



Annual General Meeting

Agenda

Eatons Hill State School
Parents & Citizens Association

Date: 20 March 2019 at 7pm | **Meeting called to order by:** Glen Duff

OPENING

Welcome and opening remarks: President – Glen Duff
Acknowledgement of Country

“I would like to respectfully acknowledge the Turrbal Traditional Owners of the land on which this event is taking place and Elders both past and present.

I also recognise those whose ongoing effort to protect and promote Aboriginal and Torres Strait Islander cultures will leave a lasting legacy for future Elders and leaders.”

PRESENT & APOLOGIES

Present:

Glen Duff	Rachael Dunlop	Cameron McInnes	Darren Gegg
Hugh Goodfellow	Arrielle Foxcroft	Taura Sanderson	Allira Campbell-Jeffrey
Krystall Harmer	Jennifer Hayter	Monica Byng	Brett Maynard
Nicholas Whitlock	Daniel Baxter	Damian Dyer	Steve McMahon
Melinda Lacovella	Creena Rowsell	Jacci Dawson	Rachel Grills
Robyn Hulcombe	Matt Grills		

Apologies: Garnet Swann, Dannielle Barlow, Yvette Payne, Michelle Vidgen



ADOPTION OF THE MINUTES OF THE PREVIOUS MINUTES, 20/02/19

President – Glen Duff

Proposed Motion: The minutes be taken as a true and correct record

Moved: Glen Duff

Second: Jacci Dawson

Carried: Yes

ADOPTION OF THE MINUTES OF THE PREVIOUS AGM, 21/03/18

President – Glen Duff

Proposed Motion: The minutes be taken as a true and correct record

Moved: Glen Duff

Second: Rachael Dunlop

Carried: Yes

CORRESPONDENCE IN/OUT

- 96.5 Radio Station Day being held for Chaplain (26th of April) – Request for P&C President Interview.
- Invitation from EHSS for all P&C Members to attend the Anzac Day Ceremony 24th April – all welcome.
- Mike Charlton re: Movie Night Sponsorship.

EXECUTIVE COMMITTEE PROGRESS/UPDATES

- **Container Refund Scheme Trial** – P&C Executive agreed to transfer to Container Refund Scheme to Chaplain as a trial to see how this can help the chaplain in his role and assess if there is value for the program resting with this role. Report back in a couple of months.
- **Volunteer of the Month February 2019** for Jennifer Hayter.

Last year Jennifer decided she would like to support our school by volunteering at the larger events we hold throughout the year. Working at the 2018 SPACE Carnival Jennifer helped out at our games stands for a number of hours and also provided very useful feedback for the 2019 Carnival Idea's meeting. Recently Jennifer ran the glow product and sweet stand at our very successful Movie Night. At the close of the night we were happy to hear that she was looking forward to the 2019 SPACE Carnival!

- **Volunteer Recognition Plans for 2019.** LJ Hooker has decline to continue as a sponsor for the Volunteer of the Month program. Currently seeking a new business sponsor for our Volunteer Recognition Plan to continue monthly recognition of a P&C volunteer who has gone above and beyond in supporting us and sacrificing their time for the community with a small gift.
 - Quarterly Volunteer morning or afternoon teas for BOTH School & P&C Volunteers to continue.
- **P&C Building Maintenance Agreement.** Daydream has confirmed they will continue the maintenance agreement on the P&C building for the upcoming year.
- **Student Leaders Tuckshop Work Experience.** All agreed this would be a positive initiative. The basic details are:

This provides student volunteers with a form of work experience. They would assist with counter sales at 2nd break with customer service, cash handling, mental arithmetic (calculator will be provided if required) and handling of packaged food.

Student Volunteers would be inducted and asked to sign a Student Volunteer Agreement before commencing to ensure their understanding of what the position requires and also the health and safety aspect of volunteering in the tuckshop. Volunteers will enter the tuckshop, sign in, wash their hands and put on an apron. Students will remain at the front of the tuckshop away from ovens, warmers, equipment and any foods that may be being prepared. Students will not be asked to prepare food items in any way, simply to serve customers. At completion of break, students will sign out, remove their apron, wash their hands and proceed to their classroom.

