

**Turner School Parents & Citizens Association**  
**Minutes of the Annual General Meeting**  
**Tuesday 28 February 2023, 7.00 pm, staff room**

*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 with an acknowledgement of country, and they thanked everyone for attending.

**1.1.2 Present:** Amanda Bruce, Allison Edmonds, Nicola Gibson, Annie O'Connor, Antonia McGuire, Helen (Mel) Bell, Maureen Brauers, Chris Hall, Yian Noble, Heather Hill.

**Apologies:** Ole Nielsen

**1.1.3 Previous Meeting Minutes (AGM March 2022)**

It was Moved by the President and seconded by the Public Officer that the minutes of March 2022 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 main fundraising activities had been Crazy Camel – with thanks to Adele, and the election day sausage sizzle. The opening of the cultural integrity garden was also a highlight, along with the community picnic. The P&C also continued to run the canteen service on Fridays. Thank you to all of those who contributed through the year.

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

**2.2.1** The report as attached to these minutes was noted. In discussion:

- We ended the year with about 28k in the account.

- We used Fiona Langford for the second year in a row for our audit, although she has indicated she is retiring and won't be able to continue next year, and
- there is an error in the Statements and the right column should be labeled 2021.

**ACTION:** it was agreed that a new auditor will need to be found for 2023.

### **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. The Principal thanked all for their contributions last year.

*There were initially no nominations for the President position. As a result, the group agreed to discuss the P&C connections document (item 4) in the context that the P&C, in its current state, may not be viable to continue without increased parent involvement.*

### **4. P&C Connections and way forward for 2023**

- 4.1.1 The P&C connections document, as attached to these minutes, was discussed, along with potential ways forward for the P&C.
- Individual activities were discussed, with options for how these might be delivered in 2023 with either P&C involvement or without a formal P&C
  - In discussion about the future of the P&C, there was:
    - strong support for the P&C to continue, acknowledging that it can be difficult to identify volunteers who wish to participate as office holders
    - views that more might be done to reinvigorate parent and community interest in the P&C as parents are just now able to be on school grounds again
    - concern that many parents may not realise how fragile the P&C is, and that more could be done to communicate that, without more active volunteers, the P&C is at risk of not continuing as an entity
    - thanks expressed for the efforts of parents who had led the P&C through the COVID-19 period
    - concern that, given the 2022 Committee had been spilled, it may not be feasible from a governance perspective to transfer funds from the P&C account to the school (should the P&C lapse this evening). It was also noted that operating funds would need to be left in the P&C account as a 'float' to cover expenses such as an audit, seeking advice etc. Consideration was given to seeking advice from Access Canberra
    - agreement that a 'pipeline' of volunteers is needed to ensure the viability of the P&C in 2023 and beyond, including to identify a President for 2024
    - discussion of a model where there is no formal P&C, but parents take the lead for coordinating an activity or service (for example the way the canteen currently runs very successfully)

- agreement that it is not reasonable to expect the school to pick-up the administrative burden of coordinating activities that have been P&C led in the past
- acknowledgement that the connection between parents and the school is paramount.

*There was agreement from the group to resume the election.*

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

- 5.1.1 Helen Bell was nominated as President, seconded by Amanda Bruce. There were no other nominations, it was noted this will be a single one-year term for Hellen as her youngest child is in year 6 this year. **CARRIED**
- 5.1.2 Helen nominated Maureen as Vice-President, seconded by Annie. There were no other nominations. **CARRIED**
- 5.1.3 Helen nominated Amanda Bruce as Secretary, seconded by Chris. There were no other nominations. **CARRIED**
- 5.1.4 Chris nominated himself as Treasurer on an interim basis, seconded by Amanda. There were no other nominations. **CARRIED**

*A Treasurer will be sought via a call for additional volunteers for the P&C via the newsletter etc.*

- 5.1.5 Nicola nominated Annie as Public Officer, seconded by Amanda. There were no other nominations. **CARRIED**
- 5.1.6 The Returning Officer handed over to Helen, 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 8.20 pm

## **Attachments**

1. Minutes of previous AGM.
2. Treasurer's report including Audited Financial Statements and Committee Report.
3. 2023 P&C Connections

**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:**

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

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

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

**1.1.6 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)**

2.2.2 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 P&C ASSOCIATION INC**  
**Balance Sheet as at 31 December 2022**

