



Rangeville State School P&C Association

Annual General Meeting

Date and Time: Tuesday 14/03/2023, 6pm

Location: Resource Room; and via Zoom link



MINUTES

PRESENT

Aiden Embrey (President), Narelle Boyes (Vice President2), Emma Reibelt (Treasurer)

Ben Kidd (Principal), Sue Hagley (Deputy Principal), Sally Codyre, Ann-Maree Hagan, Nicole Scott, Nadine Johnston, Leanne Sawley, Renee Craven, James Wilson, Ben Crowley, Ruth Brouwer, Sarah Courtney, Laura Lee-Ann, Tamer Yajzi, Ellen Wylie, Deb Rowling, Liz Jones, Dan Lindenmeyer, Leah Holmes

Zoom: Cassie Palmero, Lorna Cottee, Kim Leslie

WELCOME and APOLOGIES

Apologies: Leoni Ross, Wayne Parsons

1. CONFIRMATION OF THE MINUTES FROM PREVIOUS AGM

It was resolved

that the minutes of the Rangeville State School P&C Association Annual General Meeting held on Tuesday 15 March 2022, having been circulated, be taken as read and confirmed.

Moved: Aiden Embrey

Seconded: Sarah Courtney

CARRIED

2. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS AGM

2.1 SPONSORSHIP FOR DARLING DOWNS, STATE, AND NATIONAL SPORTING REPRESENTATIVES		
Discussion Issues	Outcomes	Action
<p>The committee discussed the sponsorship amounts given to students who compete at certain levels in sport.</p> <p><u>2021 allocations (per student) were:</u></p> <ul style="list-style-type: none"> • 2021- \$75.00 for Darling Downs • 2021 - \$100.00 for State • 2021 - \$150.00 for National 	<p>Agreed to keep same amounts as previous year.</p>	<p>Aiden Embrey moved to keep the sponsorship amounts the same as 2022.</p> <p>Seconded: Ann-Maree Hagan Voted: Unanimous</p>
2.2 SPONSORSHIP OF YEAR 6 CAMP		
Discussion Issues	Outcomes	Action
<p>The committee discussed the sponsorship of the Year 6 camp.</p> <ul style="list-style-type: none"> • 2022 sponsorship amount: \$1000.00 	<p>Agreed to allocate \$6,000 for this year. Chaplaincy also provides financial support.</p>	<p>Aiden Embrey moved to increase the sponsorship for school camp to the of amount of \$6,000 for transportation.</p> <p>Seconded: Nadine Johnson Voted: Unanimous</p>
2.3 ROSS AND ANN SLATER LITERACY AWARD AND SWIMMING AWARD		
Discussion Issues	Outcomes	Action
<p>The committee discussed the amount pledged toward these awards.</p> <ul style="list-style-type: none"> • 2022 commitment: \$100.00 per award 	<p>Proposed an increase to \$100.00 total (\$50.00 per award).</p>	<p>Aiden Embrey moved to pledge \$50.00 per award for this financial year.</p> <p>Seconded: Norelle Boyes Voted: Unanimous</p>
2.4 DARLING DOWNS REGIONAL QCPA REPRESENTATIVE 2023		
Discussion Issues	Outcomes	Action
<p>The committee will consider nominations for this role.</p>	<ul style="list-style-type: none"> • Have not previously had a representative. • No nominations received. 	<p>The Rangeville State School P&C Association will not have a representative in 2023.</p> <p>Aiden Embrey moved to have this taken from the Agenda for future years.</p> <p>Seconded: Emma Reibelt Voted: Unanimous</p>

3. RECEIPT AND ADOPTION OF THE ASSOCIATION'S AUDITED ANNUAL FINANCIAL STATEMENT & TREASURER'S REPORT

Discussion Issues	Outcomes	Action
Emma Reibelt presented the Treasurer's Report.	<p>Audited financials have been loaded to the public Google Drive. Budget set for 2023</p> <p>Discussions around the increase of the superannuation to 11% in July. Comments made that the budget does not reflect the increases and it should be categorized as a % instead of a set amount. (Calculated that is was set at 33% already but adjustments will be made and advice from accountant and Executive to set new figures and endorsed at May General meeting. Report tabled.</p>	<p>It was resolved <i>that the 2023 Treasurer's Report and the motions contained therein be accepted.</i> Moved: Emma Reibelt Seconded: Sally Codrye CARRIED</p> <p>It was resolved <i>that the 2023 Budget be reviewed and tabled at the May Meeting with the adjusted changes as noted for the increase in superannuation and other expenses.</i> Moved: Emma Reibelt Seconded: Leanne Sawley CARRIED</p>