As there would be no more than two Student Volunteer Helpers in the tuckshop and any given time, this would ensure there would be no crowding allowing the adult supervisor clear vision of the students.

- **Memorandum of Understanding with P&C/EHSS 5-year agreement has been signed.**
This EATONS HILL STATE SCHOOL P&C MEMORANDUM OF UNDERSTANDING (MOU) is a formal agreement between the EHSS Principal and EHSS P&C President. This agreement may survive both individuals in these

roles and is designed to provide clarity on all operating spaces as well as defining commitments, responsibilities and relationship guidelines between the EHSS and P&C Association.

Since the first MOU established between the School and the P&C in 2016, the relationship between both parties have strengthened with the MOU supporting the wider relationship. A MOU is also required by DETE to maintain the OSHC license to provide child care services and designated exclusive space for this service is mandatory.

This MOU represents a five (5) year agreement between EHSS and EHSS P&C Association (01/01/2019 - 31/12/2023).

Both the EHSS Principal and P&C President acknowledge that while DETE only allow 12month Hire Agreements, the expectation is that new hire agreements will be formed each year and will continue to reference this Memorandum of Understanding (MOU) 2019 (or approved updated version) until expiry.

It is the EHSS Principal's and P&C President's responsibility to ensure that all EHSS and P&C Employees and/or Volunteers adhere to the contents of this MOU. Any queries about this MOU should be raised immediately to both the EHSS Principal and the EHSS P&C President.

Thank you to Hugh for working with us on locking in a long-term agreement between the school and P&C.

- **P&C of the Year 2019 decision to nominate our P&C.** Decision has been made to nominate our P&C, Members, Staff, Volunteers and what we have collectively achieved.

They are a prestigious annual award for our members and provide an opportunity to showcase your school, P&Cs achievements and overall your commitment to the school community and the future of its children's education.

This year, the P&C of the Year Awards have been refreshed and streamlined to encourage more P&Cs to participate. With bigger cash prizes, a simplified online entry process and more winners, we anticipate a higher level of participation and further sharing of knowledge, innovative ideas and inspiration between more than 1230 P&Cs across Queensland.

Winner in each category receives \$1500. Runner-up receives \$500. Overall P&C of the Year is chosen from category winners and receives an additional \$4000.

Consideration to donate any funds to a LOCAL charity to be determined by the P&C Committee.

TREASURER'S FINANCIAL REPORT & AUDITOR'S REPORT

Treasurer – Presented by Darren Gegg

Presents the Monthly Report and Overview of 2019 Budget.

Presents Auditors Report and Reads Auditors Statement and Signed by President, Treasurer and Secretary.

Proposed Motion: The Monthly Report be received and adopted.

Moved: Darren Gegg

Second: Cameron McInnes

Carried: Yes

Proposed Motion: The Auditors Report on the Financial Statements and Balance Sheet be received and adopted.

Moved: Darren Gegg

Second: Rachael Dunlop

Carried: Yes

APPOINTMENT OF AUDITOR

Bruce Quelch has been the auditor of the association for a number of years and certainly provides a thorough audit at an affordable price for the association. Many years' experience with a large number of P&C Associations. Has also agreed to fix our audit rates for the next three period which is welcome given the size of service and ongoing size increase.

Proposed Motion: Bruce Quelch appointed Auditor for 2019/20 year

Moved: Glen Duff

Second: Taura Sanderson

Carried:

GST & FUNDRAISING

Proposed Motion: P&C to continue to treat fundraising as a non-profit sub entity meaning fundraising events are treated as input taxed in 2018/2019.

Moved: Glen Duff

Second: Cameron McInnes

Carried: Yes

PRESENTATION OF PRESIDENT'S ANNUAL REPORT

President – Glen Duff

2018/19 has been a busy, successful year for this P&C for a number of reasons. It was a year of great achievement, and once again a year where our Executive, Staff, and Volunteers all went above and beyond in supporting what we do.

Eatons Hill State School's success is only achievable through the combined efforts of the enthusiastic teaching and administration staff, direct parent involvement and a proactive and supportive parent body.

