



## Hunters Hill Public School P&C Annual General Meeting Minutes

Wednesday 11/5/2016

The meeting opened at 7:32pm and was chaired by Dougal Hunter.

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**Attendees:** 18 – Tania Weston, Dougal Hunter, Veronica Papacosta, Raewyn Sargeant, Nicole Kleijn-Aalders, Dane Latham, Serena McLean, Lindsay Holliday, Carlos Lopez, Celeste Slijters, Elena Bagley, Kristi Jones, Rachelle Love, Sam Garling, Jo-Hanna Adam, Cindy Blaney, Tonia Polorotoff, Caitlin Flett  
**Apologies:** 3 – Kate Anderson, Mandy Fahey, Tee Davies

**1) Confirmation of minutes from previous AGM (22/4/2015)**

Adopted: Dougal Hunter

Seconded: Veronica Papacosta, Raewyn Sargeant

**2) Welcome to Relieving Principal – Tania Weston**

- a) Dougal extended an official welcome to Tania, as she takes the role of Principal in Sakuna's absence.
- b) Tania responded, saying that she has enjoyed a warm welcome at Hunters Hill Public School. She shared a brief summary of her extensive career experience. Her most recent post was at Denistone East as Deputy Principal. She looks forward to working with the Hunters Hill school community.

**3) President's Annual Report (2015) – Dougal Hunter**

- Dougal presented his report. See attached.

**4) Motion to adopt President's Annual Report**

Moved: Dougal Hunter

Seconded: Veronica Papacosta, Lindsay Holliday

**5) Treasurer's Annual Report (2015) – Veronica Papacosta**

- Veronica presented her report. See attached.

**6) Motion to adopt Treasurer's Annual Report**

Moved: Dougal Hunter

Seconded: Raewyn Sargeant, Nicole Kleijn-Aalders

**7) Sub-Committee Annual Reports (2015)**

- The 2015 Sub-Committee Annual Reports were tabled. See attached.

**8) Motion to approve Auditor for 2016**

- Veronica confirmed that Soutar Accountants should be used again and given tighter timeframes to complete the audit.

Moved: Dougal Hunter

Seconded: Veronica Papacosta, followed by unanimous agreement

#### **9) Motion to approve membership fee for 2016**

- A continuing membership fee of \$1 was confirmed.

Moved: Dougal Hunter

Seconded: Lindsay Holliday, followed by unanimous agreement

#### **10) Election of office bearers for 2016**

- a) Raewyn facilitated the election of the office bearers for 2016.
- b) The officers elected were:
  - President: Dougal Hunter
    - Proposed by: Veronica Papacosta, Nicole Kleijn-Aalders
    - Seconded: Lindsay Holliday, followed by unanimous agreement
  - Treasurer: Veronica Papacosta
    - Proposed by: Dougal Hunter, Nicole Kleijn-Aalders
    - Seconded: Lindsay Holliday, followed by unanimous agreement
  - Vice-President: Nicole Kleijn-Aalders
    - Proposed by: Dougal Hunter, Veronica Papacosta
    - Seconded: Lindsay Holliday, followed by unanimous agreement
- c) The positions of Secretary and Vice-President 2 were declared vacant. No nominations were received.

#### **11) Election of Sub-Committee Convenors for 2016**

- a) Tania facilitated the election of the Sub-Committee Convenors for 2016.
- b) The convenors elected were:
  - Before and After School Care Co-Convenors: Kate Anderson and Melanie Buffier
    - Proposed by: Syvi Boon
    - Seconded: Veronica Papacosta, followed by unanimous agreement
  - Canteen Convenor: Dougal Hunter
    - Proposed by: Dougal Hunter
    - Seconded: Elena Bagley, followed by unanimous agreement
  - Creative Workshops Convenor: Tee Davies
    - Proposed by: Dougal Hunter
    - Seconded: Lindsay Holliday, followed by unanimous agreement
  - Uniform Shop Convenor: Raewyn Sargeant
    - Proposed by: Dougal Hunter
    - Seconded: Lindsay Holliday, followed by unanimous agreement
  - Amity Co-Convenors: Nicole Kleijn-Aalders and Sam Garling
    - Proposed by: Dougal Hunter
    - Seconded: Veronica Papacosta, followed by unanimous agreement
  - Bookclub Convenor: Cindy Blaney
    - Proposed by: Dougal Hunter
    - Seconded: Lindsay Holliday, followed by unanimous agreement
- c) The position of Performing Arts Convenor was declared vacant. No nominations were received.