	2022	2022
<b>Assets</b>		
<b>Operating funds</b>		
P & C General Account	\$ 28,282.95	\$ 33,559.60
	<b>\$ 28,282.95</b>	<b>\$ 33,559.60</b>
<b>Liabilities</b>		
Creditors	\$ -	\$ -
<b>Net Assets</b>	<b>\$ 28,282.95</b>	<b>\$ 33,559.60</b>
<b>Members Equity</b>		
Accumulated Funds as at 1 January	\$ 33,559.60	\$ 36,200.61
Surplus / (Deficit) for the year	\$ (5,276.65)	\$ (2,641.01)
<b>Equity as at 31 December 2022</b>	<b>\$ 28,282.95</b>	<b>\$ 33,559.60</b>

**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 2022 and report as follows:

1. It is not practicable to establish control over all 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 2022 and Statement of Receipts and Payments for the year ended 31 December 2022 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)

9 February 2022

## TURNER P&C ASSOCIATION INC

### Statements of Receipts and Payments for the year ended 31 December 2022

<u>Operating Account</u>	2022	2022
<b>Receipts</b>		
Fundraising	1459.40	
Fairtrade t-shirt sales (net)	171.00	142.50
Donation		1031.50
Project TakeBk 2022		270.00
Interest	79.42	16.50
	<u>\$ 1,709.82</u>	<u>\$ 1,460.50</u>
<b>Payments</b>		
Affiliation Council P&C	539.14	562.13
Audit fees	125.00	175.00
Bank fees		0.70
Sundry Expenses (gifts etc)	48.00	137.68
Insurance	770.00	726.00
Teacher's Day breakfast	442.91	
Contribution to School	3750.00	2500.00
Fundraising expenses	208.87	
STEM festival catering	1102.55	
	<u>\$ 6,986.47</u>	<u>\$ 4,101.51</u>
<b>Net Surplus / (Deficit)</b>	<u><u>\$ (5,276.65)</u></u>	<u><u>\$ (2,641.01)</u></u>



## 2023 P&C connections

Date: February 2023

Event	Date	Related Meeting Date	Purpose	Volunteers Needed	If we don't get volunteers/ if the P&C becomes inactive.
Canteen	All year Weekly or regular rostered on commitment	n/a	<ul style="list-style-type: none"> <li>Service for the families.</li> </ul>	<b>As many as possible</b> <ul style="list-style-type: none"> <li>Minimum 4 people to rotate across the month (2 Friday's for each person per month)</li> <li>The more people we have the less you are rostered on for.</li> <li>1 coordinator to liaise with the supplier and flexi schools and the school. Role to also organise roster.</li> </ul>	<ul style="list-style-type: none"> <li>No volunteers- no canteen (for 2023 we have Stephanie Peatling and enough volunteers to run, noting we will refresh the call for volunteers each term via the newsletter).</li> <li>No P&amp;C- school becomes entity (still awaiting final advice on what that will look like) and we have canteen coordinator who supports and timetables team of volunteers.</li> </ul>
FaceBook page moderators	All year	28.02.2023	<ul style="list-style-type: none"> <li>Additional communication channel for the families.</li> </ul>	<b>2 people</b> <ul style="list-style-type: none"> <li>Moderate the FaceBook page under P&amp;C protocols</li> <li>Manage parent sign up</li> <li>Liaise with the school to answer common questions and to post regular bulletin notices from the school</li> <li>Handover available with previous moderators.</li> </ul>	<ul style="list-style-type: none"> <li>No volunteers- without a moderator the Facebook page will need to have the comments function switched off.</li> <li>No P&amp;C- school can become the administrator for updates via the Facebook page, with posts directing people to the newsletter.</li> </ul>
Gmail account	All year	28.02.2023	<ul style="list-style-type: none"> <li>Additional communication channel for families</li> <li>Channel for official P&amp;C business</li> </ul>	<b>2 people</b> <ul style="list-style-type: none"> <li>Monitor the email account page under P&amp;C protocols</li> <li>Liaise with the school to answer common questions</li> <li>Liaise with the P&amp;C to manage official business</li> </ul>	<ul style="list-style-type: none"> <li>No P&amp;C- without an account administrator the account would lapse. The function cant be transferred to the school.</li> </ul>



