

Petersham Public School P&C Association

Minutes from the Annual General Meeting held on 4 December 2018

1. Attendance:

Nicole Hooker, David Shannon, Maja Grujic, Hugh Miller, Rowan Sivyver, Amornsee Tawinwong, Gina Musumeci, Tarryn Hill, Anthony Murty, Mark Irwin, Emma Lozina, Sean Richardson, Lyndal Le Bas, Beth Morgan, Sam Anderson, David Sheehan, Natalie Saad, Rebecca Goodlud, Pat Hodges

2. Apologies: Donna Flood

3. President's AGM Report *David Shannon*

- The P&C has had an absolute bumper year of activities, events, fundraising and achievements. Many of our long running projects were brought to fruition this year (Stage 1 of the outdoor learning spaces) and others are well on their way (the PPS cookbook is coming in mid-2019!!).
- It is important to mention that a very wide group of PPS families and community members have given so much time, energy and support through the P&C to the wonderful school community. This really helps to imbue in our students, their teachers and the broader community of parents and carers with such a strong atmosphere of inclusion and belonging.
- A huge thanks to the PPS staff - the P&C recognises and appreciates the professionalism, energy, commitment, grit, intelligence, patience and good humour of the wonderful teachers and support staff at our school, led by an excellent executive. The communication and collaboration between the executive and teachers and the P&C underpins the successful outcomes of the P&C this year. Petersham is a wonderful school with a P&C whose contributions we can all be proud of.
- There have been so many achievements through the year, that are almost too many to name, but I will mention a few that are indicative of the many achievements.
- At the outset I must recognise and express heartfelt thanks Maja Grujic and Sam Anderson – P&C stalwarts, outgoing Vice President and Treasurer, but tireless in their many endeavours, original ideas, hard labour, in-kind procurement abilities, design, coordination, charm and agility. To Gina Swist and all the class reps, and to all the volunteers and coordinators leading the hugely successful P&C events (Welcome BBQ, Trivia Night, Halloween Howler, fundraising BBQs), the cookbook project team, the working bees volunteers (esp Sam & David Anderson, Ali & Sean Richards), the uniform shop, fruit cutters, and so many other volunteer activities. Also, a big thanks to Sam and to Sean Richards for preparing the bid for the successful Community Building Partnerships grant (\$20,000) awarded by the state government through out local MP, Jo Haylen. A big vote of thanks to Tarryn Hill who has stood down from the Vice President role after an earlier stint as treasurer and originally kicking off the outdoor learning projects. A very big vote of thanks and recognition of all the contributions of Amber Lang, our Instrumental Music Program coordinator. Amber has done an enormous amount of work over many years and has been the rock on which the program has grown and prospered. Thanks too to Karen O'Keefe and Karen Greenland. A vote of thanks to Row, Nicole, Tarryn and others who pulled together the excellent newsletters. A big thanks to Nicole Hooker (outgoing Secretary) for all her hard work over many years. A very big thanks to Don Gee Building and especially to Craig Rowe for donating all the labour to build the seniors deck. And to Sue and Sharon (Office staff), and Tony (GA) for all your contributions throughout the year. And finally to our main sponsor, Frederico Fraga-Matos and Raine & Horne Petersham.

4. Principal's AGM Report: *Hugh Miller*

- Please see attached

5. Treasurer's report: *Sam Anderson*

- See attachments
- Audits completed and passed
- Thank you to Raine and Horne Petersham – both financially and for your continued participation
- Thank you to the many companies that have contributed to the outdoor learning area project

6. Election of Officers

- 2018 Officers Disbanded – Hugh Miller
- Call for nominations for Officer Positions 2019
 - President – David Shannon – Tarryn Hill seconded, carried

- Vice President 1 – Sean Richardson – Gina Musumeci seconded, carried
 - Vice President 2 – Rowan Sivyver – Natalie Saad seconded, carried
 - Secretary – Anthony Murty - Tarryn Hill seconded, carried
 - Treasurer – Mark Irwin - Gina Musumeci seconded, carried
 - All executive positions filled.
 - Call for nominations for sub committees
 - Auditor – TBC- potentially Olga Gruzdeff
 - Band – David Shannon and Hugh Miller
 - PACC – Rebecca Goodlud
 - Environment and Sustainability – Sam Anderson
 - Class Reps – TBC – check with Simone Hallett
 - Cook Book – current committee carried over
 - Fundraising and Events - TBC
- 13. Date of next meeting:** AGM Tuesday 3 December, December P&C Meeting Tuesday 3 December
- Meeting closed: 8.50 pm**

