

Stromlo High School Parents and Citizens Association
Annual General Meeting
21 March 2022, 7.15 pm

Please [email the secretary](#) to comment on the minutes

Meeting opened 7.21 pm

P&C President, Tina Tilley opened the meeting

1. Apologies None

2. Attendance: 19

Tina Tilley	Julie Williams	Marina Spurgin	Kim Smith
Peter Radford	Tim Hawes	Tracy Harington Hawes	Reshmi Lahiri
Jaron Bailey	Bronwyn Madge	Megan Chandra	Kylie Kynaston
John Wellard Nicholas Potter	Vanessa James Nigel Webster	Tammy Sattler Patrice Higgins	Josphine Ponsford

3. Acceptance of previous minutes:

Previous AGM minutes as attached to the meeting agenda. Tina moved that the minutes of the previous Annual General Meeting held May 5, 2021 be accepted, seconded by Julie.

4. President's report

The President gave a summary of her report (*full report attached*). Due to the challenges of Covid restrictions in schools, the P&C were not able to do as many face-to-face events as they had hoped to in 2021.

5. Treasurer's report

The Treasurer gave a summary of her report noting that most of the profit came from the 2nd hand sales of school uniforms.

The current signed and audited financial report is attached

6. Elections of P&C Committee Office Bearer roles

Principal, Peter Radford introduced the voting.

John Wellard asked for information about what the school and P&C are looking for in the president role then nominated as President, seconded by Tina.

Jaron Bailey nominated as Treasurer, seconded by Tina.

The current Secretary, Marina Spurgin offered to remain as Secretary, seconded by Julie.

Each of the Delegates, Kylie Kynaston and Joanne Forster offered to continue as delegates, seconded by Marina.

Public Officer – Julie offered to continue in this role, seconded by Tina.

The outgoing President and Principal thanked all new and continuing office bearers.

7. General business

There was no general business to discuss.

8. Meeting closed at 7.50pm

9. Next AGM 2023 - Term I, week 8

Attachment 1 - President's Report

President Report – Annual General Meeting (AGM) 2022

Since our last AGM on 3 May 2021, COVID has remained a significant challenge for the P&C – possibly more so than ever before. I say this because particularly with new committee members, it makes it doubly challenging to provide a sense of normality, to engage with the school community and with each other.

The P&C has only been able to conduct 2 General Meetings in person this year, which makes it difficult to build relationships and whilst we've all been getting increasingly familiar with the online method of catch ups and meeting – there remains a strong desire to meet face to face, and I hope that going forward into 2022, the school can accommodate this desire.

In addition to our General Meetings, the P&C have been unable to attend most 'normal' school functions that bring the P&C into direct contact with parents in person, for example the Parent Teacher Night, and Year 7 Information Night.

I should point out though, we have met these challenges head on and engaged with parents online and in collaboration with the school. I am pleased to outline the following activities that have been facilitated by the P&C, on behalf of the school community over the past 12 months:

- On **13 July 2021**, I represented the P&C at the ACT Legislative Assembly on the matter of school infrastructure management by the Department of Education, – this was an initiative commenced by our former President Anita Mack, unfortunately whilst we represented our case, focussing on how the school cooking classrooms date from the 70's, and are in part not fit for purpose. This has not yet elicited any results in increased funding. Needless to say, Peter and the teachers make every effort for the classrooms to be functional and are actively driving the renovation program forward. I anticipate the P&C will continue to support this work in any way possible.
- **Teacher presentations** – in our General Meeting on **26 July 2021** Rod Grieve, our Maths Executive teacher, presented to us about using Mathspace and Mathletics. Rod also joined us on **14 February 2022** to talk about the online maths book 'CambridgeGo'. **Tonight** we have Paul Fitzgerald the executive teacher of Humanities present on this subject. Teacher attendance at our General Meetings continues an initiative of the P&C to promote General Meeting attendance.
- On **6 September 2021**, the P&C were proud to have Nicole Agius from the **ESafety Commission present to parents online**. Working with Nicole and the school we co-constructed a presentation which was aimed at contemporary online issues such as gaming, and use of social networking. Nicole provided us with some great online resources to support understanding of these issues and I know I've actively used them. This joint engagement resulted in the school developing a program with the ESafety Commission that has subsequently been rolled out to students and continues to be. I hope that we might pull Nicole back for a second round in 2022.
- On **20 August 2021** – we provided feedback to the EDU School Board via a survey on the changes made to the *Education Act 2004*.
- On **21 October 2021** – as collated by our P&C Secretary (thanks Marina), the P&C provided parent input into the revised mobile phone policy, (thanks also for giving us the opportunity Peter) – the policy has been implemented with the school year of 2022
- In **October 2021** for **World Teachers Day** the P&C provided our wonderful teachers each with a 'cake in a cup' sachet. 66 individually addressed with an inspirational note were

delivered to the school for teachers to collect when they made their way into the office (we were in lockdown yet again)

