



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### AGM MINUTES – 2 DECEMBER 2019

Attendees: Alison Bruscano, Jacqui Clark, Lisa Corrigan, Natasha Hollerbach, Tamara Leo, David Malorey, Tim Simpson, Jen Stokes, Vanessa Thompson, Bronwyn Wilson, Brooke Wooldridge

Apologies: Katrina Crooks, Wendela Flokstra-Mesker, Peta Harper, Charlotte Lee, Anjali Weerakoon

#### AGM Open – President, Vanessa Thompson

Meeting commenced at 7:34pm

#### President's 2019 Annual Report – Vanessa Thompson

### President's Report 2019

What an exciting and busy first year we have had.

#### There are many people to thank:

- Firstly to the outgoing P&C team –we are so appreciative of the processes and procedures you passed on to us, as well as the assistance you have given throughout the year.
- All the volunteers – thank you to everyone that stepped up and helped out where needed – canteen, working bee, mother's day stalls, and the list goes on. There are so many wonderful people in the School community who make our events run so much smoother by helping out.
- The wider P&C team – these are the people who spend their weekends holding second hand clothing stalls, coordinating the canteen, completing canteen accounts, submitting grants, running the band, coordinating all the morning teas, work hard to implement Green initiatives and so on, and do so with a smile on their face. Your hard work helps everything run smoothly and the P&C would definitely not be able to function without you.
- The Office Staff, Teachers and Bronwyn – Thank you for your support during the year. We know the fundraising adds extra work to your already busy workloads and we appreciate it.

#### We have had a number of achievements during the year:

- Change of the Working Bee day – this year a Friday afternoon rather than Sunday morning was trialed. It was very well attended so we will continue this next year.
- Introduction of a Disco so the kids could celebrate the year – this was a huge success, and whilst it was not meant to be a fundraiser, did ultimately contribute to the amount we raised during the year.
- Introduction of the Spell-a-thon – a fantastic idea suggested and implemented by Lisa Corrigan. The amount raised far surpassed our expectations and we are so happy with the results. This will allow us to progress with the upgrade of the playground a lot faster than we had thought!
- Successful Grandparents Day Wishing Tree, Spring Showcase Tech Tree and Trivia night. We have sent a survey to the School community to see how we can make the Trivia Night event even better for 2020.

- Cake Stall during the Federal Election – this was held during the election and was a great success. The Scouts were a fantastic addition with their BBQ and worked cohesively with our stall.
- Green Team – this is a fantastic team that contributes so much to the school. Their efforts have resulted in 13,937 recyclables processed since their “Go Live”. This money is given to the P&C and we applaud their hard work to assist with our fundraising initiatives.
- The Band continues to be a well-run operation. They held a bake sale at the first election and were able to purchase new filing cabinets. I have seen the amazing new set up and it is really going to change the way the Band can use their music.
- P&C email and website review – the email and website set-up was reviewed at the start of the year. The existing set-up wasn’t ideal from a technical perspective and improvements could be made with the technology now available. P&C email was migrated to Gmail allowing better email management, access to Google Drive for easy file storage and sharing, and better security. The changes now in place will help the current and future P&C teams better manage and retain documentation within a P&C environment. The changes have also saved several hundred dollars in IT operating costs. The email hosting and website hosting now operate as free charity accounts and domain hosting costs are very small. Thankyou Glen Leo (our unofficial IT support person) for all your hard work setting up the changes this year.

**There were a few challenges along the way with majority of them resolved by the end of the year:**

- The Canteen had been making a loss – this was contributed to by canteen prices that had not been increased in a number of years, supplier costs significantly increasing year on year, and remuneration expenses increasing as per CPI. Steps were taken to increase prices, where appropriate, by the start of Term 4. We will complete a review at the end of this year, Term 1 2020 and Term 2 2020 to confirm whether this has been effective.
- The Canteen fridge broke down part way through Term 4. Luckily, Wendela (canteen manager) pre-empted this and approval was sought in a previous meeting (May) to replace the fridge when it finally died. Thanks are given to the prior year’s P&C for their excellent fundraising which has helped us pay for this new fridge.
- The P&C continue to strive to find ways to communicate better with the School community, and ensure we are being effective and efficient in our methods. A survey was sent in Term 4 to ask for school community feedback on communications and we will review these results during the summer break with the hope of making changes where needed.
- We have a few positions vacant– Morning Tea coordinator and Grants Committee. These vacancies are due to a move overseas and changes to personal commitments. We hope to fill these vacancies early in the New Year.

