

Sherwood State School Parents & Citizens Annual General Meeting Minutes

31st March 2014, 7.30pm Staff Room

Confirmation of the minutes of the previous AGM

Moved: Elizabeth Straker and Seconded: Cameron Millar

Attendances: David Gowdie, Cameron Miller, Greg Nelson, Leith Sutherland, Elizabeth Straker, Nicole Johnson, Chris Butcher, David Laws, Jim Shkalla, Margie Loveday, Toni Harrison, David Smithson

Apologies: Yasmin Went, Francine Hayler, Sarah Smith, Scott Emerson

Treasurers Report:

Sherwood State School P&C Assn

Treasurer's Report

For the Year 1 January 2013 to 31 December 2013

2013 has been another good year for the P&C with the fete back in May, the Spellathon in October and the new Dance at Indooroopilly Golf Club in September presenting a wonderful social occasion towards the end of the year.

I won't be nominating again for the position of Treasurer for the P&C this year. However, I hope my successor enjoys the role as much as I have over the last two years. Special thanks must go to the outgoing P&C Executive who have been a great team to work with.

Each of the subcommittees also has its own committee members, who dedicate time and energy to ensuring that the subcommittee runs smoothly. My thanks particularly go to the Treasurers of those subcommittees who ensure that the accounts are kept up to date:

Amanda Chamberlain – OSHC

Jill Johnston – Swim Club

Sue Tait – Uniform Shop

Toni Harrison – Tuckshop

Joris Eerkens – Sherwood Arrows

Yasmin Went – Building Fund & P&C Assistant Treasurer

Fete

The scale of the fete and the phenomenal amount of time and effort put in by the many stallholders, volunteers and helpers in the lead up to the fete is testament to a wonderful community. Despite the rain coming half way through the day, the fete still made for an amazing day. The fete raised \$88,700 before expenses of \$37,600, leaving a total of \$51,100 to cover the running of the P&C and be utilised for the benefit of the School.

Dance at Indooroopilly Golf Club - Social Event

The Dance was extremely well attended with more than 70 parents and friends from the local community attending the evening. The ticket price covered the cost of holding the event, and the silent auction provided some entertainment as well as raising just over \$2,000 which will be utilised for the benefit of the School.

Spellathon

Funds raised by the 2013 Spellathon totalled \$7,530 before expenses of \$572 for the two gift cards and the pizza party for the class which raised the most in sponsorship. The net funds raised of \$6,958 have been transferred to the School to fund the Artist in Residence programme.

Other Receipts

Receipts for the tennis court were \$3,400, down slightly on 2012. There was a small amount of funds received from Dairy Farmers for an ongoing fundraising programme. Interest received during the year totalled \$2,066.

Capital Purchases, School Donations and School Maintenance

The P&C has donated to the School, funded maintenance or purchased assets for the School totalling over \$80,000 in 2013. The P&C has funded the following programmes, maintenance and capital items to the School during the year:

Sherwood State School P&C Association Donations to the School 2013

Transaction	Subcommitment	Amount
Seating	Tuckshop	\$5,937
Donation for climbing wall	Swimclub	\$5,700
Concreting under pool grandstands	Swimclub	\$3,070
iPads	P&C	\$17,974
Shade Sail over Prep area	P&C	\$4,389
Turfing junior playground	Swimclub	\$5,095
Library refurbishment	P&C	\$9,474
Computer replacement programme	P&C	\$10,000
Literacy resources	P&C	\$11,996
Water bubbler under new hall	P&C	\$1,375
Ground maintenance over Christmas holidays	P&C	\$800
Artist in Residence - 2013 Spellathon funds	P&C	\$6,958
TOTAL		\$82,768

Other Payments

Additional expenses for the running of the P&C include membership fees (\$919), insurance (\$2,200), audit fees (\$2,123) and workers compensation (\$1,527). Bank charges fall under three categories (transaction, merchant and Commbiz fees) and totalled \$1,094 in 2013.

Funds held

Net outgoings for the 2013 year totalled \$17,955, meaning cash held at the year end was \$78,238. These funds will be utilised to fund the P&C's expenses in 2014 and any fete expenses which will need to be paid before fete day. There is a further payment due to the School for the climbing wall, and whilst the amount has not yet been confirmed, it should be in the region of \$7,000.