4. PRESIDENT'S REPORT

Discussion Issues	Outcomes	Action
Aiden Embrey presented the President's report.	<p>President's Report have been loaded to the public Google Drive. Report tabled.</p>	<p>Presidents report tabled and read. Aiden Embrey moved it be accepted. Moved: Aiden Embrey Seconded: Tamar Yazji</p>

5. APPLICATIONS FOR MEMBERSHIP

Discussion Issues	Outcomes	Action
<ul style="list-style-type: none"> All 2022 memberships have lapsed. 	<p>All membership applications for 2023 were accepted. The committee considered all new membership applications for 2023 – Emma Reibelt tabled the applications and put into a spreadsheet ready for the email lists to be created.</p>	<p>Aiden Embrey moved all memberships be accepted. Seconded: Liz Jones CARRIED</p>

6. ELECTION OF OFFICE BEARERS FOR 2023

Declared vacancies of all exiting Executive Committee. Returning Officer and Scrutineer: Ben Kidd

President		
Ben Kidd called for nominations for President of the Rangeville State School P&C for 2023.	Nominee: Ann Maree Hagan Nominated by: Sarah Courtney Seconded: Deb Rowling <i>Nomination accepted</i>	Ann-Maree Hagan elected President for 2023.
Treasurer		
Ben Kidd called for nominations for Treasurer of the Rangeville State School P&C for 2023.	Nominee: Tamer Yajzi Nominated by: Emma Reibelt Seconded: Nadine Boyes <i>Nomination accepted</i>	Tamer Yajzi is elected Treasurer for 2023.
Vice-President		
Ben Kidd called for nominations for Vice-President of the Rangeville State School P&C for 2023.	Nominee: Nadine Johnston Nominated by: Emma Reibelt Seconded: Narelle Boyes <i>Nomination accepted</i>	Nadine Johnson is elected Vice-President for 2023.
Vice-President 2		
Ben Kidd called for nominations for Vice-President of the Rangeville State School P&C for 2023.	Nominee: Emma Reibelt Nominated by: Sarah Courtney Seconded: Liz Jones <i>Nomination accepted.</i>	Emma Reibelt is elected Vice President 2 for 2023.
Secretary		
Ben Kidd called for nominations for Secretary of the Rangeville State School P&C for 2023.	Nominee: Ellen Wylie Nominated by: Emma Reibelt Seconded: Liz Jones <i>Nomination accepted</i>	Ellen Wylie is elected Secretary for 2023.

7. MOTION TO CHANGE BANK SIGNATORIES TO NEWLY ELECTED OFFICERS

SIGNING AUTHORITY		
<p><u>Executive names:</u></p> <ol style="list-style-type: none"> 1. President – Ann Maree Hagan 2. Vice President 1 – Nadine Johnson 3. Vice President 2 – Emma Reibelt 4. Treasurer – Tamar Yajzi 5. Secretary – Ellen Wylie 	<p>The committee agrees that all Executives will have signing authority.</p>	<p>Ann Maree Hagan moved that all Executive will have signing authority.</p> <p style="text-align: right;">Seconded: Sally Codrye Voted: Unanimous</p>

8. CONFIRMATION OF CONTINUING SUB-COMMITTEES OF THE ASSOCIATION

Discussion Issues	Outcomes	Action
<ul style="list-style-type: none"> • Confirmation of sub-committee and appointment of members. Min 3 and max 6 members 	<p>Building Fund Sub-committee reconfirmed as continuing in the coming twelve (12) months as the building project gets completed.</p>	<p>Sub-committee to continue to meet together as the building evolves and reaches completion.</p>
<ul style="list-style-type: none"> • Sub-committees are a subgroup of the P&C with no legal entity status of it's own, it therefore does not have an AGM of its own. 	<p><u>Building Sub-committee</u></p> <ol style="list-style-type: none"> 1. Ann-Maree Hagan <i>(P&C President is an automatic member)</i> 2. Sarah Courtney (P&C Member) 3. Aidan Embrey – Consultant to ED QLD 4. Nicole Scott (P&C Employee) 5. Wayne Parsons (Life Member) 	<p>One meeting per month. Scheduled in the half an hour prior to the monthly P&C meeting and all information to be tabled at the General Meetings for Membership discussion and feedback.</p>