Event	Date	Related Meeting Date	Purpose	Volunteers Needed	If we don't get volunteers/ if the P&C becomes inactive.
Crazy Camel	Term 3	2.05.2023	Fundraising event <ul style="list-style-type: none"> <li>If no volunteer is identified in Feb 2023, we could do a <u>final</u> call for a coordinator via the next newsletter and Facebook page.</li> </ul>	1 person Lead orders and process, organise paper for students to complete artworks on and liaise with the school. Adele has left a job description and SOPs.	No volunteer- no CrazyCamel (for 2023) <ul style="list-style-type: none"> <li>No P&amp;C – funds raised by the event would be directed to the school's nominated bank account (ie the Library Fund?)</li> </ul>
Home parent Connection Turner Learner Panel and Pizza Literacy/Numeracy Workshops	Term 3	25.07.2023	<ul style="list-style-type: none"> <li>A mix of connecting home and school learning and building social connections between parents and school.</li> <li>We will have a panel of experts, including student leaders to share the importance of our <i>Turner Learner Profile</i> in the context of globally essential skills</li> </ul>	<b>3-4 people</b> 1 person to coordinate pizza's and liaise with the school 2-3 people to serve, set up and clean up on the night	No volunteers- without volunteers the evening would go ahead without pizza. No P&C- consider how we want to fund purchase of pizza, which has in the past been via the P&C. A gold coin donation could be sought to cover some costs?

Event	Date	Related Meeting Date	Purpose	Volunteers Needed	If we don't get volunteers/ if the P&C becomes inactive.
			and then offer a choice of two workshops to look at the skills in the context of teaching literacy and numeracy.		
<p>Artists' and Writers' Festival <b>Turner 70<sup>th</sup> Birthday</b></p> <p>Morning cuppa/special birthday event/ or do we do the colossal family picnic here?</p>	<p>Term 3  Week 5 15-19 August Before school.</p>	25.07.2023	<p>Coffee cart stationed at different areas of the school to attract informal parent conversations and connections. <i>(If combined with colossal family picnic see below)</i></p>	<p>1 person 1 person to organise a coffee cart and liaise with Ted regarding dates and set up. 2-3 people to serve, set up and clean up on the day.</p>	<p>No volunteers- without volunteers the coffee cart could not go ahead. No P&amp;C- consider if we want to ask a commercial business (SlyFox for example) to have a paid coffee cart on-site for the event? No P&amp;C – an alternative option is for parent volunteers to use the coffee cart, and seek a nominal fee to cover costs of milk etc.</p>
<p>Colossal Community Picnic/ Fete</p> <p><i>(Option to combine with Artists' and Writers' Festival Turner 70<sup>th</sup> Birthday – see above)</i></p>	Term 4	25.07.2023	<ul style="list-style-type: none"> <li>Mini-fete style inviting everyone to bring their picnic rug for a meal together in the quad. Some organised games (perhaps hosted by after school care- 'side show').</li> </ul>	<p><b>As many as possible, minimum 5 people</b> P&amp;C run, hosted and communicated 1 person to organise and liaise with the school and Ted regarding dates and set up. Sausage sizzle: 1 coordinator (including set up and clean up on the day) Fairy floss: 1 coordinator (including set up and clean up on the day) Coffee cart: 1 coordinator (including set up and clean up on the day) 2-3 volunteers to assist with each stall</p>	<p>No volunteers- no Community Picnic (for 2023) No P&amp;C – given this is not a fundraising focused event, the Picnic can go ahead with volunteer support without a P&amp;C.</p>

Event	Date	Related Meeting Date	Purpose	Volunteers Needed	If we don't get volunteers/ if the P&C becomes inactive.
			<ul style="list-style-type: none"> <li>• Teachers could host a student vs adult sports game.</li> <li>• Event focus on building community connection, rather than fundraising.</li> <li>• Seek to settle approach and</li> </ul>		
End of Year Concert	Week 8 30 November Wednesday Evening	n/a	Celebration of students' learning across the year.	Promoting via Facebook	



## 2023 P&C ways forward

An incorporated association needs to have a minimum of five members to function, and this typically includes office holders (for example a President, Treasurer, Secretary and Public Officer). The current Turner P&C President and Treasurer are not continuing / seeking re-election in 2023. There do not seem to be parents and community members willing to take on these roles in 2023. We have promoted the opportunity via the school newsletter, Facebook page, and multiple face-to-face sessions in the first weeks of Term 1, as well as reaching out to parents who have been involved in the P&C in the past.

This likely reflects changing times and communities, especially following COVID-19, volunteer capacity given broader economic circumstances, and competing demands for volunteer time, such as sporting commitments.

### Status as at Feb 2023

- We currently have two office holders (Secretary and Public Officer) willing to seek re-election in 2023. We have no other known parents or community members willing to seek election as office holders, or to participate as ordinary members. This will not meet the threshold of five members required.
- Although it is mandatory for the school to have a Board, the P&C is not a mandatory requirement with regards to effective governance.

This paper sets out some options for a way forward for the Turner P&C, given volunteer numbers have become low, and there is likely insufficient interest for the P&C to continue in 2023 in its current form.