Audited Accounts for 2013

Attached at Appendix 1 are the audited accounts for 2013 which reflect the above comments. I have attached the auditor's management letter at Appendix 2. The auditor raised some concerns about the accuracy of the OSHC's reporting of wages. This should have been resolved by the appointment of the bookkeeper and further by moving to the new accounting package, Xero, for wages at 1 July 2014.

A further issue was identified with the subcommittee's Treasurers reporting of payroll information to the P&C Treasurer. Going forward, all subcommittee Treasurers should submit their wages records to the Treasurer each month for ATO reporting purposes. This issue could also be resolved by all subcommittees moving to Xero and processing wages through Xero.

Finally, the different accounting systems utilised by each subcommittee were identified as an issue at the audit which caused the audit to be more complex. This issue could be resolved by all the subcommittees moving to the new accounting package, Xero.

Budget for 2014

Attached at Appendix 3 is a cash receipts and payments budget for the P&C Central for 2014. The following assumptions have been made in preparing this budget:

1. The fete will generate \$35k in cash in 2014. It should be noted that the cash inflow from the fete in 2012 was c.\$50k.
2. Cash receipts and payments broadly reflect what has happened in 2013, with a slight increase in costs to account for inflation.
3. The opening cash balance assumes that c.\$31k is spent during the remainder of 2013 - \$5k for the shade sail, \$6k for the climbing wall and \$20k on other items to be decided. This assumes that the Spellathon funds are paid out in full to the school for the artist in residence programme.
4. BAS payments and receipts from the subcommittees are estimates only and incorporates the new monthly PAYG regime imposed by the ATO. It assumes that the BAS receipts from the subcommittees will be repaid in the month following the P&C's payment to the ATO.
5. Other fundraising activities in 2014 include a social event in September and the Spellathon, which will generate \$1k and \$8k respectively.
6. Donations to the school will be \$25k shortly after the fete, \$1k following the social event and \$8k following the Spellathon.

The budget shows a net cash outflow of c.\$1k throughout 2014, with substantial funds (c.\$51k) still being held by the P&C at the end of the year. If the fete is as successful as 2013, there would be a further \$15k held by the P&C.

Based on the flows of funds throughout the year, the P&C has sufficient funds to cover its running costs, around \$15k for any unforeseen expenditure required and further funds to cover fete expenses required to be paid out in advance of the fete receipts.

P&C Exec

Thank you to David, Libby and Yasmin for a good year on the P&C Exec. It has been a pleasure working with such a great team.

Leith Sutherland
Treasurer
Sherwood State School P&C Association

Appendix 1

21st March 2014

The Committee
Sherwood State School Parents and Citizens' Association
PO Box 19
Sherwood Qld 4075

Level 1, 655 Sherwood Road, Sherwood Qld 4075
PO Box 100 Sherwood Qld 4075
T 07 3278 3477 F 07 3278 3409
E arabon@arabon.com.au

Dear Committee Members,

We have completed the audit of the Sherwood State School Parents and Citizens' Association comprising the P&C, Uniform Shop, Building Fund, Tuck Shop, Swim Club, Arrows and Outside School Hours Care (OSHC) for the financial year ended 31 December 2013.

There were no matters raised for management attention for the Uniform Shop, Tuck Shop, Swim Club or Arrows.

Outside School Hours Care (OSHC)

Wages Disclosure in MYOB

Background

Wages are maintained in a separate payroll system (QuickKids) to the MYOB accounting system (MYOB). Wages and related information is updated to MYOB based on payments made as per the bank statement rather than using payroll system reports. MYOB is the reporting system for OSHC and is relied upon by the P&C and is audited as being reflective of the operations of the OSHC.

Finding

1. Integrity of Information

The Treasurer for OSHC transposed individual net wages from the payroll system to the Commonwealth Bank online banking facility each fortnight. Each employee's net pay was recorded separately denoted by their name.