P&C AGM - Tuesday 4 December 2018

Principal's Report

Review of achievements against School Plan in 2018

- SD1: Excellence in Learning
 - Staff training, familiarisation and trial implementation of Learning Progressions. LPs are a teaching and learning resource which outline the observable behaviours needed to meet syllabus outcomes. Teachers use them to determine what students know and can do, and what they need to learn next.
 - Teachers trained in PLAN 2 and new Best Start Assessment.
 - Kindergarten Teachers attended Effective Early Reading PL and visited lighthouse schools in Gympie Bay and Sherwood Ridge to observe best practice.
 - Developing specific feedback that moves learning forward: provided by teachers and peers.
- SD2: Excellence in Teaching
 - Professional learning focus on Formative Assessment: ongoing data collection and decision making about where learners are now, where they are going and how to get them there. In collaboration with Taverners Hill IS and Teacher Quality Advisors from DoE, using the work of Prof Dylan Wiliam.
 - Key strategies include Learning Intentions and Success Criteria; Effective Discussions and Questioning; Providing feedback; Peer- and Self-Assessment.
 - Development of collaborative practices to ensure consistent teacher judgement and quality teaching across all classrooms, through regular collaborative planning opportunities and development of whole school scope and sequences across the curriculum.
- SD3: Strong Partnerships
 - Wellbeing committee leading implementation of Bounce Back social emotional learning strategies across the school
 - Establishment of Environmental Committee with staff and parent representation. Involvement of all students in sustainability and environmental learning.
 - Partnerships between school, P&C and local companies to design and build Sustainable Outdoor Learning Area.
 - Support of a range of charities including Childhood Cancer Project, Stewart House, Salvation Army.

Review of significant events and initiatives in 2018

- Education Week Art Show
- Science Week Paper Planes Competition
- Dance Showcase Performance
- Outdoor Learning Area Launch
- Sporting Programs: PSSA - Carnivals, Weekly Competitions, Gala Days, Cricket program, Sports In Schools Athletics Program, School Sport
- IMP and Choirs in Festivals of Choral and Instrumental Music, Primary Proms, Engadine Bandfest
- Multicultural Public Speaking Competition, Premiers Spelling Bee, Premiers Reading Challenge
- Arts Unit Regional Ensembles in Drama, Music, Dance, Create East
- Continuation of partnership with Atlassian to run Coding Club and Hack in a Box program in Stage 3
- NAIDOC Week Assembly and Workshop

Overview of School Finances - December 2018

Fund		* JAN 2018 - DEC 2018							
		Opening Balance A	Funds Allocation B	Funds Received C	Funds Consumed D	Funds Available F (A+B+C-D+E)	Current Plan Expenditure I	Estimated Funds Available (Year End) J (F+H-I)	Funds Commitments K
6100	Consolidated Fund	5,553	2,373,240	4,551	2,137,537	245,806	278,478	(32,672)	20,481
6200	Commonwealth Funds	0	1,501		1,504	(3)	2	(4)	0
6300	School and Community	170,305		287,297	273,104	184,498	138,694	46,071	21,880
6520	Monies-Third Parties	(1)		3,058	2,640	417	0	417	
Overall Result		175,857	2,374,741	294,906	2,414,785	430,718	415,174	15,812	42,341

Staffing 2019

- Staffing allocation is similar to 2018. 11 classes again in 2019. Total staffing allocation (teaching and admin) totals 18.343 FTE.
- Permanent and temporary teaching staff will remain largely consistent in 2019
 - Georgie Alison Maternity Leave - Lydia Yerrell replacing T1-3 FT, T4 class share).
- Admin staff will also remain largely consistent. Some changes in School Learning Support Officers.

School Budget Allocation Report (SBAR) 2019

- Staffing entitlement for Learning and Support Teacher 0.5 FTE (Mr Hope).
- Flexible Equity Funding for Socio-Economic Background, Aboriginal Background, Low Level Adjustment for Disability remained consistent with 2018.
- Flexible Equity Funding for English Language Proficiency reduced from \$64k to \$45k. Reflects ongoing reduction in numbers of students in community from diverse language backgrounds. This shortfall will be met by converting some support teaching roles to SLSO roles, and through School and Community Funds.