**In Summary:**

As a new 2019 P&C committee we have had a busy year. It took time finding our stride and gaining confidence with the roles we have. We have met our challenges and exceeded expectations with the majority. We have been overwhelmed with how fantastic the School Community is and consider ourselves lucky to be so supported.

We can’t wait to see how 2020 unfolds.

**Approval of 2018 AGM Minutes – Vanessa Thompson**

Minutes from 3 December 2018 were approved

## West Pymble P&C Association Inc.

### Treasurer's Report

as of 30 November 2019

Accounts include income and expenditure for 1 January to 30 November 2019 and figures represented in this report aim to fairly represent the financial performance of the West Pymble Public School Parents and Citizens Association for this period. The 2019 accounts have been prepared on a cash accounting basis.

#### **Bank Accounts - Balances and Movements on Accounts**

The 2019 beginning cash balances were higher due to the donation from OOSC for the Playground upgrade. During 2019, the focus has been to continue fundraising, while still covering operating costs and commitments to the School. We also have worked to spend the fundraised money on classroom resources and school programs.

#### **Consolidated Profit & Loss**

The P&C will finish 2019 in an even financial position. This is a result of the great support by the families at WPPS during fundraising events.

#### **Band Account**

The band currently has net earnings of \$15k, finishing the year in a great financial position. Income was 20% higher than last year, while expenses were slightly down. The band committee has continually reviewed income and expenses to avoid having a net loss at year end, which has worked well.

#### **Canteen Account**

The Canteen is low in funds with a net profit of approx. \$500. As at 30 November, there are no outstanding expenses.

Reasons for the small net profit are primarily due to:

- Cost of food is up by 23% and expenses have risen, mainly due to the purchase of a new pie warmer earlier this year.
- Wages/super have increased to align with the Government wage increase back in July.

Counter sales are slightly down while online sales are up on last year. A new refrigerator will be purchased as agreed at previous P&C meetings and the money for this will come from the P&C Investment account.

Payroll is set to be completed this week equalling approx. \$1,500, and December invoices will be due, which should be minimal due to end of year.

It is recommended the canteen maintain \$3,000 in the account to cover any invoices and employment cost that incur after the end of the school term. This will allow cost to be covered when due and eliminate the need to wait for income in February of the following year.

#### **Transaction Account - P&I**

As at 30 November, the transaction account has net earnings of approximately \$460.

\$18.5k is currently held by the school for family pledges and will be transferred over to the P&C early 2020. These are no current financial commitments for the remainder of 2019.

In August 2018, \$24k was transferred to the investment account from the transaction account and will be used for the new Canteen Fridge.

This are enough funds to cover expenses budgeted for the beginning of 2020. The expenses include pledges to the school of approximately \$30k. Any additional funds from 2019 that are not already committed are available to be spent as voted by the committee at general meetings.

Net profit of approx. \$46k was made in fundraising. Trivia night was the most successful night with a profit of \$22k! The addition of the Spell-a-thon in term 4 proved to be successful this year with over \$9k in income.

Family contributions are down slightly on 2018 with a total of \$18.5k being contributed this year.

#### **Forecasting and budgets for 2020**

The P&C executive team has reviewed the current year expenses and set a budget to include all the anticipated expenses to occur in 2020. Most of the budget goes to the school to support teacher consumables and one learning support teacher. A qualified person will audit the accounts in the New Year.

West Pymble Public School Parents and Citizens Association Inc.  
Cash Accounts  
as of 30 November 2019

| Account Name                   | 30 November Balance  |
|--------------------------------|----------------------|
| P&C Transaction Account 0695   | 37,848.08            |
| P&C Investment Account 5922    | 44,820.60            |
| P&C Building Fund Account 9036 | 13,476.65            |
| P&C Funds Held by WPPS         | 18,545.55            |
|                                | <b>114,690.88</b>    |
| Canteen Account 7965           | 4,081.49             |
| Canteen Cash Drawer            | 50.00                |
|                                | <b>4,131.49</b>      |
| Band Transaction Account 3438  | 21,286.97            |
| Band Investment Account 4881   | 27,591.79            |
|                                | <b>48,878.76</b>     |
| <b>Total Cash</b>              | <b>\$ 167,701.13</b> |