The meeting closed at 8:10pm. The next AGM will be held in 2016 when the audit is completed.

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# President's Report

President: Dougal Hunter  
E-Mail:  
dougal.hunter@optusnet.com.au  
Phone: 0419 288 638

The past year has been a very active period for the Hunters Hill Public School P&C Association. Our P&C would not be able to achieve this without the dedicated parents and friends support base. I thank you all for your respective achievements and commitment.

Of the sub-committees that operate within the HHPS P&C, I believe the school community should be particularly proud of our Before and After School Care Facility, the School's Performing Arts programme and the Creative Workshops that are on offer each term. For a Public School of modest size, Hunters Hill also benefits from a Uniform Shop complete with on-line presence and a Canteen service that operates three days a week. It is also pleasing that, in addition to the services provided, the P&C was able to support the school and finance upgrades such as classroom refurbishments and painting in the Administration Block and Eulbertie last year and where applicable also enhancing school safety.

The past year has also been a period of significant transition with: two Presidents; a new P&C Executive; the School Council finishing in 2015; a new school website in 2016; a new school administration team; and most recently, HHPS welcomed Tania Weston as relieving Principal. I would like to welcome Tania to the school and hope she enjoys her stay with us. I know the P&C looks forward to working closely with her and the school during this time.

I would also like to acknowledge the efforts and support provided by Sakuna Pho who assisted the P&C in numerous ways, much of which was behind the scenes. His support is appreciated. I have particularly enjoyed learning more about the City Country Alliance with Wentworth Public School and hope that the P&C can continue to play a part in continuing to strengthen this Alliance as it provides our students and staff with a unique learning opportunity and life experience.

The Country Fair held in September was a fantastic day and the fete sub-committee should be very proud of their event. There were many comments made at the time that the country fair was the most enjoyable fete in recent memory. The funds raised from the fair will be put towards the playground redevelopment that I hope can be progressed this year.

Sadly, a number of significant contributors to the P&C are moving on this year. Tonight a combined tally of 30 years of service to the HHPS P&C will be stepping down. Our challenge as a volunteer organisation is not only replicating their dedication but also capturing the knowledge obtained during their service and passing this on to the next volunteers. I greatly appreciate that those who are stepping down have offered to assist their replacements if required.

Mandy Fahey – Mandy steps down as Treasurer of the Uniform Shop tonight. This draws to a close eleven years of service for the HHPS P&C. Mandy has been involved since 2005 when she undertook the collection of the school voluntary contribution fees for four years. This was followed by four years as treasurer of the Canteen and then most recently the last three years as treasurer of the Uniform Shop. Thank you Mandy.

Rachelle Love – anyone that has read a band report, would understand that there is an incredible amount of work going on in the Performing Arts sub-committee and for the past couple of years Rachelle has been right in the middle of the organisation. The fact that 120 students or nearly 60% of all HHPS students in Year 3 and above are involved in this programme is a great legacy and one that the entire Sub-committee should be very proud of. Congratulations and thank you.

The Before and After School Care sub-committee, Elena Bagley, Nicole Stanmore and Syvi Boon have been involved with the P&C since the beginning of 2014. This has been a very busy period following the

retirement of Trudy Percy. In this time, they brought BASC in line with the regulatory requirements, ensuring that families receive high quality care. BASC has also transitioned from registered care to approved care enabling working parents can now claim 50% of their fees back from Centrelink. They also made numerous administrative changes to ensure the efficient and effective running of the centre for parents and staff. Personally, as a working family that has relied on the BASC service in our time at the school, the service has never been better than what it is today under the professional management of Natasha and Lauren. Congratulations and thank you.

I would like to thank the Executive for their tireless dedication to the many and varied tasks that they have had to perform over the past twelve months. It has been fun working with you all. The productivity and enthusiasm provided by Nicole is well balanced by Veronica's patience and professionalism. Thank you both.

To Caitlin, the P&C meetings are a far cry from the first meeting I attended. This would not have been possible without your complete dedication as Secretary. The time you devoted to organizing not only me but also the agenda and minutes for each meeting as well as updating the website, twice, was above and beyond what was expected. Thank you.

