

Duffy Primary School P&C Association Inc. Annual General Meeting Minutes

Date: 25 February 2015
Venue: Duffy Primary School Library

Time: 6:40pm - 7:10pm

Attendees

Stuart Ross (President)	Cindie Deeker (Principal)
Necia Fisher (Vice President)	Norm Dunn
Cath Collins (Secretary)	Cate McIlroy
Fiona Looney (Treasurer)	Nadine O'Keeffe
Ali Mungoven (Ordinary Member)	Helene Delany
Kylie Green (Ordinary Member)	Adi Raveh
Debbie Noble-Carr	Sally Deards
Jessica York	Claire Aubrey

Apologies

Mel Skinner
 Jacqueline Gellatly

1. Welcome, meeting open and apologies

Stuart Ross, P&C President opened the meeting at 7:10pm, welcomed all attendees, and accepted apologies.

2. President's Annual Report for 2015

Stuart delivered the President's Annual Report for 2015 - *see attached*.

3. Call for nominations and Election of Office Bearers and Ordinary Members of the Executive Committee.

As Cindie needed to leave the meeting early, the election of new office bearers was undertaken before the Treasurer delivered her report for 2015.

Cindie Deeker, as the school principal was the returning officer and took over as chair of the meeting. Cindie outlined the role of each of the executive positions. Cindie invited nominations for each of the positions in turn. Mel Skinner was absent but had submitted her nomination via a proxy. As there were no more than one nomination for each position, each nominee was elected unopposed.

Position	Nominee	Seconded
President	Stuart Ross	Norm Dunn
Vice President	(no nominee)	
Secretary	Jessica York	Kylie Green
Assistant Secretary	(no nominee)	
Treasurer	Cath Collins	Fiona Looney
Assistant Treasurer	Adi Raveh	Stuart Ross
P&C Delegate	Sally Deards	Stuart Ross
Fundraising Committee Coordinator	Mel Skinner	Stuart Ross
Uniform Shop Coordinator	Kylie Green	Fiona Looney
Preschool Representative	Ali Mungoven	Cath Collins
Grants Officer	(no nominee)	

Ordinary Members to the Executive Committee: Necia Fisher, Fiona Looney, Nadine O'Keeffe

4. Non-Executive Roles - Year/Unit Representatives

There was some general discussion about these roles, however no specific nominations were made for year representatives.

5. Treasurer's Annual Report for 2015

Fiona delivered the Treasurer's Annual Report for 2015 - *see attached*.

6. AGM Close

Stuart Ross closed the AGM at 7:10pm.

2015 President's Annual Report – 23 February 2016

2015 was a year of evolution and change for the Duffy P&C and the school community.

2015 was a year in which we ushered in a new era in both teaching executive and parents involved in the P&C. With a completely new and very much appreciated permanent executive staffing, the parent community was looking forward to a stable and settling year. With the appointment of a highly motivated principal in Cindie Deeker, supported by Sarah Harris and the junior and seniors executive teachers it gave the whole school the enthusiasm and leadership it required. This was reflected in the positive results from the school satisfaction survey completed by parents during the year.

We began the year with a well-attended AGM and first meeting. With a new President and ongoing Secretary the fun and frivolity at meetings continued throughout the year. Attendance and participation by the parent community remained strong throughout the year. The “in-joke” being the aim of each meeting was to finish on time, but because of the active discussion and the volume of events happening, we didn’t hit the target once.

Our electronic means of communication via our website, Facebook presence and email distribution list continued to grow with a two fold increase in the Facebook “likes” and a similar growth in visitors to the website averaging over 1000 visit per month. Much of this is thanks to Cath Collins who continues to be master of communications for the P&C.

On the fundraising agenda we continued to have the traditional events for which the P&C is becoming well known including the Monster Garage Sale and the now infamous Trivia night with the theme this year of Casino Royale. Once again the trivia night was very well supported by the parents and the teaching cohort. It saw a variety of well-dressed participants including stunning outfits by Mr Travis and Mr Pratt. The Monster Garage Sale although narrowly missing a record amount of money raised was still a great event and was very well attended with people queuing from 7:30am!

The major fundraising event was the School Fete. The first in a couple of years and themed “Around the world” it had a wide range stalls featured different cultures and activities that were very well attended by the Duffy community and beyond. A massive thanks to Jennie Sheppard and the organising committee for the many months of planning that went into the event. A most impressive aspect of the fete was the families that supported the event with no less than 70 families contributing to the day’s success. Although many thousands were raised at the event, the main outcome was the strong sense of community felt by those organising as well as those who attended, a feeling that has continued since the event.

In concert with the school’s fun run day, the P&C ran a fundraising event that saw over \$7000 raised by the students. With prizes awarded to students that raised over \$35, the top students raising over \$200.

We have also continued to garner ongoing support from several businesses whereby Duffy P&C receives a commission when the school community purchases their products. These include The Athlete’s Foot and Rebel Sport. A very large thanks to Elizabeth Izatt for all her leg-work establishing these relationships and promoting them within the community.

What mattered was that all these events saw the school community having fun together and, at the same time, raising funds to help support the education of our children.

This year saw the introduction of the Grants officer role. It was a role that focuses on gain sponsorship for Duffy school community related activities. Thanks to Angela Murphy for her efforts during the year. Although we weren’t as successful as we wanted the efforts don’t go unappreciated.