- **October 2021** – The P&C page on the **School Website** was updated to better promote the P&C and update contact information
- **8 December 2021 – Mangoes were delivered**...Despite a bad year for Mangoes (crop failure impacting quality and driving the boxes to also be smaller) – we still had a great take up by parents – thank you to Sue Cooper who has run the Mango fundraiser for many years and also to Anita Mack who assisted with the delivery/pickup by parents...along with Sue's kids 😊.
- **3 December 2021** – I was thrilled to be invited to present awards at the **Year 10 Graduation** ceremony – The P&C was also happy to help out our yr10 2021 cohort with providing funding to allow them to purchase a gift for their year co coordinators. 2021 hampered the P&C but it also hampered kids and we certainly didn't want a dampener on their special night.
- **13 December 2021 – Second-hand stall was run**....our only face to face event with parents for 2021 – we even conducted it outside (it was great to not have to wear masks!) I would like to shout out to our P&C Treasurer Julie Williams who has been so supportive in not only this stall but with supporting the sale of uniforms in general particularly in the beginning of this year when school access remains a challenge. Thanks Julie!!

Whilst we only had a couple of fundraising opportunities this year, I would like to thank all our wonderful volunteers it is your support that makes any fundraising possible.

Finally, it has been a privilege to serve the Mount Stromlo High School P&C in the capacity of its President. Mt Stromlo has a long tradition of having a highly engaged and effective P&C, that works hand in hand with the Principal to improve the school and student outcomes. The P&C are a wonderful group of people who in my mind, help build the school into the school we'd all like it to be for our kids. Bring on 2022-23!!!

Tina Tilley
President
Mt Stromlo P&C

Motion for Pre-Approvals for P+C Expenses 2022

This motion is to enable the P+C Executive to authorise and pay the following regular expenses until the next P+C Annual general meeting:

P+C Affiliation Fees	approx \$840
Insurance	approx \$1100
World Teachers' Day	approx \$300
Mango fundraiser	approx \$3000

Expense payments are still subject to dual authorisation from the delegated signatories. Any emergency authorisations required will be undertaken with a minimum approval of 3 members of the P+C Executive. The P+C Executive is the President, Treasurer, Secretary, and Vice President. Any emergency authorisations will be notified to the P+C members as soon as practical after the event.

Treasurer report Feb 14 2022

Audit is with the accountant, so should have it by the AGM.

Have listed the pre approval of usual expenses for signing off tonight so that we can pay the expected expenses with less hassle.

Mangos earned us \$1120, delivery was unusual last year as the trays were not delivered when we asked for them, but 3hrs later. This caused some disruption. We thank everyone for their patience on delivery day, and for buying the mangos and supporting our school.

2nd hand uniform sales totalled \$2266.55 for the year, which was 3 sales, in the more covid free times of the year.

The Y10 cohort asked us for money to buy gifts for the Y10 co ordinators, due to the Y10 cohort inability to fundraise. We did this and the teachers were appreciative of their gifts.

Independent Audit Report to the members of Stromlo High School P&C Association

Report on the Financial Statements

I have audited the accompanying financial statements of the Stromlo High School P&C Association, which comprises the statement of Balance Sheet as at 31 December 2021 and the Statement of surplus or loss for the year ended 31 December 2021.

Committees' Responsibility for the Financial Report

The P&C committee are responsible for the preparation of the financial report that gives a true and fair view of the financial state of the association.

Responsibility of person conducting audit

My responsibility is to express an opinion on the financial report based on my audit. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

I confirm that I am not a member of the ACT Council of Parents & Citizens Association and am not related to any member of their committee.

Audit report qualification

Receipts from cash donations and other cash fundraising activities are a significant source of revenue for the Stromlo High School P&C Association. The Association has determined that it is impracticable to establish control over the collection of donations and other fundraising activity revenue prior to entry in its financial records. Accordingly, as the evidence available to us about revenue from these sources was limited, our audit procedures for donations and other fundraising activity revenue had to be restricted to the amounts recorded in the financial records. We therefore are unable to express an opinion on whether cash donations and other cash fundraising activity revenue obtained by the Stromlo P&C Association are complete.

Opinion

I have audited the attached financial statements of the Association.

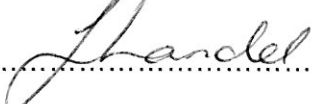
a) In my opinion, except for the matter mentioned in the previous paragraph, the financial statements of the association are properly drawn up;

So far as to give a true and fair view of the matters required by subsection 72(2) of the Act to be dealt with in the accounts for the financial year reported on;

In accordance with the provisions of the Act;

b) proper accounting and other records have been kept by the Association

c) the audit was conducted in accordance with the rules of the Association.