Finally, to Raewyn, the P&C would not be what it is today without your steady and constant delivery. Raewyn has been involved with the HHPS P&C for the last eleven years and has offered to stay on as Uniform Shop Convenor for one more year. It says a lot about Raewyn that when I asked her for a brief summary of her involvement she was at pains to point out that she was very much part of a team initially (the first six years) with Bonnie Gregory and Shannon Kanaan. That said, for the past twelve months, Raewyn has been the go to person to explain what we should be doing and by when and without her, the Executive would have been lost on numerous occasions. Thank you very very much Raewyn!

- 2005 Fete Convenor
- 2006 Amity and Fundraising
- 2007-2010 Amity Convenor
- 2011 – 2013 Canteen Convenor
- 2014 – 2015 Uniform Shop Convenor
- 2013 – 2015 P & C Vice President

It has been a personally enlightening and rewarding period to be involved with the Association. and I hope that the P&C will continue to play its role in helping enrich our children's learning at HHPS and ensuring it is a safe, fun and happy place to be. Congratulations and thank you to all that have been involved.



## Hunters Hill Public School

Parents & Carers Association

17 Alexandra Street

Hunters Hill NSW 2110

PH: 9879 5649

10<sup>th</sup> May 2016

### **P&C Treasurer's Report 2015.**

I have presented to the Hunters Hill P&C Association Annual General Meeting for 2015, the audited financial accounts for 2015. The audit was conducted by Soutar Accountants, Pymble and all necessary documentation was supplied. The results of the audit were positive and the final audit certificate was issued by the auditor.

#### **Profit Position**

The Hunters Hill P&C Association and its sub committees reported a combined profit of \$133,551 for the 12 months ended 31 December 2015. The budgeted expectation for 2015 was \$111,522.

The breakdown of the 2015 profit figure is as follows:

Before & After School Care	\$80,718
Uniform Shop	\$19,256
Creative Workshops	\$15,019
P&C Main Account	\$12,423
Performing Arts	\$4,338
Canteen	\$1797
<b>Total Profits</b>	<b>\$133,551</b>

Profit was much improved in 2015 in comparison to 2014 (\$18,499).

There are a number of factors contributing to this:

- P&C Main Fundraiser - Fete 2015 - Being a fete year, the total fundraising revenues of \$60,000 in 2015 are double the 2014 levels of \$35,386;
- Before & After School Care – due to upgrades in the accreditation and the implementation of HubWorks system of BASC annual turnover of the Centre has risen from approx. \$167k in 2014 to \$288k in 2015;
- Creative Workshops – (formerly Arts & Craft) had a bumper year in 2015 with revenues of \$51,780, up from \$34,630 in 2014;
- Uniform Shop maintained its strong and stable performance as in previous years.

#### **Cash Position**

The P&C Main Account closed the year with a bank balance of \$44,300. This balance includes the funds raised during Fete 2015 of \$26,942.47 which have been set aside for the HHPS Playground Upgrade.

#### **Funds from Sub-Committees**

The sub-committees made the following contributions to the P&C Main Account in the 2015 year:

Before & After School Care	\$15,000
Uniform Shop	\$15,000
Creative Workshops	\$15,000
Canteen	\$8,000
<b>Total Profits</b>	<b>\$53,000</b>

It is understood that in the 2016 year the Uniform Shop will contribute a further \$20,000.

## Major Fund Raising Activities 2015

### Fete 2015

The Fete 2015 was budgeted to raise \$40,000. Final numbers for the event were:

Fete Revenue on the day (incl wristbands)	\$37,984.85	
Fete Sponsorship	\$9,700.00	
<b>Total Revenue</b>		\$47,684.85
Stalls, Props, Equipment & Rides	(\$18,240.09)	
Advertising	(\$1425.49)	
Fete Day Insurance	(\$340.00)	
Sundry	(\$736.80)	
<b>Total Expenses</b>		(\$20,742.38)
<b>Total Funds Raised</b>		<b>\$26,942.47</b>

### Budget 2016

The budget for 2016 is also presented and estimates a combined profit of \$103,852 for the P&C Main Account and its sub-committees.