9. BUILDING FUND REPORT

Discussion Issues	Outcomes	Action
<p>No longer has DGR Status – so now just a working group for the renovations of K Block Hall</p>	<p>Balance: \$181, 602.44 – needs to be \$318,000 for whole project – this money will be transferred</p>	<p>Money to continued to be transferred when able from working accounts to this account.</p>

10. APPOINTMENT OF A 2023 AUDITOR

Discussion Issues	Outcomes	Action
<p>Emma Reibelt suggested that the committee enlists the services of Counted to sort the recommendations and then quotes be sourced for a new Auditor.</p> <ul style="list-style-type: none"> • They have identified some recommendations that they are willing to support Lorna Cottee (P&C Employee) in rectifying – historical issues from 2019 • They were very supportive and helpful in preparing the audit for the AGM. • There fees are very reasonable for the workload asked. 	<p>Quotes for other companies to be sought for May 2023.</p> <p>Tamer and Emma to discuss future auditors and accessing quotes to bring to May General Meeting to authorize Auditor for 2024.</p> <p>Executive committee to meet with Lorna and discuss plans for putting in place an Accountant that can oversee the BAS, Tax commitments, GST and payroll and Superannuation payments.</p>	<p>No Auditor has been appointed for the Rangeville P&C – quotes will be obtained and tabled at the May General Meeting.</p> <p>Moved that an accountant be sought to support the Finance Managers role as the business is growing and support should be had.</p> <p style="text-align: right;">Seconded: Emma Reibelt Vote: Unanimous</p> <p style="text-align: right;">CARRIED</p>

11. ADOPTION OF THE STUDENT PROTECTION RISK MANAGEMENT STRATEGY

Discussion Issues	Outcomes	Action
<p>Ben Kidd handed out information for all members and this was tabled.</p>	<ul style="list-style-type: none"> • Delivery of reporting harm to students. • Must report any suspicion of harm to children to staff if we are volunteers. • Must be immediately. 	<p>The Student Protection Risk Management Strategy is adopted by the Rangeville State School P and C Association.</p> <p>All Executive Members to sign the paperwork and return to Ben Kidd.</p>

12. ASBESTOS AWARENESS

Discussion Issues	Outcomes	Action
<p>Ben Kidd</p>	<ul style="list-style-type: none"> • Information sheet provided. • Any damage to be reported immediately. • No parent is allowed to do building work. • Work Area Access Permit (WAAP) required for all work. Contractors are required to have a WAAP. 	<p>All Members to acknowledge the paperwork and confirm understanding and compliance.</p>

13. GENERAL BUSINESS

13.1 ENDORSEMENT OF SCHOOL ACTIVITIES		
Discussion Issues	Outcomes	Action
Ben Kidd requested that the P&C endorse activities and excursions for 2023.	All members were made aware of the calendar, and this was going to be communicated as things change or are updated. Comments made that some people are not getting the information on time, so suggestions were made that emails, newsletters and updates be sent out sooner. Suggestions made about the newsletter format was tabled.	The Rangeville State School P&C approves of and endorses all current and future 2023 activities and excursions. Moved: Ann-Maree Hagan Seconded: Nadine Johnson CARRIED
13.2 GST EXEMPTION		
Discussion Issues	Outcomes	Action
Ann-Maree Hagan moved for GST exemptions.	To allow GST exemption on uniform shop and fundraising.	Ann-Maree Hagan moved to endorse the uniform shop to be a non-profit sub-entity (NPSE) of the P&C. Seconded: Deb Rowling CARRIED
13.3 DONATION FOR PREP STUDENTS READING BOOKS AT THE END OF 2023		
Discussion Issues	Outcomes	Action
Ann-Maree Hagan moved to donate books to Prep students.	<ul style="list-style-type: none"> Books via Book club purchased through reward credits – Jennilee is now managing this so P&C to speak to Jennilee about using the credits earned. 	P&C Executive member to contact Jennilee regarding funds to purchase books. Ann-Maree Hagan to move. Seconded: Leah Holmes Vote: Unanimous

