

# Mullumbimby Public School P&C Association Inc

## Annual General Meeting

### 17 June 2020 6pm - via zoom

## MINUTES

### 1. Meeting Procedures

#### 1.1 Welcome Address

*Opened 6.25pm*

David Lees, Principal, chaired the meeting via zoom.

#### 1.2 Attendance/Apologies

*Attendance* - David Lees, Janette Tilgner, Lhasa Morgan, Evie Graham, Cindy Alice, Charity Nicholls, Melanie Franz, Clare Salisbury, Jessica Gluyas, Sasha King, Angie Wilton, Robbie McCracken, Mariana Petra Surina

*Apologies* - Zeb Kinnear, Anja Kinnear, Anna Coelho, Karen Roberts, Symon Roberts, Sharon McGrath, Richard Kowalski, Georgina Gold, Holli Austin

#### 1.3 All membership fees paid up to date

*2020 paid up members* - Mel Franz, Robbie McCracken, Ayse Gul Ayata, Mariana Petra Surina, Edwina Hart, Cindy Alice, Sharon McGrath, Richard Kowalski, Greg Wilton, Angie Wilton, Holli Austin, Karen Roberts, Symon Roberts, Charity Nicholls, Janette Tilgner, Sasha King, Evie Graham, Clare Salisbury, Lhasa Morgan, Georgina Gold, Kate Anderson

#### 1.4 Confirmation of previous AGM minutes

**Motion** to accept previous AGM minutes dated 20 March 2019 - Lhasa Morgan  
Second - Janette Tilgner

### 2. Reports

#### 2.1 President's Annual Report - Janette Tilgner

Being President this year has been both rewarding and humbling. I'm honoured to be part of such a diverse and enthusiastic team of volunteers with an amazing skill set, who all give of their time and effort to contribute in so many ways to the learning and wellbeing of all our kids at school. Thank you all.

We've faced challenges this year, not least of which has been conditions brought on by Covid-19. While we were unable to continue the bulk of our work at school in recent months with canteen, the uniform shop, fundraising, gardening and other activities, behind the scenes we remained a positive and proactive force. As we navigate our way out of uncertain times into the new normal, our strong and cohesive team have proven that we will work together to figure it out and do the best we can.

Our Uniform Shop has returned to running successfully on FlexiSchools with uniforms delivered to class or to the front office and we look forward to opening the shop fortnightly again as restrictions are lifted. We have a broad-based and friendly team of helpers, successfully operating under Cindy's dedicated and painstaking coordination. This year saw the introduction of the Square Reader to facilitate EFT payment on site via iPhone – a great addition to our tools and very well received by parents/carers. A new system of recording sales was implemented, giving a clearer picture for stocktake and allowing for continued adjustment of the types of uniforms on offer to meet demand and parent/carer feedback. Our new range of hemp shirts introduced at the start of the school year were met with overwhelmingly positive feedback and there is the

possibility of adding to this range should demand be there. In the shop we have introduced a sample item in each size for trying-on, streamlining the purchasing process and improving the experience for our customers.

Under the capable management of Jodie, our Canteen has now returned to opening twice a week, with no reduction in popularity post-lockdown. Anja has spent many hours as coordinator ensuring the menu meets new government Healthy Eating guidelines and reviewing our suppliers to ensure we are getting value for money while maintaining community relations with those businesses that support our school. We are delighted to have introduced a number of new items to meet demand for those with dietary restrictions. Coordinating with our school gardening program, we also made moves to incorporate more of our school-grown produce into fresh, home-made meals and hope to continue this as restrictions at school are lifted and our gardening program resumes. Shaz's dedication and expertise as canteen treasurer has ensured that we have met new payroll requirements, taken advantage of job-keeper allowances and seamlessly navigated all government regulatory requirements. Our switch to cashless operation in our first week back has been largely successful, with a very small number of students ordering lunch with cash, but a greater number still bringing in coins for after-lunch treats. We will continue to work on this with the aim of being completely cash free, reducing the risk of spreading germs and also reducing stress on our canteen helpers.

Our school Food Gardens have recently had a major overhaul, with Anneke offering her expertise and putting in a great amount of work coordinating two very successful and well-received Busy Bees involving a great number of our school community. We now have functional and beautiful food gardens that our kids can continue to learn in and learn from for many years to come. We hope to resume plans to make our Busy Bees a recurring feature on the school calendar and continue to work with teaching staff to ensure that this aspect of learning is incorporated for all our kids.

Our Fundraising this year has taken many forms and once again brought in significant funding, though restrictions meant that our regular Mothers' Day stall, Easter Basket Raffle and Cross Country Carnival Cake Stall were unable to go ahead. Our major fundraising event this past year was a Trivia Night, very ably coordinated by Jess, who put in a great deal of time and effort to organise a completely new event. It was very generously sponsored by local businesses and attracted a great deal of involvement from the wider community and was also a resounding success in raising funds. It is yet to be seen whether we will go ahead with our major bi-ennial Country Fair amid current restrictions and fears of a 'second-wave'. Regardless, we will continue to adapt our current fundraising plans and look for new opportunities as we continue to roll out our fundraising events calendar.

Catering this year again saw a focus on nutritious, home-made meals to cater to all tastes and dietary needs and was again an important aspect of both fundraising and relationship building in our school community, made possible by the hard work and dedication of Kaz. We enjoyed further building community relationships as we hosted the BBQ at the Mullum Fire Station Open day and fielded a large team at the Chincogan Charge to provide an array of food and drink, as well as our increasingly popular annual sausage sizzle at the Carols by Candlelight. Larger events included a request to cater the Zone Cross Country Carnival last May at North Byron Parklands. We also had a fabulous night at our Bush Dance late last year, a great new event involving our wider school community, which broke the record for home-made meals served in one night at around 600. The fantastic Art Show and Splendour on the Grass event was again a resounding success, with meals catered on the night again proving very popular. Most recently, the now-annual Welcome Back BBQ at our parent/carer information night has proven a great way to welcome families back to school and foster a sense of school community.