.....  signature 5/3/22 date

Lisa Handel
53 Sidaway Street
Chapman ACT 2611
Ph: 0414340280 Email: lhandel@hotmail.com

Balance Sheet
As At 31 December 2021

Assets

Current Assets

Cash On Hand

P+C Account

14680.83

Total Cash On Hand

14680.83

Total Assets

14680.83

Liabilities

Current Liabilities

Total Liabilities

Net Assets

Equity

Retained Earnings

Current Year Profit

1705.67

Profit And Loss Statement
1 January 2021 Thru 31 December 2021

Income		
Fundraising	6341.55	
Total Income		6341.55
Gross Profit		
Expenses		
Dues and Subscriptions	870.41	
Insurance	561.00	
Purchases	304.47	
Fundraising Expenses	2900.00	
Total Expenses		4635.88
Operating Profit / Loss		1705.67
Other Income		
	00.00	
Total Other Income		00.00
Other Expenses		
Net Profit / Loss		1705.67

Job Profit And Loss Statement
January 2021 Thru December 2021

Account Name	Selected Period	Year To Date
Mangoes		
Income		
Fundraising	3920.00	3920.00
Total Income	3920.00	3920.00
Expense		
Fundraising Expense	2900.00	2900.00
Total Expense	2900.00	2900.00
Net Profit / Loss	1020.00	1020.00
P+C		
Expense		
Dues and Subscriptions	870.41	870.41
Insurance	561.00	561.00
Gifts	304.47	304.47
Total Expense	1735.88	1735.88
2nd Hand Uniform Sales		
Income		
Uniform Sales	2266.55	2266.55
Net Profit / Loss	2266.55	2266.55
Mangos 2020		
Income		
Mango Sales	155.00	155.00
Net Profit / Loss	155.00	155.00

Mount Stromlo High School - Parents and Citizens Association
General Meeting
21 March 2022, 7.50 pm

Please [email the secretary](#) to comment

Meeting opened 7.51 pm

P&C President, Tina Tilley opened the meeting

1. Apologies

None

2. Attendance: 19

Tina Tilley	Julie Williams	Marina Spurgin	Kim Smith
Peter Radford	Tim Hawes	Tracy Harington Hawes	Reshmi Lahiri
Jaron Bailey	Bronwyn Madge	Megan Chandra	Kylie Kynaston
John Wellard	Vanessa James	Tammy Sattler	Josphine Ponsford
Nicholas Potter	Nigel Webster	Patrice Higgins	

3. Teacher Talk

Humanities SLC, Paul Fitzpatrick presented to the meeting on HASS curriculum and implementation. Questions followed the presentation including queries about quality of information sources and fake news, cultural integrity, and elective options and support.

4. Previous minutes (attached)

Tina moved that the previous meeting's minutes held February 14 be accepted, seconded by Julie.

5. Correspondence

Letter from Shannon Carnovale, Acting Principal, Melrose High re parent engagement meeting

6. P&C Committee reports:

No reports due to AGM

7. Business arising

a. P&C Membership form

Minor updates to the form and inclusion of the P&C constitution and bylaws on the school website.

b. 2021 end of year expenses

\$250 for Year 10s end-of-year teacher gifts due to the students' limitations on fundraising activities during Covid.

c. Second Hand Uniform sale

Julie has done a stocktake and there are enough seconds uniform items to organise a sale, though fewer winter items. Marina to create social media message to call for donations of unwanted winter uniform items for the 2nd hand sale.

d. **BBQ Election**

Uncertainty about where the elections will be held, to be confirmed. Potential to work on election day fundraising with badgers ie BBQ, cake stall, drinks. Julie mentioned there are some leftover, out-of-date drinks and BBQ equipment. Suggestion to consider 2nd hand uniform stall on the same day. When polling locations are confirmed, then call for volunteers.

8. Other items

a. P&C poll

To assess the types of events that are of interest for the school's community and volunteers, create a P&C poll. Mangoes to be confirmed following.

b. MSHS parent network

Closed Facebook group run by Stromlo parents for parents to share relevant information.

Meeting closed 8.55 pm

Next meeting May 9 Week 3

Action List

Item	Person	Action	By	✓ ?
5	Marina	Email Shannon Carnovale, Melrose High	24/3	
7a	Marina	Add the constitution to the school's P&C webpage and update the membership form	9/5	
7c	Julie	2nds Uniform sale: Sue, confirm date for sale term 2, week 1 or 2 Marina to do the Ads for Facebook, Scope.	26/4	
7d	Marina	Bunnings BBQ potential date.	9/5	
8	Marina	P&C community event and fundraising poll	9/5	