



# HUNTERS HILL PUBLIC SCHOOL

## PARENTS AND CITIZENS ASSOCIATION

### ANNUAL GENERAL MEETING MINUTES

Wednesday 15th June @ 7.30pm – Google Meet Online

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1. Welcome and Opening
2. Attendees: Aaron Milburn, Anthony Joseph, Robbie Upcroft, Christine Golledge, Kim Dudgeon, Loretta Mitchell, Angela Armstrong, Nathalie Thibaux, Alastair Walton, Rachel Way, Jennifer Edwards
3. Apologies: Sally Oakman, Robin Winfield, Ali McCann
4. Confirmation and acceptance of previous AGM meeting minutes (16/06/2021)  
Motion: Aaron Milburn  
Seconded: Robbie Upcroft & Christine Golledge  
Unanimous Pass
5. President's Report – attached to minutes
6. Principal's Report – attached to minutes
7. Treasurer's Report – attachment
8. Appointment of auditor  
Remain with Soutar Accountants, it will be a review rather than a full audit as per requirements.  
Unanimous pass
9. Approval of Membership Fee  
Membership Fee \$1  
Motion: Aaron Milburn  
Seconded: Christine Golledge  
Unanimous pass  
*Action – attempt to increase membership*
10. Election of Returning Officer  
Nomination: Kim Dudgeon  
Moved: Aaron Milburn  
Seconded: Christine Golledge  
Unanimous Pass
11. Election of Committee Positions
  - a. **President**  
Nomination: Aaron Milburn  
Moved: Robbie Upcroft  
Seconded: Christine Golledge  
Unanimous Pass

**b. Treasurer**

Nomination: Anthony Joseph  
Moved: Rachel Way  
Seconded: Christine Golledge  
Unanimous Pass

**c. Vice President 1**

Nomination: Robbie Upcroft  
Moved: Aaron Milburn  
Seconded: Anthony Joseph  
Unanimous Pass

**d. Vice President 2**

Nomination: Alistair Walton  
Moved: Aaron Milburn  
Seconded: Anthony Joseph  
Unanimous Pass

**e. Secretary**

Nomination: Christine Golledge  
Moved: Aaron Milburn  
Seconded: Anthony Joseph  
Unanimous Pass

12. Election of Sub-committee Convenors

**a. Book Club**

Nomination: Tracey Legg  
Moved: Christine Golledge  
Seconded: Robbie Upcroft  
Unanimous Pass

**b. Canteen**

Nomination:  
Moved:  
Seconded:  
Unanimous Pass

**c. Creative Workshops**

Nomination: Ali McCann  
Moved: Christine Golledge  
Seconded: Nathalie Thibaux  
Unanimous Pass

**d. Events**

Nomination: Alastair Walton to cover  
Moved: Aaron Milburn  
Seconded: Christine Golledge  
Unanimous Pass

**e. HHOOSH**

Nomination: Nathalie Thiabaux  
Moved: Aaron Milburn  
Seconded: Christine Golledge  
Unanimous Pass

**f. Performing Arts & Music**

Nomination: Lena Teo & Rachel Evans

Moved: Aaron Milburn

Seconded: Christine Golledge

Unanimous Pass

**g. Uniform Shop**

Nomination: Angela Armstrong

Moved: Aaron Milburn

Seconded: Nathalie Thibaux

Unanimous Pass

13. Close of meeting

## PRESIDENT'S REPORT

Hello to All P and C Members

I can't believe it's been a year already since we came together as your executive for Hunters Hill Public School, back then collectively we had zero experience and relied heavily on the guiding hand of Jen Bui who was so kind with her time and not to mention how patient she was with all our questions of which we were all extremely grateful.

In the year working together that has had everything from pandemic closures the flu outbreak and weather events it has been a great learning curve for us but I feel also saw us as P and C really come together to achieve some wonderful outcomes for the children in that time.

Our outgoing events co-ordinator Sally Oakman and her team of volunteers really led the way and all that gave their time freely made all the difference and I thank all involved.

This year we have not only streamlined the financials, updated many policies, insured that HOOSH - Uniform Shop and the Canteen have the necessary required tools to be able to be managed correctly and we have got new leadership and employees in those businesses also.

Our relationship as an executive and P And C with Kim and her school leadership team has continued to grow from strength to strength enabling us to achieve well ahead of some other P and C 's in our locality and that strength and relationship will continue to drive and deliver results and initiatives as we work together as a P And C moving forward into the remainder of 2022 and 2023.

I also wish to thank the executive for all of their hard work and extensive hours put in the last 12 months and ensuring that we stayed focussed to our goal of putting smiles on our children's faces at the school for the various activities initiatives and events we have conducted under considerably trying circumstances.

The 2021/2022 P and C executive thanks again all members for your support and time given over the last 12 months and should there be a change to the Executive at this AGM we wish any new incoming team every success.

Aaron Milburn  
President

## TREASURER'S REPORT

The P&C made \$38k profit in 2021 (compared to \$92k in 2020).

This position was largely supported by government support payments (~ \$50k across government business grants, HHOOSH business continuity payments and Jobkeeper and strong cost management) - however payments were significantly less than 2020 (~\$200k across cash flow boost and JobKeeper).

Overall income was broadly consistent with 2020 (\$518k in 2021 v \$515k in 2020), Cost of Sales was slightly stronger (\$104k in 2021 v 100k in 2020) but costs were significantly lower (\$441k v \$554k).

The overall equity position of the P&C improved from \$363k in 2020 to \$402k at the end of 2021.

Please see the attached Full Financial Report from Soutar & Associates with full information - and please ask if you have any questions. The review confirmed that our books are in order and have recommended some minor process improvements which have subsequently been implemented (see Review Management Letter from Soutar and Associates)

Thanks to the great work of convenors and teams across all the services for another successful year in really challenging circumstances. Thanks also to the ongoing fantastic work of Judy as bookkeeper - she has been an invaluable support throughout the year.

Anthony Joseph  
Treasurer