West Pymble Public School Parents and Citizens Association Inc.  
Consolidated Profit and Loss  
1 January - 30 November, 2019

|                                   |                      |
|-----------------------------------|----------------------|
| <b>Income</b>                     |                      |
| Donations                         |                      |
| Fundraising Income                | 53,523.78            |
| Operating Activities              | 12,633.43            |
| Canteen Sales                     | 77,106.78            |
| Band Income                       | 55,302.80            |
| <b>Total Income</b>               | <b>\$ 198,566.79</b> |
| <b>Cost of Sales</b>              |                      |
| Cost of Sales - Canteen           | 49,001.24            |
| Cost of Sales - Band              | 36,592.40            |
| <b>Total Cost of Sales</b>        | <b>\$ 85,593.64</b>  |
| <b>Gross Profit</b>               | <b>\$ 112,973.15</b> |
| <b>Other Income (Loss)</b>        |                      |
| Interest Income                   | 284.87               |
| <b>Total Other Income (Loss)</b>  | <b>\$ 284.87</b>     |
| <b>Expenses</b>                   |                      |
| General & Administrative Expenses | 2,252.18             |
| Canteen Operating Expenses        | 3,198.81             |
| Employment Expenses               | 24,026.66            |
| Fundraising Expenses              | 7,268.25             |
| Funding Commitments               | 56,695.02            |
| Band Expenses                     | 3,199.75             |
| <b>Total Expenses</b>             | <b>\$ 96,640.67</b>  |
| <b>Net Earnings</b>               | <b>\$ 16,617.35</b>  |

West Pymble Public School Parents and Citizens Association Inc.  
P&C Transaction Profit and Loss  
1 January - 30 November, 2019

|  |                         |
|--|-------------------------|
| <b>Income</b>                                      |                         |
| <b>Donations</b>                                   |                         |
| Building Fund - deductible                         | -                       |
| General - non deductible                           | -                       |
| <b>Total Donations</b>                             | <u>-</u>                |
| <b>Fundraising Income</b>                          |                         |
| Events Income                                      | 47,593.13               |
| Sponsorships Received                              | 3,250.00                |
| Second Hand Clothing Stall                         | 2,680.65                |
| <b>Total Fundraising Income</b>                    | <u>53,523.78</u>        |
| <b>Operating Activities</b>                        |                         |
| Grants Received                                    | 9,903.00                |
| Membership Fees Received                           | 12.50                   |
| Excel Uniforms Commission                          | 2,245.40                |
| Other Commission Received                          | 472.53                  |
| <b>Total Operating Activities</b>                  | <u>12,633.43</u>        |
| <b>Total Income</b>                                | <u>\$ 66,157.21</u>     |
| <b>Other Income (Loss)</b>                         |                         |
| Interest P&C Transaction 0695                      | 20.63                   |
| Interest P&C Investment 5922                       | 122.38                  |
| Interest Building Fund 9036                        | 25.15                   |
| <b>Total Other Income (Loss)</b>                   | <u>\$ 168.16</u>        |
| <b>Expenses</b>                                    |                         |
| <b>General &amp; Administrative Expenses</b>       |                         |
| Community Funding                                  | 82.93                   |
| P&C Hosted Events                                  | 669.25                  |
| Insurance  | 1,115.00                |
| Computer Software/Web Develop                      | 385.00                  |
| <b>Total General &amp; Administrative Expenses</b> | <u>2,343.43</u>         |
| <b>Fundraising Expenses</b>                        |                         |
| Cost of Fundraising Goods                          | 5,093.74                |
| Labour Hire  | 739.56                  |
| Equipment Hire/Lease                               | 123.50                  |
| TryBooking Fees and Charges                        | 258.26                  |
| PayPal Fees - Fundraisers                          | 419.95                  |
| Fundraising Expense Miscellaneous                  | 541.99                  |
| <b>Total Fundraising Expenses</b>                  | <u>7,177.00</u>         |
| <b>Funding Commitments</b>                         |                         |
| School Pledges                                     | 55,844.58               |
| Staff Room Supplies                                | 500.00                  |
| <b>Total Funding Commitments</b>                   | <u>56,344.58</u>        |
| <b>Total Expenses</b>                              | <u>\$ 65,865.01</u>     |
| <b>Net Earnings</b>                                | <u><u>\$ 460.36</u></u> |