Operating budgets for 2019 will cover salaries, utilities and maintenance and some basic resources and professional learning. Once again the school relies heavily on the voluntary contribution scheme and P&C donations to enable additional staffing and resourcing to enhance teaching and learning programs.

Funding Priorities 2019

- STEM resources
 - Practical science kits for experiments (Years 3-6)
 - Class set of Sphero robotics (apx \$2000)
- Teaching resources
 - Online children's encyclopedia subscription
 - Class readers (factual texts)
- Fine motor development resources (Years K-2)
- High quality outdoor PA system with speakers fixed to the COLA
- Shadecloths between COLA and Hall
- Classroom doors each painted a different bright colour
- Colourful fence artwork eg Glebe PS, Marrickville HS
- Rain Garden; Sculptures



PETERSHAM PUBLIC SCHOOL P&C ASSOCIATION

25 Hunter Street
Petersham NSW 2049

Phone 02 9560 9665
Fax 02 9564 2104

**Federation of Parents & Citizens Assoc of NSW
Locked Bag 40
Granville NSW 2141**

27 November 2018

To whom it may concern,

Please find attached a copy of our audited accounts and letter from the auditor Olga Gruzdeff. Our financial year runs from the 1st November 2017 to the 31st October 2018. Our AGM will be held on Tuesday 4th December 2018.

These are for the following Petersham Public School P&C's accounts:

1. P&C General Account
2. Band Account
3. Building Fund Account

A new committee will be elected on Tuesday 4th December and the names of the members will be issued to you once all positions have been filled.

I hope this information is sufficient, please do not hesitate to contact me if you require further details.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Anderson'.

Samantha Anderson (Aird)
Treasurer for P&C Association Petersham Public School 2017/18

m. 0430 328278
e. samaird777@gmail.com

*President: David Shannon Vice-Presidents: Tarryn Hill, Maja Grujic Rowan Sivyer
Secretary: Nicole Hooker Treasurer: Samantha Anderson*



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26 November 2018

To whom it may concern,

I hereby state that I have audited the accounts of Petersham Public School P & C Association for the period 1/11/2017 to 31/10/2018.

The bank accounts has been found to be completely reconciled to the cashbook. All supporting documentation for audited items was successfully provided showing all transactions were at arms length.

This is true for all of the Petersham Public School P&C Association accounts being:

1. P&C Account
2. Band Account
3. Building Fund Account

The books reflect a true and fair view of the activities of the Petersham P & C for the period.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Olga Gruzdeff'. The signature is written over the printed name and title of the auditor.

Yours sincerely
Olga Gruzdeff
Independent Auditor for P&C Association Petersham Public School

President: David Shannon Vice-Presidents: Tarryn Hill, Maja Grujic Rowan Sivyer
Secretary: Nicole Hooker Treasurer: Samantha Anderson

P & C**2017/2018**
PETERSHAM PUBLIC SCHOOL P&C
Treasurer's Report Annual Summary
Income and expenditure statement
Period: 1 November 2017 - 31 October 2018
GENERAL ACCOUNT