### Thanks

I'd like to thank the sub-committee treasurers for their outstanding work and diligence in record keeping. The audit process was detailed however together we were able to respond to every query that the auditor raised. Uniform Shop – Mandy Fahey, Creative Workshops – Kendelle Townsend, Performing Arts – Jo Hanna Adam, BASC – Syvi Boon (assisted by Judy Fisher), Canteen – Judy Fisher. Also, thanks to the P&C Executive who are always on hand to authorize payments in record time!

Looking forward to a wonderful and profitable 2016.

Veronica Papacosta

### P&C Treasurer

*Please find attached audited financial accounts, notes to these accounts and 2016 Budget*



HHPS PC Audited Financial Accounts 2015.pdf



Notes to HHPS PC Audited Financial Accounts 2015.pdf



HHPS Budget 2016.pdf



**Hunters Hill Public School  
After School Care**

Alexandra Street  
Hunters Hill NSW 2110

9<sup>th</sup> May 2016

***Report on the Hunters Hill Public School After School Care 2015.***

I am pleased to report a **\$ 80,718 profit** for the 12 months ended 31 December 2015.

Last year the HHPS After School Care made the following contribution to the P & C:

<b>Financial Year Contribution</b>	<b>Paid in</b>	<b>Amount</b>
2014	August 2015	\$15,000

Now that the Hubworks system is established, the turnover that the centre will be doing annually is more predictable. With a turnover of approx. \$167k in 2014 the centre is now turning over \$290k annually and is expected to continue at this level with no fee increases expected.

In 2015 the After School Care had challenges in establishing the permanent staff for the centre. Antony Brown resigned in Feb 2015 and Nilloufer Seervai was appointed but was not suitable for the centre, she was dismissed in June 2016 and Lauren Petersen was acting coordinator until July 2015 when Natasha Marjanovic was appointed.

Natasha has proved herself to be a capable and caring coordinator and the centre is now functioning smoothly.

Judy Fisher continues as the centre bookkeeper in a paid position.

The Centre received its accreditation in July 2015.

The committee for 2015 – Syvi Boon, Nicole Stanmore & Elena Bagley completed their term in December 2015 and the new committee for 2016 will be Amy Plowman & Kate Anderson.

The Centre continues to be a profitable resource for the P & C and also a valuable asset to the school and the families that regularly attend.

Syvi Boon  
Treasurer of After School Care



## Hunters Hill Public School

Performing Arts  
Alexandra Street  
Hunters Hill NSW 2110  
PH: 9879 5649

9<sup>th</sup> May 2016

### ***Treasurer's Report on the Hunters Hill Public School Performing Arts 2015.***

I am pleased to report a **\$4338 surplus** for the 12 months ended 31 December 2015. However this includes \$3,780 income from instrument hire for 2016, bring the surplus to \$558.

Income for the band totaled \$34,396.50

Expenditure for the band totaled \$30,522.00

Funds at the start of 2015 were \$9,802.53

Funds at the end of 2015 were \$14,235.67

There were a number of outstanding invoices amounting to \$7,679.25 that we waited until term 1 to pay. We needed the final instrument hire numbers to purchase new instruments needed for 2016 with funds raised in 2015. This includes instrument servicing invoice.

The total number of students enrolled in 2015 was 81 and is 14.8% over 2014 student enrolments of 69. The biggest enrolment increase was in the Strings Group.

The Performing Art's income from instrument hire is spent on maintaining and replacing current instruments, and fundraising profits are used for purchasing new instruments and new music. 2015 was a very busy and successful fundraising year and the committee approved the purchase of several instruments and new music.

Instruments brought in 2015:

- Two Saxes
- Two Trumpets
- Three Clarinets
- Two Trombones
- Five Flutes
- One Alto Sax
- Two Glockenspiel
- One Bass guitar and amp
- One Yamaha keyboard
- Percussion instruments

The Performing Arts Committee and Community acknowledges and appreciates the contribution of the P&C to subsidise the Training Band Workshop fees in 2015 to an amount of \$2900 (\$100 per Training Band student who attended the band workshop) to improve affordability and encourage participation for beginner students. This payment went directly to TSA to subsidise Band workshop fees paid for by parents.

I have submitted the finances for the auditor for the year ended 31 December 2015. I have enclosed the Budget for 2016.