West Pymble Public School Parents and Citizens Association Inc.  
Canteen Profit and Loss  
1 January - 30 November, 2019

|   |                     |
|---|---------------------|
| <b>Income - Canteen Sales</b>           |                     |
| Counter Sales                           | 15,851.30           |
| School24 Online Sales                   | 57,468.55           |
| Catering Fees Received                  | 625.00              |
| OOSC Sales                              | 3,161.93            |
| <b>Total Income - Canteen Sales</b>     | <b>77,106.78</b>    |
| <b>Cost of Sales - Canteen</b>          |                     |
| Food Purchases                          | 41,225.09           |
| Beverage Purchases                      | 3,991.93            |
| Frozen Dessert Purchases                | 3,226.43            |
| Packaging Purchases                     | 557.79              |
| <b>Total Cost of Sales - Canteen</b>    | <b>49,001.24</b>    |
| <b>Gross Profit</b>                     | <b>\$ 28,105.54</b> |
| <b>Other Income (Loss)</b>              |                     |
| Interest Canteen Account 7965           | 3.59                |
| <b>Total Other Income (Loss)</b>        | <b>\$ 3.59</b>      |
| <b>Expenses</b>                         |                     |
| <b>Canteen Operating Expenses</b>       |                     |
| Kitchen Equipment                       | 808.50              |
| Council/Gov Fees                        | 120.00              |
| Repairs & Maintenance                   | 697.68              |
| School24 Service Fees                   | 1,463.63            |
| Other Miscellaneous Expenses            | 109.00              |
| <b>Total Canteen Operating Expenses</b> | <b>3,198.81</b>     |
| <b>Employment Expenses</b>              |                     |
| Superannuation                          | 1,903.82            |
| Wages & Salaries                        | 21,486.59           |
| Workers' Compensation                   | 555.90              |
| Other Employer Expenses                 | 80.35               |
| School Pledges                          | 350.44              |
| <b>Total Employment Expenses</b>        | <b>24,377.10</b>    |
| <b>Total Expenses</b>                   | <b>\$ 27,575.91</b> |
| <b>Net Earnings</b>                     | <b>\$ 533.22</b>    |

West Pymble Public School Parents and Citizens Association Inc.  
Band Profit and Loss  
1 January - 30 November, 2019

|                                  |                     |
|----------------------------------|---------------------|
| <b>Income</b>                    |                     |
| Performance Band                 | 18,570.00           |
| Concert Band                     | 17,210.00           |
| Training Band                    | 16,365.00           |
| Instrument Hire                  | 740.00              |
| Band Income - Miscellaneous      | 2,127.80            |
| Band Income T-Shirt Sales        | 290.00              |
| <b>Total Income</b>              | <b>\$ 55,302.80</b> |
| <b>Cost of Sales</b>             |                     |
| Band Tutors                      | 17,582.50           |
| Band Camp                        | 13,224.00           |
| Band Competitions/Events         | 945.00              |
| Instrument Repairs/Maintenance   | 4,840.90            |
| <b>Total Cost of Sales</b>       | <b>\$ 36,592.40</b> |
| <b>Gross Profit</b>              | <b>\$ 18,710.40</b> |
| <b>Other Income (Loss)</b>       |                     |
| Interest Band Transaction 3438   | 25.42               |
| Interest Band Investment 4881    | 87.70               |
| <b>Total Other Income (Loss)</b> | <b>\$ 113.12</b>    |
| <b>Expenses</b>                  |                     |
| Band Equipment (non-capital)     | 1,524.99            |
| Band Expenses - Miscellaneous    | 1,674.76            |
| <b>Total Expenses</b>            | <b>\$ 3,199.75</b>  |
| <b>Net Earnings</b>              | <b>\$ 15,623.77</b> |

West Pymble Public School Parents and Citizens Association Inc.  
Fundraising Report  
1 January - 30 November, 2019

