: Adrianna (5) Self nomination via canteen meeting from: Kate bow Seconded by: Lucy</p> <p>UNIFORM SUB-COMMITTEE Stock Controller (2) James Skinner self nominated. Seconded by: Siobhan [Vacant position]</p> <p>Coordinator (1) Paula Wickenden self nominated. Seconded by: Siobhan</p> <p>Playground sub committee has been dissolved as per suggestion from Gary Graham.</p> <p>Thank you and congratulations to all those elected.</p>
<p>Setting of the 2019 Membership fee.</p> <p>Accepted by: Steven 2nd: Kay</p>	<p>Interim President Kirstine McKay takes over meeting and puts forward a motion to set 2018 membership fee at \$1.</p>
<p>Appoint an Auditor for 2018 accounts.</p> <p>Accepted by: Kay 2nd: Steven</p>	<p>Review of 2018 accounts. [Name of Auditor for the 2019 accounts to be inserted here] Call to the school community for an Auditor</p>
<p>Set date for next AGM.</p>	<p>Next AGM will be Monday 16th March 2020.</p>

Meeting officially closed at 6:42 pm. General meeting to follow.