Option	Update as at Feb 2023	Implication
1. Exploring if the current Treasurer is comfortable remaining remote treasurer (to manage the bank account and finances); finding one other member to be an office holder; and running the P&C in a very light touch way ie 3 meetings this year in total	This is not feasible: <ul style="list-style-type: none"> <li>• Due to health, the Treasurer is unable to continue in 2023</li> <li>• A number of parents have been approached about their willingness to take on the President role, with no one willing to commit</li> </ul>	<ul style="list-style-type: none"> <li>• Without a Treasurer, the P&amp;C won't be able to manage its finances, including a bank account, annual financial statements etc</li> <li>• It seems sensible to transfer remaining funds in the P&amp;C account to the school (for a purpose agreed at the AGM, such as purchasing sunshades) to ensure the school is able to access the funds for the purpose they were collected.</li> </ul>
2. Exploring winding up the P&C  <a href="https://www.accesscanberra.act.gov.au/s/article/incorporated-associations-tab-frequently-asked-questions">https://www.accesscanberra.act.gov.au/s/article/incorporated-associations-tab-frequently-asked-questions</a>	An incorporated association may, by special resolution, voluntarily wind up. Access Canberra is unable to provide advice on procedures to wind up an incorporated association's affairs. It may however be more appropriate for the association's incorporation to	<ul style="list-style-type: none"> <li>• Should parents later wish to establish a P&amp;C this would require effort to get the P&amp;C incorporated, and re-established as an entity.</li> <li>• Where the incorporation is cancelled all association assets are taken to vest in the Registrar-General.</li> </ul>

Option	Update as at Feb 2023	Implication
	<p>be cancelled.</p> <p>The association's incorporation may be cancelled where there are grounds for believing that the association:</p> <ul style="list-style-type: none"> <li>• is no longer in operation;</li> <li>• has fewer than five members;</li> <li>• was incorporated as a result of fraud or mistake;</li> <li>• has not within the last three years convened an annual general meeting; or,</li> <li>• has not within the last two years lodged an annual return.</li> </ul> <p>Incorporated associations that wish to have the association's incorporation cancelled, and are in one of the categories above, should contact Access Canberra for further information.</p>	<ul style="list-style-type: none"> <li>• As winding up is subject to the Corporations Act 2001 (Cwlth), associations considering this option should seek independent advice.</li> </ul>
<p>3. Exploring merging with another P&amp;C in the inner north.</p>	<p>This is not recommended as an option at this time as it will not:</p> <ul style="list-style-type: none"> <li>• enable consideration of Turner specific issues, or</li> <li>• address the issue of lack of volunteers willing to take on formal, structured roles with the P&amp;C.</li> </ul>	<ul style="list-style-type: none"> <li>• Turner specific issues can still be addressed via parent representatives of the school board.</li> </ul>
<p>4. Let the P&amp;C lapse from active management and/or continue with the office holders we do have and either not hold active meetings or hold a minimum number of meetings required to support the volunteer led activities we can sustain.</p>	<p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>• This is the preferred option as it will enable the P&amp;C to evolve, focused on meaningful value add activities that are about community connection. Parent contributions will still be able to continue through the Board positions and volunteer led activities such as Crazy Camel, Canteen, and Community Picnic.</li> </ul> <p><b>PROPOSED RESOLUTION:</b> that the funds in the P&amp;C's bank account (approximately \$33,559.60) are transferred to the school <i>'for the benefit of the</i></p>	<ul style="list-style-type: none"> <li>• P&amp;C can be revived by parents in the next three years if needed with lower administrative burden (ie association is already incorporated)</li> <li>• P&amp;C would need to re-register as a charity should it wish to continue with events such as a Fete which require charity registration to enable donations.</li> <li>• Two office holders will not enable a quorum for formal decision making)</li> </ul>

Option	Update as at Feb 2023	Implication
	<p><i>students and school, for purposes including student sponsorship associated with interstate forum representation (such as sporting events, tournament of the minds etc.) provision of catering (such as coffee carts) for key events and other priorities as determined by the school', to avoid being unable to access the funds should we not elect a Treasurer for 2023.</i></p> <p><b>PROPOSED WAY FORWARD:</b> in agreement with the School, that we discuss and agree volunteer led activities to focus on in 2023, as set out in the paper '2023 P&amp;C connections'</p> <p>Once the focus volunteer led activities in 2023 are settled, to ensure they are visible to all parents, we will include the final document on the P&amp;C section of the website, and link via Facebook page and school newsletter.</p>	