|                                       | <u>Income</u>    | <u>Expenses</u>  | <u>Net Fundraising</u> |
|---------------------------------------|------------------|------------------|------------------------|
| Welcome Night                         | 1,315.15         | -320.94          | \$994.21               |
| Grandparents Day – raffle & donations | 3,082.00         | -485.88          | \$2,596.12             |
| Mother’s Day Stall                    | 4,925.00         | -4,143.43        | \$781.57               |
| Cake Stall/BBQ                        | 1,932.80         | 0.00             | \$1,932.80             |
| Trivia Night                          | 23,333.48        | -860.46          | \$22,473.02            |
| Spring Showcase                       | 2,228.85         | -1,924.14        | \$304.71               |
| Election Day BBQ/cake stall           | 3,086.65         | 0.00             | \$3,086.65             |
| Second Hand Clothing Pool             | 2,680.65         | -108.39          | \$2,572.26             |
| School Disco                          | 2,890.00         | -1,180.98        | \$1,709.02             |
| Bottle Recycling                      | 770.00           | 0.00             | \$770.00               |
| Father’s Day Breakfast                | 0.00             | -300.00          | -\$300.00              |
| Spell-a-thon                          | 9,212.00         | 0.00             | \$9,212.00             |
| <b>Fundraising at 30 Nov</b>          | <b>55,456.58</b> | <b>-9,324.22</b> | <b>46,132.36</b>       |
| Additional expenses not yet paid:     |                  |                  | -                      |
| <b>Total Fundraising Annual</b>       |                  |                  | <b>\$ 46,132.36</b>    |

- The 2019 P&C accounts will be audited by Charlotte Lee
- Question – Does money in the investment account need to be allocated to a specific expenditure?  
Answer – The annual budget determines how forecasted income will be spent (predominately to support teacher consumables and one learning support teacher). Money in the investment account can be allocated as needed, e.g. to help cover pledge shortfalls or emergency expenses such as a canteen fridge.
- Question – When did the canteen accounts fall into deficit?  
Answer – The deficit was noticed towards the end of Term 2. A pricing and stock review was immediately undertaken and pricing increases and supplier changes have been implemented from Term 3. A financial improvement should become evident by Term 1 2020. Another review will take place in Term 2 2020.

### Budget 2020 – Jen Stokes

| FORECASTED EXPENSES                          | 2020                      | FORECASTED INCOME                     | 2020               |
|--|---------------------------|---------------------------------------|--------------------|
| <b>School Events / Initiatives / Pledges</b> |                           | <b>Fundraising</b>                    |                    |
| Hands First Initiative                       | \$350.00                  | Welcome Night                         | \$700.00           |
| Morning teas - School and P&C Events         | \$500.00                  | Grandparents Day – raffle & donations | \$0.00             |
| Kindy New Parent Info Night                  | \$300.00                  | Mother's Day Stall                    | \$0.00             |
| Kindergarten 2020 School Tees                | \$0.00                    | Cake Stall/BBQ                        | \$2,000.00         |
| Kindergarten Library Bags                    | \$0.00                    | Trivia Night                          | \$18,000.00        |
| Community Grant                              | \$1,000.00                | Spring Showcase                       | \$0.00             |
| Staff Room Supplies (milk and coffee)        | \$1,200.00                | Election Day BBQ/cake stall           | \$0.00             |
| Teacher's consumables pledge                 | \$2,600.00                | Second Hand Clothing Pool             | \$2,000.00         |
| STLA Teacher pledge                          | \$25,000.00               | School Disco                          | \$0.00             |
| Playground Project                           | \$30,000.00               | Bottle Recycling                      | \$1,000.00         |
|  | <u>\$60,950.00</u>        | Spell-a-thon                          | \$5,000.00         |
|  |                           |                                       | <u>\$28,700.00</u> |
| <b>Operating Expenses</b>                    |                           | <b>Commission and other</b>           |                    |
| Insurance                                    | \$665.00                  | Excel Uniform Commission              | \$2,400.00         |
| Membership fees paid                         | \$450.00                  | School Pledge                         | \$18,000.00        |
| Computer Software (Accounting System)        | \$462.00                  | OOSC Canteen Hire                     | \$500.00           |
| Web Development                              | \$0.00                    | Athlete's Foot Commission             | \$525.00           |
| Domain Host Server                           | \$25.00                   | Father's Day Coffee Truck Commission  | \$200.00           |
|  | <u>\$1602.00</u>          | Grants – School                       | \$10,000.00        |
|  |                           | Grants – Paul Fletcher                | \$10,000.00        |
| <b>General Expenses</b>                      |                           |                                       | <u>\$41,625.00</u> |
| Gifts >\$300 (P&C Members)                   | \$300.00                  | <b>Projected Income</b>               | <b>\$70,325.00</b> |
|  | <u>\$300.00</u>           |                                       |                    |
| <b>Forecasted Expense</b>                    | <u><u>\$62,852.00</u></u> | Other Contributions                   | \$0.00             |

- The budget was presented to members at the meeting and no objections were raised
- Most income will be allocated to the school to support teacher consumables, one learning support teacher and the next phase of the playground upgrade

