

AGM Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday March 25th, 2024, 7.00pm; Staff Room

Attendance: Kylie M, Karen G, Alison B, Paul W, Sally R, Lisa M, Jenny D, Helen J, Bec R, Janice L, Lauren B, Megan S, Meagan Z, Lisa S, Anthony C, Marcus M

Apologies: Megan H, Danielle R

1. President to open AGM
 - Meeting opened at 7:00pm with an acknowledgement to country.
2. Mark attendance and apologies
 - *See above*
3. Correspondence and Minutes of previous AGM
 - Correspondence:
 - NQAITs upgrade being carried out at end of March. Will require Exec to log into new system
 - Previous Minutes read out and accepted.

(Moved: Lauren / Second: Jenny – Motion carried)
4. Business arising out of the minutes of the previous annual general meeting
 - Close M&A bank account **Action completed**
5. Receipt and adoption of the Association's audited annual financial statement and Treasurer's report
 - Received in Feb 2024. See attached documents.
 - Treasurer's report was read to the meeting. Audit documents were available for members to view.
 - Motion to accept the audit report and the Treasurer's 2023 report.

(Moved: Karen / Second: Lisa – Motion carried)
6. Receipt and adoption of the President's annual report
 - Main aim of the 2023 Executive was to improve our governance, which has happened:
 - Audit completed early (Feb) due to regular interactions with the auditor over the course of the year
 - Appointed a Business Manager for the P&C to assist with more day-to-day issues and grant applications
 - Decision to elect two VPs has helped with workload – will continue with this in 2024
 - P&C are investing heavily in the school – OSHC and tuckshop upgrades
 - To ensure ease of change of Executive have purchased laptops (three – President, Treasurer, Secretary), have central storage for documents, hired a bookkeeper and new auditor
 - Have a business plan, had financials that matched this plan, ongoing revenue from OSHC, uniform shop, tuckshop
 - Change to the pool arrangements – external operator for the pool for swimming lessons
 - Made a lot of progress but next 12 months will be big with all our Capex investment
 - President acknowledged the contributions to the P&C of the Treasurer and Secretary, both of whom were stepping down from the Executive and thanked them for their time and commitment.

(Moved: Kylie / Second: Sally – Motion carried)

7. Receive applications for memberships (new and renewed)
- Membership applications/renewal accepted (see list below)

First name	Surname
Paul	Arias-Winnister
Lauren	Blanch
Alison	Bock
Anthony	Corrie
Jenny	Dunn
Megan	Hall
Helen	Jamieson
Meagan	Ladhams Zieba
Kylie	MacFarlane
Lisa	Masek
Marcus	McLaren
Sally	Richards
Rebecca	Rousek
Megan	Stanley

(Moved: Alison / Second: Paul – Motion carried)

8. Election of Officers/Executive Committee

Current executive dissolved and nominations received for each position. New executive elected.

- President – Lisa M nominated Kylie; seconded by Sally. All in favour
- Vice President – Kylie announced that the P&C Executive would continue to have two positions. Sally Richards and Paul Arias-Winnister self-nominated, Alison seconded both. All in favour.
- Treasurer – Kylie nominated Lauren Blanch. Seconded Alison. All in favour.
- Secretary – Kylie nominated Alison Bock. Seconded by Meagan. All in favour.

Motion to accept the Executive Committee.

(Moved: Lisa / Second: Bec – Motion carried)

9. Motion to change bank signatories to ensure that Executive Committee are signatories on all P&C accounts.

(Moved: Lisa / Second: Megan – Motion carried)

10. Confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)

- The following existing committees and membership remain:
 - Swim Club (Sherwood Sharks)
 - Fete
 - Sherwood Arrows
- Following the recommendation of the outgoing Uniform Shop Subcommittee, the Uniform Shop is dissolved as a subcommittee.
- Lauren proposed a discussion regarding the TuckShop and if it should remain a Subcommittee. Following discussion, the motion was made and accepted to also dissolve the TuckShop subcommittee.
- Any management regarding the Uniform Shop and the TuckSho will be handled by the P&C Business Manager, Lisa Scollo.
- List of executive members of all subcommittees shown below. Note that Sharks have AGM in Term 2 and their subcommittee will be updated then.



	Arrows	Fete	Sharks
Chairperson	Nikki Gallard	Megan Hall and Danielle Redman	Jenny Dunn
Deputy-Chair			Bruce Koehlitz
Treasurer	Erin Urqhart	Alison Bock	Anthony Blines
Secretary	Laura Booth	Rachel Atkinson	Alison Baillie
Other	David Hass		Rachel McCarthy

(Moved: Paul / Second: Jenny – Motion carried)

11. Appointment of the Association's Auditor

- Motion to appoint MAD accounting as the Association's auditor.

(Moved: Lisa / Second: Jenny – Motion carried)

12. Adoption of the Student Protection Risk Management Strategy

- No changes to the SPRMS. Motion to accept the SPRMS. Up on website

(Moved: Jen / Second: Lauren – Motion carried)

13. Adoption of new model constitution


- No changes to the constitution. Current version was adopted at 2023 AGM and is on the P&C webpage.

(Moved: Jenny / Second: Lauren – Motion carried)

14. Closure of AGM

- Meeting closed at 7.22pm.

(Moved: Kylie / Second: Lauren – Motion carried)


Kylie Macfarlane (Apr 15, 2024 10:00 GMT+10)

15/04/2024

Treasurers Report AGM 25 March 2024

Report from M.A.D. Accounting and Assurance:

The Audited P&L for the year January 1 to December 31, 2023 shows a total for trading income of \$ 1,649,334- plus Workers Comp Reimbursement of \$ 14,569- and Interest Income of \$ 19,799- with cost of sales totaling \$ 139,731 and other operating expenses \$ 1,243,616- This resulted in a net profit of \$303,355

The Statement of Cash Flow records cash and cash equivalents of \$ 1,434,192 – this will be depleted somewhat in the coming year due to the contribution for the new OHSC building.

The only matters noted were that the Xero figures were not aligning to those in the 2022 report and have been corrected for this report.

I move that this is a true and correct report of the financial for year ended December 2023.

Principal
M.A. Kunde CA

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21 February 2024

PRIVATE & CONFIDENTIAL

The Committee
Sherwood State School P&C Association

Dear Karen

**SHERWOOD STATE SCHOOL P&C ASSOCIATION
REVIEW MANAGEMENT LETTER: 31 DECEMBER 2023**

We advise we have completed the review of the financial statements of the above named for the year ended 31 December 2023, and enclose the reviewed Financial Statements for your records. We set out below the testing undertaken during our review and the matters arising from testing.

Testing

Our review comprised sample testing of items included in the statements. Please note that a review of the financial report does not constitute a full audit.

Matters

The 2022 figures in Xero we not aligning to the financial report prepared by the previous accountant/auditor. We have corrected these figures now by placing them under "Prior Year Adjustments" on the balance sheet for the 2022 year. This was the best way to address these, rather than through the Profit and Loss.

Please do not hesitate to contact us if you require any further information.

Yours faithfully

M Kunde

Michelle Kunde
Principal






2024-03-25, Sherwood SS P&C, AGM Minutes

Final Audit Report

2024-04-15

Created:	2024-03-30
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