Our other regular fundraising activities including the Entertainment Books, commission from the Commonwealth Bank for our school banking activities, and the continued growth of Flexischools for our Uniform Shop and Canteen to help streamline the purchasing process and the filling of orders.

This year the P&C saw a number of long standing committee members in Elizabeth Izatt and Fiona Loaney finishing their tenure on the committee. The P&C greatly appreciates and thanks them for all their efforts on the many years in which they have been a driving force behind many of the P&C's initiatives. Although they may be finishing up on the P&C we are glad to see that they are still remain part of the Duffy community.

The year also saw the retirement of the much admired and long-standing Building Services Officer Boris Drobnjak. A sad farewell but we are assured he is enjoying his well-earned retirement.

The major items the P&C sponsored in 2015 included:

- Athletics program;
- New uniforms and sports equipment for the netball team;
- A leadership polo shirt for every Year 6 student;
- Year 6 end of year celebrations;
- Mud kitchens for the kindergarten;
- Preschool end-of-year celebrations; and
- The free form playgrounds in the pre-school and senior school areas.

The P&C also supported the school and its community through discussion and action relating to:

- Pre-school art show;
- Bubble Day (raising awareness of autism);
- The school's Breakfast Club (with the Year 6 cohort helping to keep it sustainable);
- The laying of special pavers to celebrate the 40th Birthday of Duffy Primary School;
- The IT in schools rollout strategy; and
- The annual teacher's Christmas Breakfast.

It has been a very full and enjoyable year with the Duffy Community going from strength to strength. Thank you to all those parents that gave of their time to support the P&C fundraising events, the Duffy Primary School community is stronger as result.

Finally, it would be remiss of me not to thank the teaching staff for their collaboration and support. They are more than just educators, they are part of the fabric that is the Duffy School Community and their ongoing involvement with P&C events is much appreciated.

Stuart Ross
23 February 2016

Treasurer's Report for the year ending 31 December 2015

It is my pleasure to present the financial statements as at 31 December 2015, together with the Auditor's report for the Duffy Primary School P&C.

2015 was a very successful year for fundraising by the Duffy P&C, with a net profit of \$18,125. The P&C once again held a number of successful fundraising activities, with the main events being:

- School Fete (\$10,848)
- Adidas Fun Run (\$6700 with \$3672 going through P&C books – not included in the \$18,125 total)
- Garage Sale (\$4977)
- Trivia Night (\$2808 including \$1000 donation from Luton's)
- Commission from the sale of Entertainment Books (\$913)
- Commission from Commonwealth School Banking (\$669)
- Commission from Athlete's Foot (\$220)
- Commission from Aussie Farmers Direct (\$430).

These events are only possible thanks to the support and commitment of the dedicated parents and carers who give up their time to make these events a success. A special thanks needs to go to Jennie Sheppard and the fete committee for all the work that went into planning the fete, and also to Elizabeth Izatt and Kylie Green from the Fundraising Sub Committee for arranging all other fundraising activities throughout the year.

I'm delighted to note that in 2015 the Uniform Shop has broken even, presenting a profit of \$2004. That said it is worth noting that as the audit is a fixed point in time this profit may be due to invoices waiting to be paid to the Uniform Wholesale supplier. At the end of 2015 the Uniform Shop was holding \$19,000 worth of stock. This is higher than the stock levels held throughout the year to prepare for sales of uniforms to new and returning students in 2016. Thank you to Natasha Knowles, Kylie Green and Angela Murphy (and me) for operating the uniform shop each week.

2015 saw the implementation of cash and stock control processes in the Uniform Shop, using the computer and printer purchased by the Duffy P&C. This has helped tracking of sales and stock levels and simplified the uniform ordering process. Natasha Knowles has been instrumental in implementing these processes, aided by a comprehensive spreadsheet template created by Carol Hertzog. Thanks to both of them for their hard work and support in tightening processes to be accountable and transparent for the Duffy P&C.

In 2015 the Duffy P&C Preschool Bank account has been closed with the balance of \$4936 transferred to the P&C Bank Account. This makes the ongoing maintenance of the Duffy P&C accounts an easier process.

Lastly I'd like to note a 'changing of the guard', with 2015 P&C members, Elizabeth Izatt and Janine Hunstone, leaving the school community. Elizabeth was an active member of the P&C during the last 8 years and was a driving force behind many P&C fundraising activities in that time. Committees such as the Duffy P&C flourish when they have dedicated members like Elizabeth and I'd like to thank her for her efforts.

Fiona Looney
Treasurer

Janine Hunstone
Assistant Treasurer



Statement by the Committee for the year ending 31 December 2015

The names of the Office Bearers are listed below:

Stuart Ross	President
Necia Fisher	Vice President
Fiona Loaney	Treasurer
Janine Hunstone	Assistant Treasurer
Cath Collins	Secretary
Trudy Brassell Jones	Assistant Secretary
Julia Graczyk	Delegate to the ACT P&C Council
Jennie Sheppard	Preschool Sub Committee Chair
Fiona Loaney	Preschool Sub Committee Treasurer
Kylie Green	Canteen/Fundraising Sub Committee Co-ordinator
Angela Murphy	Grants Officer

The principal activities of the Association were the raising of funds for the benefit of Duffy Primary School. There was no change in the principal activities during the year.

The profit for the year was \$18,125.00.

Stuart Ross
2015 President

Fiona Loaney
2015 Treasurer