The Performing Arts Program continues to run successfully due to the hard work of the whole committee and all of the parent volunteers.

Jo-Hanna Adam  
Treasurer of the Performing Arts Program





**Hunters Hill Public School  
CANTEEN**

Alexandra Street  
Hunters Hill NSW 2110

10<sup>th</sup> May 2016

***Report on the Hunters Hill Public School Canteen 2015.***

I am pleased to report a **\$1,797 profit** for the 12 months ended 31 December 2015.

The Canteen made the following contribution to the P & C main account in 2015:

<b>Financial Year Contribution</b>	<b>Paid in</b>	<b>Amount</b>
2014	2015 (June 2015)	\$8000

The canteen still struggles to produce a small profit.

The range of offerings has been increased and it is working to find a better balance between the cost of produce and the charges of food items to the students.

Bronwyn Sutton continues as the Canteen Supervisor and Judy Fisher is the bookkeeper as a paid position.

Sam Garling completed her term as the Canteen convener and Dougal Hunter will be the convener for the 2016 year.

Judy Fisher  
On behalf of the Canteen Treasurer



9 May 2016

***Treasurer's Report on the Hunters Hill Public School Arts and Crafts Committee.***

I am pleased to report a **\$15,019 profit** for the 12 months ended 31 December 2015.

Over the past year, the Arts and Craft committee has made the following contributions to the P&C.

<b>Financial Year Contribution</b>	<b>Paid in</b>	<b>Amount</b>
2014	2015	\$15,000

In 2015, term three we commenced using try bookings replacing our manual system of handling cash this has improved our process immensely and enabled us to control late enrolments, and manage class numbers much more easily than through the old manual method. We are however charged a credit card fee per booking.

Term four in 2015 saw 109 bookings with a total profitability of \$1,913.00. Credit card fees for this quarter were \$317.00.

**2016**

Term one in 2016 showed 116 bookings with a total profit of \$2,646.50. Credit card fees were \$332.58.

Term two has only had 89 enrolments and we should see a total profit of just over \$2,400.00. Credit cards fees for this quarter are \$247.87.

In the past we have made a decision to run classes even at a loss so that we can keep some momentum with our activities, but this term, Fencing and Mandarin have seen such low numbers that it isn't worth continuing at such a great loss, in addition to the fact the tutor finds it very difficult to run a fluid class with very low numbers. We have cancelled one of the Skateboarding classes and combined the students into one class only, which as proved to be a very good decision, with the loss of only one student who wasn't available on this day.

Kendelle Townsend  
Treasurer of the Arts and Crafts



## Hunters Hill Public School

Uniform Shop  
Alexandra Street  
Hunters Hill NSW 2110

PH: 9879 5649

10<sup>th</sup> May 2016

### ***Treasurer's Report on the Hunters Hill Public School Uniform Shop 2015.***

I am pleased to report a profit of \$19,256 for the 12 months ended 31 December 2015. Total sales in 2015 were \$60,909, down 7.4% compared to 2014 sales of \$65,789. Despite the reduction in revenue, 2015 profit is slightly higher than 2014 profit of \$19,101.

The Uniform Shop will be making a \$20,000 contribution to the P&C during the month of May representing 2015 profits. The table below shows the contributions from the Uniform Shop to the P&C over the last couple of years.

<b>Financial Year Contribution</b>	<b>Paid in</b>	<b>Amount</b>
2015	2016 - May	\$20,000
2014	2015 (April 2015)	\$15,000
2013	2014	\$15,000
Previous Years		\$27,363
	<b>Total</b>	<b>\$77,363</b>

At the beginning of Term 4 2015 we implemented the Flexischools service to facilitate online purchases of all our school uniform items. This has been well received by all families.

Raewyn and I would like to acknowledge all the hard work and friendly efficient manner in which Rhonda Fazzolari has provided to the Uniform Shop over the past 4 years. We will miss her greatly. We have employed Debbie Fung to replace Rhonda Fazzolari from the beginning of Term 2 2016 and we wish her much success in this position.

I have enclosed the Profit and Loss Statement for the year ended 31 December 2015 and Balance Sheet as at 31 December 2015.

Mandy Fahey  
Treasurer of the Uniform Shop



SC Treasurer Report 2015 - Uniform Shop Attachment.pdf