GENERAL ACCOUNT		INCOME		EXPENDITURE		CASH BOOK BALANCE	
CASH BOOK BANK BALANCE FORWARD		\$56,351.84	\$	63,449.55	-\$	70,022.65	\$ 49,778.74
SUMMARY FY 2017-2018		INCOME		EXPENDITURE		BALANCE	
Fundraisers							
	Welcome BBQ	\$	4,145.95	-\$	2,336.94	\$	1,809.01
	Easter Raffle	\$	3,412.00	-\$	756.03	\$	2,655.97
	Mothers Day stall	\$	1,555.70	-\$	998.45	\$	557.25
	Mothers' Day breakfast	\$	2,075.00	-\$	1,334.91	\$	740.09
	Mothers Day raffle	\$	251.00			\$	251.00
	Movie Night	\$	969.00	-\$	322.59	\$	646.41
	Dance Showcase BBQ	\$	2,165.00	-\$	835.00	\$	1,330.00
	Jets Family Day	\$	585.75	-\$	38.10	\$	547.65
	Trivia Night	\$	14,045.10	-\$	1,625.00	\$	12,420.10
	Fathers' Day stall	\$	1,311.00	-\$	780.32	\$	530.68
	Halloween Howler	\$	11,422.14	-\$	6,458.03	\$	4,964.11
	Fundraisers Total :	\$	41,937.64	-\$	15,485.37	\$	26,452.27
Other Income							
	Incorrect a/c, transfer to band a/c	\$	655.00	-\$	429.00	\$	226.00
	incorrect a/c, transfer to building a/c	\$	550.00			\$	550.00
	Easter Muffi Day	\$	139.20			\$	139.20
	Tea towel income	\$	619.20			\$	619.20
	P&C Membership fees	\$	26.95			\$	26.95
	Other income Total :	\$	1,990.35	-\$	429.00	\$	1,561.35
Other Expenses							
	P&C Insurance & affiliation			-\$	1,776.00	-\$	1,776.00
	P&C Resources Printing & Stationery			-\$	174.58	-\$	174.58
	School Expenses			-\$	12,019.30	-\$	12,019.30
	iPads			-\$	3,990.90	-\$	3,990.90
	Outdoor Education	\$	1,701.16	-\$	31,055.97	-\$	29,354.81
	Cookbook			-\$	1,072.34	-\$	1,072.34
	Grandparents Day			-\$	28.93	-\$	28.93
	EOY gifts			-\$	310.00	-\$	310.00
	Farewell gift contribution	\$	63.00			\$	63.00
	Building repairs			-\$	96.60	-\$	96.60
	Xmas lunch (2017)			-\$	610.84	-\$	610.84
	Easter (eggs)			-\$	88.32	-\$	88.32
	Other Expenses Total :	\$	1,764.16	-\$	51,223.78	-\$	49,459.62
Charity							
	PLAN International			-\$	552.00	-\$	552.00
	Silver Coin Day	\$	1,777.40			\$	1,777.40
	Zero Childhood Cancer			-\$	1,260.00	-\$	1,260.00
	Charity Total	\$	1,777.40	-\$	1,812.00	-\$	34.60
Grants							
CBP Grant 2017	Toilet door replacement	\$	10,000.00			\$	10,000.00
Westconnex grant	Outdoor Learning Area	\$	4,000.00			\$	4,000.00
NSW Health Small Grant	Parent Education (CatholicCare)	\$	1,980.00			\$	1,980.00
IWC Grant	Garden grant - balance returned			-\$	1,072.50		
	Grants Total	\$	15,980.00	-\$	1,072.50	\$	15,980.00
	Total	\$	63,449.55	-\$	70,022.65	-\$	6,573.10

P & C

2017/2018

PETERSHAM PUBLIC SCHOOL P&C

Treasurer's Report Annual Summary

Income and expenditure statement

Period: 1 November 2017 - 31 October 2018

PROVISIONS	
School Resources - IT	\$ -
Grant - NSW Health for Parent Education via Catholic Care	\$ 1,980.00
Donations/Sponsorships (incl PLAN)	\$ 552.00
Outdoor education: garden and chickens	\$ -
Xmas Lunch Fund	\$ 1,000.00
School Resources - Literacy resources	\$ -
COOKBOOK Sponsorship	\$ 17,735.00
Student Assistance	\$ 1,000.00
P&C Insurance and Affiliation	\$ 1,200.00
Minimum cash reserved	\$ 1,000.00
Total Provisions	\$ 24,467.00

2018

4000 photog paid via school

split with Band a/c

CASH AVAILABLE	Amount
Cash position	\$ 49,778.74
Less Provisions	-\$ 24,467.00
P&C Total Cash available	\$ 25,311.74
Last report Cash Availability	\$ 26,263.74

