

**Turner School Parents & Citizens Association**  
**Minutes of the Annual General Meeting**  
**Tuesday 15 March 2022, 7.00 pm, via Teams**

*It is preferred that agenda items are notified to the Secretary, Vice President or President one week before the meeting and, if required, accompanied by a written report, and a written proposed motion.*

*The Turner School Parents and Citizens Association aims to improve the academic, social and emotional outcomes of students regardless of a student's ability, race, gender, religion or socio-economic status.*

*All members should remember to be punctual and be prepared, listen without interrupting, speak briefly and criticise the ideas not the person.*

**1. Welcome:**

**1.1.1** The meeting was opened by the Chair at 7.00 pm and they thanked everyone for attending.

**1.1.2 Present:** Amanda Bruce, Aarathi Ayyar-Biddle, Allison Edmonds, Nicola Gibson, Annie O'Connor, Heather Hill, Adele Kent

**Apologies:** Ole Nielsen, Dale Todling, Jamie Todling

**1.1.3 Previous Meeting Minutes (AGM March 2021)**

It was Moved by the President and seconded by the Secretary that the minutes of March 2021 meeting be approved. **CARRIED**

There was no business arising from the previous meeting

**2. Business**

**2.1 President's Annual Report**

**2.1.1** The President gave a short verbal report and thanked all of those who contributed last year. The Committee agreed that it had been very difficult again during the last year due to COVID-19. The President explained that highlights included supporting the artists and writers festival; congratulations to Kathy for her very successful Crazy Camel fundraising, which was the significant fundraiser during the year; there has also been an increase in sales of fair trade shirts. Thank you also to Nathan for the cultural integrity garden grant, another highlight of the year.

**2.2 Treasurer's Annual Report including Financial Statements and Auditor's Report (includes canteen accounts)**

2.2.1 It was noted

- We ended the year with about 34k in the account.
- We used Fiona Langford for the second year in a row for our audit, and the Treasurer recommended we use her again

It was Moved by the President and seconded by the Public Officer that Fiona Langford be reappointed as the auditor for 2021. **CARRIED**

### **3. Election of Returning Officer**

3.1.1 It was Moved by the President and seconded by the Secretary that Allison Edmonds be appointed Returning Officer for the following elections. **CARRIED**

3.1.2 The President step down as chair and hand over to Returning Officer

### **4. Election of volunteers to committee positions**

4.1.1 Amanda nominated Nicola Gibson as President, seconded by Annie. There were no other nominations, it was noted this will be Nicolla's last term. **CARRIED**

4.1.2 There were no nominations for Vice-President, this will be put in the newsletter.

4.1.3 Nicolla nominated Amanda Bruce as Secretary, seconded by Annie. There were no other nominations. **CARRIED**

4.1.4 Nicolla nominated Ole Nielsen in absentia as Treasurer, seconded by Annie. There were no other nominations. **CARRIED**

4.1.5 Nicolla nominated Annie O'Connor as Public Officer, seconded by Amanda. There were no other nominations. **CARRIED**

4.1.6 The Returning Officer handed over to Nicola, in her capacity as President.

### **5. Other business**

5.1.1 Other business will be covered off in the general meeting to follow the AGM

### **6. Closure**

6.1 The Chair closed the meeting at 7.22 pm

### **Attachments**

1. Minutes of previous AGM.
2. Treasurer's report including Audited Financial Statements and Committee Report.

**Turner School Parents & Citizens Association**  
**Minutes of the Annual General Meeting - Tuesday 16 March 2021, 7.30**  
**pm**  
**Turner School Staff Room**  
**(behind the stage of the main assembly hall)**

*It is preferred that agenda items are notified to the Secretary, Vice President or President one week before the meeting and, if required, accompanied by a written report, and a written proposed motion.*

*The Turner School Parents and Citizens Association aims to improve the academic, social and emotional outcomes of students regardless of a student's ability, race, gender, religion or socio-economic status.*

*All members should remember to be punctual and be prepared, listen without interrupting, speak briefly and criticise the ideas not the person.*

**1. Welcome:**

**1.1.1** The meeting was opened by the Chair at 7.30 pm and they thanked everyone for attending.

**1.1.2 Present:** Amanda Bruce, Nathan Richards, Robyn Watson, Kathy Moffatt, Di Jones, Clem Jones, Renee Zwikielberg, Aarathi Ayyar-Biddle, Allison Edmonds, Nicola Gibson, Annie O'Connor, José Robertson

**Apologies:** Ole Nielsen, Dale Todling, Jamie Todling

**1.1.3 Previous Meeting Minutes (May 2020)**

It was Moved by the President and seconded by the Public Officer that the minutes of May 2020 meeting be approved. **CARRIED**

There was no business arising from the previous meeting

**2. Business**

**2.1 President's Annual Report**

**2.1.1** The President explained he has felt privileged to be part of a focused group for the betterment of our school community, and acknowledged the support he had received from Dale throughout the year. The Committee agreed that it had been very difficult to be President during the last year due to COVID-19. The President explained he remains committed to helping in whatever way he can.