The total net payment made from the bank account was then recorded into MYOB under the account description 'Net Wages'. Data has not been entered using payroll system reports. Information on one system (payroll system) is not being updated to MYOB on a regular basis. MYOB is the reporting system for OSHC.

2. PAYG

PAYG is paid to the P&C who remits the monthly Instalment Activity Statement to the Australian Taxation Office (ATO).

When payment was made by OSHC for PAYG, the Treasurer would only then record the PAYG into MYOB under the account description PAYG.

PAYG for each employee was not recorded into MYOB as per the payroll report on a fortnightly basis with the outstanding liability recorded on the balance sheet.

3. Superannuation

Superannuation for each payee was paid either monthly or quarterly. Superannuation was entered to MYOB based on payments physically made, rather than mirroring the payroll report for each employee.

Superannuation for each employee was not recorded into MYOB as per the fortnightly payroll report with the outstanding liability recorded on the balance sheet.

4. Goods and Services Tax (GST)

OSHC claims GST on expenses. Each quarter, a GST report is generated from MYOB and sent to the P&C Treasurer for calculation and reporting GST payable/receivable to the ATO. Quarterly reporting also includes any PAYG outstanding for the month the quarter falls within. As a result, the P&C Treasurer will advise OSHC of the net payment required to be made which comprises PAYG less GST receivable.

All such payments to the P&C have been recorded into MYOB against the PAYG account as a net figure. The correct treatment should be PAYG recorded as PAYG and GST recorded as GST against their respective accounts.

Effect

1: Due to there being no payroll report attached to the banking summary, audit was unable to initially verify the completeness, accuracy and existence of staff being paid.

2: When a payroll report was requested from OSHC it was found that employees who were employed in 2013, but no longer employed in 2014, had been made inactive. The effect on the payroll reports was that it removed all history of the payee for the 2013 year. Therefore when testing the payroll report to banking information, it initially appeared that fictitious employees were being paid. However when the OSHC manager reinstated the employees the payroll report correctly reflected their history.

The sample was extended with the same errors occurring and when all inactivated employees were reactivated, audit could not completely match wages, PAYG or superannuation outstanding to MYOB. This is due to the accounting methodology being applied by the Treasurer.

3: All wages should be entered per employee for each pay period. There should be an account for Gross Wages and an account for Superannuation. Any unpaid components are recorded on the balance sheet as liabilities denoted by their respective account description. (OSHC can continue with Net Wages and a separate PAYG account as long as the overall effect is Gross Wages).

4: Reliance could not be placed on either the PAYG or Superannuation account of MYOB as they do not reflect transactions that have occurred as per the Payroll system.

Wages reported in the Receipts and Payments report have been verified with the P&C Treasurer.

Overall Effect

There is a lack of complete and accurate information in the MYOB file relating to Wages and Superannuation expenses for the 2013 year.

The accounting processes currently in place for the recording and treatment of wages and superannuation are not adequate and have the effect of understating wages, which in turn understates expenditure and overstates net profit.

This has the effect of non compliance with the Accounting Manual for Parent and Citizens' Associations. In particular, Financial Responsibilities – Accountability (pg. 7) and Subcommittees (pg46).

Recommendation

1: The payroll report should be generated when the pays are due and updated to MYOB for Net Wages, PAYG and Superannuation on an employee basis.

2: The payroll report should be attached to the banking information and retained for record keeping purposes.

3: A monthly reconciliation should be carried out when the bank reconciliation is performed between MYOB, the bank account and the payroll report.

4: When the BAS report is generated from MYOB on a quarterly basis and forwarded to the P&C any payments relating to PAYG and expected GST refund should be recorded in their respective accounts. Even if a payment is made to the P&C as PAYG less GST receivable, the PAYG paid should be debited to PAYG liability and GST receivable credited to GST receivable account.

Parents and Citizens' Association

Business Activity Statements

Issue

It was identified when checking monthly and quarterly activity statements that wage information is provided to the P&C Treasurer in a written email (except for the Tuck Shop).

Reliance is being placed on this information by the P&C Treasurer for reporting to the Australian Taxation Office.

Effect

Information is being extracted from the related accounting system by the Subcommittee Treasurer and is being transposed to an email and sent to the P&C Treasurer. This procedure or norm increases the risk of misstatement to the ATO.