### Submission of reports for AGM – Tamara Leo

- List of Financial Members 2019
- President's Annual Report 2019
- Treasurer's Report 2019
- Audited Financial Statements 2018
- AGM Minutes, 3 December 2018



## Election of Office Bearers – Bronwyn Wilson

- Vacant positions for 2020 – Grants Committee and Teas Coordinator
- Nominations for these vacant positions will be voted on at the next General Meeting in February 2020
- All other office bearers will continue in 2020, pending a vote at the next General Meeting in February 2020
- Bronwyn proposed some members of the executive committee consider remaining for a third year for better continuity
- The current P&C has been very well supported by the 2017/2018 committee and would similarly support the next committee so a third year may not be necessary for continuity reasons
- Internal processes continue to be improved to ensure smooth handovers for future committees
- It was also suggested that class parents should be encouraged to attend at least one meeting per term

| Position                              | 2019                  | Continuing 2020 | Updates during 2019   |
|---------------------------------------|-----------------------|-----------------|---|
| <b>P&amp;C Executive</b>              |                       |                 |   |
| <b>President</b>                      | Vanessa Thompson      | Yes             |   |
| <b>Vice President - 1</b>             | Natasha Hollerbach    | Yes             |   |
| <b>Vice President - 2</b>             | Lisa Corrigan         | Yes             |   |
| <b>Treasurer</b>                      | Jen Stokes            | Yes             | <i>Treasurer/Canteen Accounts positions swapped 13 May 2019 GM</i>    |
| <b>Secretary</b>                      | Tamara Leo            | Yes             |   |
| <b>Communications</b>                 | Anjali Weerakoon      | Yes             |   |
| <b>Band</b>                           |                       |                 |   |
| <b>Band Convenor</b>                  | Katrina Crooks        | Yes             | <i>notified 25 Mar 2019 GM, after band camp 17-19 May 2019</i>        |
| <b>Band Treasurer</b>                 | Jocelyn Girard        | Yes             | <i>notified 25 Mar 2019 GM</i>  |
| <b>Band Secretary</b>                 | Brooke Wooldridge     | No              | <i>notified 25 Mar 2019 GM</i>  |
| <b>Canteen</b>                        |                       |                 |   |
| <b>Canteen Coordinator</b>            | Paula Stokoe          | Yes             |   |
| <b>Canteen Accounts Coordinator</b>   | Libby Evans           | Yes             | <i>Treasurer/Canteen Accounts positions swapped 13 May 2019 GM</i>    |
| <b>Fundraising</b>                    |                       |                 |   |
| <b>Fundraising Coordinator</b>        | Lisa Corrigan         | Yes             |   |
| <b>Fundraising Committee - 1</b>      | Jacqui Clark          | Yes             |   |
| <b>Fundraising Committee - 2</b>      | Alison Bruscino       | Yes             |   |
| <b>Fundraising Committee - 3</b>      | Alex Frampton         |                 |   |
| <b>Fundraising Committee - 4</b>      | Christie Pitronaci    | Yes             |   |
| <b>Fundraising Committee - 5</b>      | Melanie Mather        | Yes             |   |
| <b>Fundraising Committee - 6</b>      | Nicole Mason          | Yes             |   |
| <b>Fundraising Committee - 7</b>      | Lisa Bilbe            | Yes             | School Disco  |
| <b>Fundraising Committee - 8</b>      | -                     | -               |   |
| <b>Grants Committee</b>               | Leanne Bamford Barnes | No              |   |
| <b>Grants Committee</b>               | Natasha Hollerbach    | Yes             |   |
| <b>Pre-loved Uniforms Coordinator</b> | Sharlynn Irvin        | Yes             |   |
| <b>Teas Coordinator</b>               | Alison Bruscino       | Yes             |   |
| <b>Teas Coordinator</b>               | (vacant)              |                 | <i>Julie Anderson finished end Term 3, acknowledged 9 Sep 2019 GM</i> |
| <b>Working Bee Coordinator</b>        | Lisa Bilbe            | Yes             |   |
| <b>Class Parent Liaison</b>           | Lisa Corrigan         | Yes             |   |

## AGM Close

- Meeting adjourned at 8:02pm
- The second part of the AGM, to finalise office bearers and approve the 2019 audited financial statements, will be held in conjunction with and precede the ordinary general meeting for February 2020
- Next General Meeting – Monday, 10 February 2020 @ 7:30pm