**2.2 Treasurer's Annual Report including Financial Statements and Auditor's Report (includes canteen accounts)**

The Treasurer noted

- We ended the year about \$3k down. Revenue dropped from \$35k to \$5k due to COVID-19 curtailing normal fundraising activity. The main expenses included engaging the auditor and a donation to the school of \$5k,
- Highlights of the year included moving to Bendigo Bank which gives fluidity around payments. We have also consolidated record keeping within cloud-based gmail,
- Congratulations to Kathy for her very successful Crazy Camel fundraising, which raised \$3k. There has also been an increase in sales of fair trade shirts, and
- We used Fiona Langford for the second year in a row for our audit, and the Treasurer recommended we use her again.

It was Moved by the President and seconded by the Public Officer that Fiona Langford be reappointed as the auditor for 2021. **CARRIED**

### **3. Election of Returning Officer**

3.1.1 It was Moved by the President and seconded by the Public Officer that Allison Edmonds be appointed Returning Officer for the following elections. **CARRIED**

3.1.2 The President step down as chair and hand over to Returning Officer

### **4. Election of volunteers to committee positions**

4.1.1 Nathan nominated Nicola Gibson as President, seconded by Amanda. There were no other nominations. **CARRIED**

4.1.2 Kathy nominated Nathan Richards as Vice-President, seconded by Aarathi. There were no other nominations. **CARRIED**

4.1.3 Nathan nominated Amanda Bruce as Secretary, seconded by Renee. There were no other nominations. **CARRIED**

4.1.4 Nathan nominated Ole Nielsen in absentia as Treasurer, seconded by Clem. There were no other nominations. **CARRIED**

4.1.5 Nathan nominated Annie O'Connor as Public Officer, seconded by Amanda. There were no other nominations. **CARRIED**

4.1.6 The Returning Officer handed over to Nicola, in her capacity as President. The President thanked Nathan for his work, particularly his work on the grant applications.

### **5. Other business**

5.1.1 Other business will be covered off in the general meeting to follow the AGM

### **6. Closure**

6.1 The Chair closed the meeting at 8.00 pm.

**TURNER P&C ASSOCIATION INC**  
**Balance Sheet as at 31 December 2021**

	2021	2020
<b>Assets</b>		
<b>Operating funds</b>		
P & C General Account	\$ 33,559.60	\$ 36,360.61
Business Online Saver Account	\$ -	
	<u>\$ 33,559.60</u>	<u>\$ 36,360.61</u>
<b>Liabilities</b>		
Creditors	\$ -	160.00
	<u>\$ 33,559.60</u>	<u>\$ 36,200.61</u>
<b>Net Assets</b>		
	<u>\$ 33,559.60</u>	<u>\$ 36,200.61</u>
<b>Members Equity</b>		
Accumulated Funds as at 1 January	\$ 36,200.61	\$ 39,347.89
Surplus / (Deficit) for the year	\$ (2,641.01)	\$ (3,147.28)
<b>Equity as at 31 December 2020</b>	<u>\$ 33,559.60</u>	<u>\$ 36,200.61</u>

**Auditor's Report**

I have examined the books and records of the Turner Primary School P & C Association Incorporated for the year ended 31 December 2021 and report as follows:

1. It is not practicable to establish control over income such as fundraising receipts, sundry income and donations until entry into the accounting records. My audit relating to this income was limited to the amounts recorded.
2. Subject to the comments above, in my opinion:
  - a) I have obtained all the information and explanations which to the best of my knowledge and belief, were necessary for the purposes of my audit,
  - b) to the best of my information, the attached Balance Sheet as at 31 December 2021 and Statement of Receipts and Payments for the year ended 31 December 2021 are drawn up in accordance with generally accepted accounting principles and provide a true and fair view of the financial affairs of the Association for that period, and
  - c) the accounts are properly drawn up in accordance with the Australian Accounting Standards so far as they apply to the Association.



FA Langford BA(Acc)

2 February 2022

## TURNER P&C ASSOCIATION INC

### Statements of Receipts and Payments for the year ended 31 December 2021

<u>Operating Account</u>	2021	2020
<b>Receipts</b>		
Fundraising		500.00
Fairtrade t-shirt sales	142.50	1482.00
Art fundraiser sales		3105.00
Donation	1031.50	
Project TakeBk 2020	270.00	0.00
Interest	16.50	1.03
	<u>\$ 1,460.50</u>	<u>\$ 5,088.03</u>
<b>Payments</b>		
Affiliation Council P&C	562.13	601.84
Audit fees (2018+2020)	175.00	330.00
Bank fees	0.70	0.70
Concert BBQ		320.00
Sundry Expenses (gifts etc)	137.68	0.00
Insurance	726.00	698.50
Teacher's Day breakfast		214.27
Contribution to School	2500.00	5250.00
Charity Donation		320.00
Student Sport Donations		500.00
	<u>\$ 4,101.51</u>	<u>\$ 8,235.31</u>
<b>Net Surplus / (Deficit)</b>	<u><b>\$ (2,641.01)</b></u>	<u><b>\$ (3,147.28)</b></u>