Recommendation

It is recommended that Subcommittee Treasurers provide the P&C Treasurer with a payroll report which is generated from their payroll system, whether this be a manual wage book, excel, MYOB or another automated payroll system.

These reports should be retained as working papers by the P&C Treasurer to support reporting to the ATO.

Accounting System utilised by the Association

It was identified that the P&C association utilises MYOB and each subcommittee treasurer utilises an accounting system based on their preference or what has occurred in the past.

The Accounting Manual for Parents and Citizens' Associations section Subcommittees states amongst other things that "Subcommittees are directed by the association, as provided by the Act and the association's constitution. An association may impose on a subcommittee the conditions the association considers appropriate".

Recommendation


It is recommended that that association reviews the accounting systems in place for continuity of reporting and streamlining accounting procedures in compliance with the Manual.

Overall Conclusion

Audit recommends that a written procedure is established for the treatment of wages for OHSC to ensure appropriate accounting procedures are in place. The procedure should ensure that information being updated from one system to another is reconciled on a regular basis.

Given the size of the Sherwood State School Parents and Citizens' Association it is recommended that a streamlined approach is investigated for accounting and reporting. This could give rise to one system being implemented throughout the association.

Yours Sincerely



Caron Savian
CPA
Partner

The matters raised in this report are only those that came to our attention during the course of our audit and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud.

Accordingly, management should not rely on our report to identify all weaknesses that may exist in the systems and procedures reviewed, or potential instances of fraud that may exist. Our comments should be read in the context of the scope of our work. Findings within this report may have been prepared on the basis of management representations.

This report has been prepared solely for your use as management of the Sherwood State School Parents and Citizens' Association and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

Should you have any questions in relation to the above matters, please do not hesitate to contact Caron Savian (Audit Partner) or Michelle McDowall (Principal) on telephone number 07 32783477.

Receipt
Adoption

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Sherwood State School P&C Association													
<i>Cur Sherwood and Oxley Roads</i>													
<i>Sherwood, Brisbane, Q 4075</i>													
<i>Postal Address: PO Box 19, Sherwood 4075</i>													
Cash Flow Budget													
January to December 2014													
Cash Receipts													
BAS Reimbursement	\$3,500	\$2,800	\$2,000	\$4,500	\$2,000	\$3,500	\$4,000	\$2,000	\$3,500	\$4,000	\$2,000	\$3,500	\$37,300
Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Activities Receipts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fundraising Receipts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Fundraising Receipts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fete Receipts	\$0	\$0	\$2,000	\$7,500	\$75,000	\$1,000	\$500	\$0	\$0	\$0	\$0	\$0	\$86,000
Tennis Court Receipts	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
Fundraising Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$8,000	\$0	\$9,000
Interest Receipts	\$43	\$44	\$42	\$38	\$46	\$63	\$49	\$50	\$47	\$43	\$44	\$50	\$559
Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cash Receipts	\$3,843	\$3,144	\$4,342	\$12,338	\$77,346	\$4,863	\$4,849	\$2,350	\$4,847	\$4,343	\$10,344	\$3,850	\$136,459
Cash Payments													
Fete Expenses	\$0	\$0	\$1,000	\$1,000	\$39,000	\$6,500	\$2,500	\$500	\$0	\$0	\$0	\$0	\$50,500
School Donations (No Receipts)	\$0	\$0	\$0	\$0	\$15,000	\$10,000	\$0	\$0	\$0	\$1,000	\$0	\$8,000	\$34,000
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$500
Insurance	\$0	\$2,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,600
Legal & Accounting	\$0	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Maintenance	\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$3,212	\$0	\$0	\$0	\$4,112
Fundraising Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$750	\$0	\$0	\$0	\$1,350
Workers' Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,900	\$0	\$0	\$0	\$1,900
Postage & Shipping	\$0	\$0	\$0	\$40	\$50	\$10	\$0	\$0	\$5	\$0	\$5	\$5	\$120
Bank Charges	\$150	\$50	\$200	\$50	\$100	\$150	\$50	\$150	\$100	\$250	\$50	\$150	\$1,450
BAS/PAYG Payments	\$2,800	\$2,000	\$4,500	\$2,000	\$3,500	\$4,000	\$2,000	\$3,500	\$4,000	\$2,000	\$3,500	\$4,000	\$37,800
Total Cash Payments	\$2,950	\$5,550	\$8,700	\$3,090	\$57,650	\$20,660	\$4,550	\$5,250	\$9,967	\$3,255	\$3,555	\$12,155	\$137,332
Operating Cash In/(Out) Flows	\$893	-\$2,406	-\$4,358	\$9,248	\$19,696	-\$15,797	\$299	-\$2,900	-\$5,120	\$1,088	\$6,789	-\$8,305	-\$873
Opening Bank Balance	\$52,000	\$52,893	\$50,487	\$46,129	\$55,378	\$75,074	\$59,277	\$59,576	\$56,676	\$51,556	\$52,644	\$59,433	\$52,000
Closing Bank Balance	\$52,893	\$50,487	\$46,129	\$55,378	\$75,074	\$59,277	\$59,576	\$56,676	\$51,556	\$52,644	\$59,433	\$51,127	\$51,127