13.4 MUSIC PATHWAY		
Discussion Issues	Outcomes	Action
Support for students for Excellence in Music Pathways <u>2022 allocations:</u> <ul style="list-style-type: none"> • \$75.00 for Darling Downs representation • \$100.00 for State level representation • State Honours ensemble program (8 children attended last year) 	Agreed to keep same amounts as previous year. Conservatorium workshop funding \$5000 towards the school event.	Ann Maree Hagan moved \$75.00 for Darling Downs and \$100.00 for State level students. Ann-Maree Hagan moved \$5000 be contributed to the school for the Conservatorium Workshop. Seconded: Nadine Johnson Vote: Unanimous
13.5 WELFARE GRANT		
Discussion Issues	Outcomes	Action
Money to contribute for staff to access for children in need. <u>2023 allocation:</u> <ul style="list-style-type: none"> • \$1000.00 to be committed funds for Tuckshop and Uniform Shop. Also helped to support children in hardship circumstances – utilised around school camp and excursions. P&C don't make decision about how funds are allocated – up to the school to use the donation money.	Discussion about how things have increased and the external supports that some families received. Agreed that the amount be increased to cater to the increasing demands.	Ann-Maree Hagan moved to contribute \$1500 to Welfare Grant. Seconded: Tamer Yajzi Vote: Unanimous

13.6 TEACHER GRANT		
Discussion Issues	Outcomes	Action
<p>Money to contribute to innovative teaching ideas for our children, and to support our teachers.</p> <p><u>2023 Teacher Grant outcomes:</u> Previously awarded to REP Club. Important for parents and community to be able to see what P&C is handing back to the school.</p>	<ul style="list-style-type: none"> • \$5000.00 to successful applicant to fund ideas from teachers with expectation that Ben Kidd provides updates. • Teachers feel valued by the P&C. • Need to ensure the funds are available to cover all financial commitments and expenses. 	<p>Ann-Maree Hagan moved to allocate \$5000.00 for successful Teacher Grants.</p> <p>Secoded: Ellen Wylie Voted: Unanimous</p>
13.7 P&C to Approved the Approved Supplier for the Uniform Shop		
<p>Previous supplier for the P&C Uniform shop has been Toowoomba Embroidery – they supply the hats and jumpers.</p>	<p>Decided and voted this continues to be the supplier as required.</p>	<p>Ann-Maree Hagan moved to continue to use Toowoomba Embroidery for the supply of hats and jumpers for the Uniform shop.</p> <p>Secoded: Deb Rowling Voted: Unanimous</p>
13.8 P&C QUEENSLAND STATE CONFERENCE		
Discussion Issues	Outcomes	Action
<p>Support funding for P&C members to attend 11&12th August – more info to follow.</p>	<p>Potential for \$600.00 to \$800.00 per ticket.</p>	<p>Ann-Maree moved that the funds remain and decision be made closer to the event.</p> <p>Secoded: Nicky Scott Voted: Unanimous</p>
13.9 ENDORSEMENT OF THE 2023 CONSTITUTION DOCUMENTATION		
<p>Constitution was circulated</p>	<p>The P&C Qld constitution that was adopted in 2022 was circulated. Noted that the Quorum be changed to be 2 Executive members and 5 members in attendance for a General Meeting. 1 School Representative to be present at the meetings.</p>	<p>Ann-Maree Hagan moved that the section 21.4.4 be adopted to reflect the Quorum for General meetings.</p> <p>Secoded: Liz Jones Voted: Unanimous</p>

14. NEXT ANNUAL GENERAL MEETING

The next Annual General Meeting of the Rangeville State School P&C Association will be held on the Tuesday 12 March 2024 onsite at Rangeville State School.

CLOSE: 8.03 pm

The minutes for the 2023 Rangeville State School P&C Association are true and correct.

President:

Name: Ann-Maree Hagan

Signature:

Date: 15/03/2023

Treasurer:

Name: Tamer Yajzi

Signature:

Date: 15/03/2023

Secretary:

Name: Ellen Wylie

Signature:

Date: 15/03/2023

Vice President 1:

Name: Nadine Johnston

Signature:

Date: 15/03/2023

Vice President 2:

Name: Emma Reibelt

Signature:

Date: 15/03/2023