Our Grants team, led by Anna, last year secured a Splendour grant that allowed us to purchase the instruments on loan to students undertaking music lessons at school with the Northern Rivers Conservatorium of music – a fantastic addition to the school arts program, engaging one third of our students, which we have continued to build upon with the purchase of additional instruments as needed by students. Other grants secured from Woolworths Junior Land Care and Southern Cross Credit Union allowed us to fund the equipment and materials needed to as we hosted the

Busy Bees to build our food gardens and also to purchase equipment for our Kids Cooking Program.

To further support our music program, we also funded the purchase of 14 iPad compatible keyboards and a mixing station, allowing students to utilise equipment dedicated to creating and recording music – a great leap forward in technology and learning opportunity for our school. Our fundraising has also allowed us to contribute to a major overhaul of the home readers for Stage 2 students over the past year, providing a large number of fantastic new reading materials to engage and stimulate our student readers. Our most recent contribution has been to assist with the cost of 14 new interactive Smart Boards for each classroom, replacing a number of damaged and out-of-date units and providing a fantastic new learning resource for the whole school. In addition to all the work done by our specialist coordinators to make these activities happen, our executive team play an equally important role behind-the-scenes in the successful functioning of our P&C. Our secretary Lhasa with her tremendous organisational skills and attention to detail ensures all our regulatory paperwork is up-to-date and each meeting is meticulously organised and minuted. Our treasurer Evie makes sure that all our fundraising and spending are carefully recorded in a clear and transparent way so that our team, the wider school community and our auditors have comprehensive and accessible picture of our financial operations. Our Vice President Zeb (along with Jess) provides continuous functional support and ensures we have access to invaluable opportunities to continue to build our community relations. Our school Principal David offers ongoing opportunity, encouragement, and support as our team try to ensure that we are all doing the best we can for our students and our school.

In addition, I want to acknowledge all our other P&C members, friends and contributors, who offer donations, bake cakes, dig holes, cook sausages, buy and sell raffle tickets, work on stalls, wash dishes, put up shades, buy meals and just show up to offer their support. It takes a great team to do great things, and we have one of the best. Thank you for another great year.

**Motion** to accept the President's report - David Lees  
Second - Lhasa Morgan

## **2.2 Treasurer's Annual Report (Auditor's Report tabled)**

Auditor's report by John Robinson Accounting dated 28 February 2020 tabled and accepted.

**Motion** to accept the Treasurer/Auditor's report – Lhasa Morgan  
Second - Janette Tilgner

## **2.3 Appointment of 2020 auditor**

Thanks to John Robinson Accounting for auditing our books & invaluable assistance during the year.

**Motion** to appoint John Robinson Accounting as auditor for 2020 - David Lees  
Second - Mel Franz

## **2.4 Returning Officer to host elections & declare all positions open**

David Lees, Principal, declared all office bearer & coordinator positions vacant and called for nominations.

# **3. Election of Office Bearers**

## **3.1 President**

Nominations called for President  
Janette Tilgner was nominated by Cindy Alice  
Second - Mel Franz  
Janette Tilgner was elected as President

## **3.2 Vice Presidents (two)**

Nominations called for Vice President  
Jessica Gluyas was nominated by Lhasa Morgan  
Second - Janette Tilgner  
Jessica Gluyas was elected as Vice President

Nominations called for second Vice President  
Evie Graham was nominated by Lhasa Morgan  
Second - Sasha King  
Evie Graham was elected as Vice President

### **3.3 Secretary**

Nominations called for Secretary  
Lhasa Morgan was nominated by Janette Tilgner  
Second - Mel Franz  
Lhasa Morgan was elected as Secretary

### **3.4 Treasurer**

Nominations called for Treasurer  
Charity Nicholls nominated herself  
Second - Janette Tilgner  
Charity Nicholls was elected as Treasurer

### **3.5 Canteen Treasurer**

Nominations called for Canteen Treasurer  
Sharon McGrath nominated by Lhasa Morgan  
Second - Jessica Gluyas  
Sharon McGrath was elected as Canteen Treasurer

## **4. Election of Coordinators**

### **4.1 Canteen Coordinator**

Nominations called for Canteen Coordinator  
Edwina Hart nominated herself  
Second - Sasha King  
Edwina Hart was elected as Canteen Coordinator

### **4.2 Uniforms Coordinator**

Nominations called for Uniforms Coordinator  
Cindy Alice nominated by Lhasa Morgan  
Second - Mel Franz  
Cindy Alice was elected as Uniforms Coordinator

### **4.3 Catering Coordinator**

Nominations called for Catering Coordinator  
*\*\*\*The position remains vacant\*\*\**

### **4.4 Fundraising Coordinator**

Nominations called for Fundraising Coordinator  
Jessica Gluyas nominated by Lhasa Morgan  
Second - Cindy Alice  
Jessica Gluyas was elected as Fundraising Coordinator

### **4.5 Grants Coordinator**

Nominations called for Grants Coordinator  
*\*\*\*The position remains vacant\*\*\**

### **4.6 Garden Coordinator**

Nominations called for Garden Coordinator  
Anneke de Graaf nominated by Lhasa Morgan  
Second - Jessica Gluyas  
Anneke de Graaf was elected as Garden Coordinator

#### **4.7 Fair Coordinator**

In the COVID-19 circumstances, it was agreed not to call for nominations until after discussion in the general meeting of whether the fair will go ahead in 2020

*Meeting closed 6.50pm*