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Associations audited annual financial statement including the Audited Financial Report for the P&C were presented by Leith Sutherland.

The P&C Proposed Budget for the coming year was presented for endorsement at this time for endorsement.

Treasurer's report and auditor's letter tabled as read by (moved) Leith Sutherland, seconded David Laws.

Receipt and Adoption of President's Annual Report and the Annual Reports of Subcommittees.

Acceptance of President's Report:

Moved: Cameron Millar Second: Leith Sutherland.

Membership Motions:

Motion to consider all applications to renew existing membership.

Moved: Elizabeth Straker Second: Margie Loveday

Motion to accept applications to renew existing membership.

Moved: Leith Sutherland Second: David Gowdie

Motion to consider all new applications to renew existing membership.

Moved: Leith Sutherland Second: Margie Loveday

Motion to accept all new applications for membership.

Moved: Libby Straker Second: Greg Nelson

Election of Officers / Executive Committee

At this point, all Office Bearers step down from their positions: Greg Nelson to Chair.

(NB: If there is only one candidate, the meeting can declare the candidate elected unopposed.)

Call for nominations and election for President, nominated: David Laws by David Gowdie seconded: Nicole Johnston

Call for nominations and election for Vice President, Currently Vacant.

Call for nominations and election for Treasurer nominated: Jim Shkalla by David Gowdie seconded Nicola Johnston.

Call for nominations and election for Assistant Treasurer, Nominated Chris Butcher by David Gowdie seconded: Jim Shkalla.

Call for nominations and election for Secretary, Libby Straker by David Gowdie seconded: Leith Sutherland.

Bank Signatories:

Motion to change bank signatories to the newly elected Officers.

Moved: David Gowdie Second: Leith Sutherland.

Confirmation of continuing Subcommittees of the Association

- *Sherwood Sharks Swimming Club*
- *Uniform Subcommittee*
- *Tuckshop Subcommittee*
- *OHSC Subcommittee*
- *Sherwood Arrows Subcommittee*
- *Building Fund Subcommittee*
- *Fete Subcommittee*
- *Safety Subcommittee*

Moved: Elizabeth Straker Seconded: Leith Sutherland

Appointment of the Associations Auditor:

Arabon Appointed. Moved by Leith Sutherland, seconded David Gowdie.

Student Protection Risk Management Strategy

Motion to adopt the Student Protection Risk Management Strategy.

Moved: Elizabeth Straker Second: David Gowdie

General Business:

That the P&C adopt new model constitution as required by Department of Education, Training and Employment.

Moved: David Gowdie Seconded: Chris Butler

GST Motions:

That the fete be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Margie Loveday Seconded. Jim Shkalla

That the swimclub be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Leith Sutherland Seconded: Margie Loveday

That the uniform shop be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Nicole Johnston Seconded: David Gowdie.

That the Sherwood Arrows be declared a non profit sub entity of the Sherwood State School P&C Assn for GST purposes.

Moved: Elizabeth Straker Seconded: Margie Loveday.