BAND ACCOUNT

		INCOME	EXPENDITURE	CASH BOOK BALANCE
CASH BOOK BANK BALANCE FORWARD	\$37,252.07	\$ 52,806.95	-\$ 42,396.64	\$ 47,662.38

SUMMARY FY 2017-2018		INCOME	EXPENDITURE	BALANCE
Fundraisers				
	Dance Showcase BBQ	\$ 1,334.45	-\$ 893.30	\$ 441.15
	Fundraisers Total :	\$ 1,334.45	-\$ 893.30	\$ 441.15
Other Income				
	Band Fees	\$ 51,163.00	-\$ 1,950.00	\$ 49,213.00
	Incorrect a/c	\$ 129.50		\$ 129.50
	Other Income Total :	\$ 51,292.50	-\$ 1,950.00	\$ 49,342.50
Other Expenses				
	Conductor Fees		-\$ 30,265.00	\$ (30,265.00)
	New Instruments		-\$ 532.50	\$ (532.50)
	Recorders and Books		-\$ 1,929.83	\$ (1,929.83)
	Instrument Hire		-\$ 905.87	\$ (905.87)
	Instrument Repairs		-\$ 2,533.36	\$ (2,533.36)
	Scores		-\$ 527.20	\$ (527.20)
	Music Stands		-\$ 259.00	\$ (259.00)
	Printing		-\$ 533.08	\$ (533.08)
	P&C Insurance		-\$ 586.00	\$ (586.00)
	EOY Gifts		-\$ 810.00	\$ (810.00)
	Bank Fees		-\$ 2.50	\$ (2.50)
	String Scree	\$ 180.00	-\$ 669.00	\$ (489.00)
	Other Expenses Total :	\$ 180.00	-\$ 39,553.34	\$ (39,373.34)
	Total	\$ 52,806.95	-\$ 42,396.64	\$ 10,410.31

PROVISIONS	Cheque #	Amount
Conductor fees Term 4 2018		\$ 9,000.00
Conductor fees Term 1 2019		\$ 9,000.00
Second hand violins purchase (D Shannon)		\$ -
Work books for 2019		\$ 2,000.00
Service and repairs of instruments		\$ 2,000.00
Scores for 2019		\$ 500.00
Printing for 2019		\$ 500.00
New recorders for 2019		\$ 300.00
Engadine Band Fest (Entry \$550, bus est \$1000)		\$ -
Insurance (co-payment with P&C) 2019/2020		\$ 600.00
Minimum cash reserved		\$ 1,000.00
Total Provisions		\$ 24,900.00

TBC

CASH AVAILABLE	Amount
Cash position	\$ 47,662.38
Less Provisions	-\$ 24,900.00
P&C Total Cash available	\$ 22,762.38
Last report Cash Availability	\$ 22,762.38

P & C

2017/2018

PETERSHAM PUBLIC SCHOOL P&C

Treasurer's Report Annual Summary

Income and expenditure statement
Period: 1 November 2017 - 31 October 2018

BUILDING FUND

		INCOME	EXPENDITURE	CASH BOOK BALANCE
CASH BOOK BANK BALANCE FORWARD	\$1,653.11	\$ 7,350.00	-\$ 1,193.50	\$ 7,809.61
SUMMARY FY 2017-2018				
		INCOME	EXPENDITURE	BALANCE
Income				
Donations	\$	1,350.00		\$ 1,350.00
Sponsorship	\$	6,000.00		\$ 6,000.00
Income Total :	\$	7,350.00	\$ -	\$ 7,350.00
Expenses				
Expenses			\$ (1,193.50)	\$ (1,193.50)
Expenses Total :	\$	-	\$ (1,193.50)	\$ (1,193.50)
Total :	\$	7,350.00	\$ (1,193.50)	\$ 6,156.50

Note : Sponsorship from Raine and Home for Trivia Night (\$3K) and Halloween Howler (\$3K)

PROVISIONS	Amount
Air conditioning maintenance \$550 per year	\$ 550.00
Outdoor Education - cost of materials for the Seniors Deck	\$ 6,000.00
Total Provisions	\$ 6,550.00

CASH AVAILABLE	Amount
Cash position	\$ 7,809.61
Less Provisions	-\$ 6,550.00
P+C Building Fund Total Cash available	\$ 1,259.61
Less report Cash Availability	\$ 1,609.61

TOTAL FUNDS HELD BY THE P&C

		INCOME	EXPENDITURE	A/C BALANCE
TOTAL CASH BOOK BAL FORWARD	\$95,257.02	\$ 123,606.50	-\$ 113,612.79	\$ 105,250.73

PROVISIONS	Amount
General account	\$ 24,467.00
Band account	\$ 24,900.00
Building account	\$ 6,550.00
Total Provisions	\$ 55,917.00

CASH AVAILABLE	Amount
Cash position	\$ 105,250.73
Less Provisions	\$ 55,917.00
P+C Total Cash available	\$ 49,333.73