That the tuckshop be declared as input taxed for GST purposes.

Moved: Margie day Seconded: Nicole Johnston

Presentation of Principal's Report by Greg Nelson.

Focussed Attention to the Things that Matter

Dr Greg Nelson

Over the last few years we have tried to see through the fog of all possibilities to focus on the things that matter for our Sherwood students now and into the future. We want our students to be recognised in their future lives as good citizens committed to making a difference for others. An important guide is:

The Sherwood Best

Care for our self and others

Be a helper

Listen well and speak respectfully to others

Be ready to learn and

Keep trying our best.

In 2013 we reviewed our Responsible Behaviour Plan and at the start of 2014 introduced a program of pro-social behaviour lessons which actively teach students how to demonstrate their Sherwood Best. Each week across the school in all classrooms we focus on one of the lesson themes – this week the theme and lesson activities focus on *Offering Help to an Adult*. Helping children become responsible citizens is important to us.

Academic success is also something that matters and is at the heart of our work. In 2013 we developed our school wide Pedagogical Framework. This framework documents the evidence-based teaching practices that are fundamental to building our world class education. The two driving priorities in our pedagogical framework are intellectual rigour and differentiation. We want our classrooms to be places where children are challenged intellectually, explicitly taught to improve their thinking skills to become effective problem-solvers and critical thinkers. We also actively seek to meet the diversity of needs of our students: stretch activities for our highest achieving students and strong learning support programs for those who need the helping hand. Teachers recognising and responding effectively to the complexity of needs, interest and abilities of students in their care.

We are building strong programs to cater for our highest performing students. In 2013 we joined in partnership with the Academy for Science, Maths and Technology. Students from Year 4, 5 and 6

who receive Academic Awards on Awards Day are offered entry in the subsequent year into the extension programs developed by the SMT Academy to stretch student abilities in Scientific Inquiry and Humanities Research. More than a dozen of our students took up this challenge in 2014. Also this year we have continued to employ a Gifted Education Mentor, Karen Rimmington, to stretch our second tier writers to improve. Currently Ms Rimmington is working with groups of students from Year 3 and 5. All teachers have undergone professional development activities to implement the school-wide Thinking Skills Program as well as classroom coaching on teaching approaches like guided reading to cater for different ability groups within their regular classes.

In 2012 and 2013 our focus was on improving student reading: introducing a school-wide reading comprehension program, lifting the bar of expectations, increasing the focus on Pre-literacy foundations in Prep, providing extensive teacher coaching and professional learning in this bedrock area of reading. In 2014 we have shifted the spotlight to maths and once again are keeping our focus on the things that matter. Our strategies focus on improving students capacities in mental maths and number facts, explicitly teaching processes and heuristics for maths problem solving and ensuring consistency in the way we use Mathletics. We are also introducing extensive new hands-on maths resources in Prep to Year 3 as part of the well-research RoleM Program.

The Great Results Guarantee funding was a surprise at the start of 2014 and our timelines to develop a plan and have it signed off by the Director General were very short. Our plan for the \$200K is straight forward. We have employed a Head of Curriculum to focus on Prep to Year 3 literacy and numeracy and also set aside enough funds to employ specialists and support staff where they are required. Our targets are ambitious but I believe early interventions in literacy and maths, with a focus on improving teaching practices as well as ensuring students reach their potential are things that matter for us.

In this AGM Report I have strongly focussed on our core priorities of good citizenship, literacy and maths. Sherwood also continues to deliver a well-rounded education with a range of strong and important programs including the teaching of Mandarin in the upper years, a wonderful music program including extensive instrumental music tuition and wonderful choirs, a comprehensive physical education program supported by a full-time PE Teacher, the Artist-in-Residence Program and many extra-curricula activities like the fantastic Sherwood Arrows and many out-of-school activities in creative arts, music, and sport organised at our school. Happy, creative, life-long learners, founded on a strong ethos to *Aim Higher*, these are the things that matter here.

Acceptance of Principal's Report.

Moved: David Gowdie Seconded: Nicola Johnston.

Annual General Meeting Closure at 8.45pm prior to March General Meeting.