Our P&C represents the parent body, supporting social/fundraising activities as well as managing a large OSHC Service (Rated: Exceeding), Tuck Shop, Uniform Shop, School Banking Program and the Long-Term Facility Hire of our Community Facilities. To operate effectively requires the full dedication and selflessness from the P&C Executive Team, our enthusiastic 30+ Staff and our Committee Members and other Volunteers who help keep the wheels turning with many of the things that we want to do.

To the P&C Executive

The 2019 P&C Executive Team consists of Glen Duff (President), Cameron McInnes & Rachael Dunlop (Vice Presidents), Darren Gegg (Treasurer) and Garnet Swan (Secretary). I thank this group of committed individuals for their enthusiasm, diligence and the many unseen hours contributed in 2018/19. It seems to get bigger and busier each year, so I thank you all.

To our Members

Time is never easy to find in this day and age, and I thank all members for signing up and all of those who have been able to attend any meetings throughout the year including those here tonight. I make it obvious that we only value those positive contributors who come with really great ideas each month and those who also have the time to deliver on those great ideas. With some new communication methods used to communicate to our parents in 2018, more people have been involved, delivering better outcomes and the concept and lessening the load on others. **Thank you!**

To our Volunteers

From the team of dedicated parents running our school banking, volunteers in our tuckshop and uniform shop or carnival and school helpers, whatever you do, there is no way we can ever thank you enough. Volunteering is a selfless act, and by contributing you have all made such a positive difference. In 2018/19 we introduced some firsts for this P&C. We now run monthly "Volunteer of the Month" awards, have an end-of-year recognition for all significant multi time volunteers and host regular morning/afternoon teas to recognise both the School and P&C Volunteers.

To our P&C Staff

I would like to thank **all** of our staff, including our Business Operations Manager Taura Sanderson, Administrator Creena Rowsell, Operations Convenor Yvette Payne and our OSHC Leadership team.

This leadership and administration team are vital to the smooth operations of our P&C, and while it has been a busy year with some amazing achievements (such as achieving the Rating: Exceeding for our OSHC Service), I have full confidence in this team's enthusiasm to build further and achieve further great things in 2019. You have all done extremely well in delivering the P&C agenda on the ground, and keeping the cogs turning on this monster. **Thank you!**

To our Local Politicians

I would like to thank our local politicians who consistently support our Association – Tim Mander (Member for Everton, Deputy Leader of the Opposition and Shadow Treasurer), Mike Charlton (Local Councillor Division 9 and Deputy Mayor) both of whom attend our meetings, and also Peter Dutton (current Federal Member for Dickson and Minister for Home Affairs) who supports at formal school events. **Thank you!**

To the School Executive

I would like to give thanks the School Executive and Staff. In particular, I thank Hugh Goodfellow who provides our P&C with strong and stable support which is vital in operating effectively, efficiently and with a common good. Hugh, I have enjoyed working with you in both the P&C and School Council and appreciate our comradery. **Thank you to the School Executive and Hugh!**

Contributions

I am amazed at what is achieved by this P&C Association with much blood, sweat and tears involved in the 2018 delivery of over \$365,000 in contributions. These include the finalisation of the 2017 Hall Air Conditioning/Sports Complex Enclosures and Covered Walkways, Innovation Grants, AFL Jerseys, Hall AV Projects Upgrades, Hall Stage Flooring, Inaugural Chaplaincy Role Support and our Major Project of the Outdoor Learning Area. For the community, we have held the Mother's and Father's Day stalls and delivered another successful Space Carnival, an amazing day which keeps getting better each year.

This year has already been the holding of 2 Parent Meet and Greet (Cheese and Wine) events prior to parent teacher nights where the community got to hear from the School and P&C on what we do and what our plans are.

In addition, the Movie Night was the first major event of the year which was a great success with over 800 attendees. We thank Monica as a non-executive volunteer for organising this successful night.

Our Services

Tuck Shop and Uniform Shop – I thank our Operations Convenor Yvette Payne, Retail Assistants Sarah and Megan as well as our valued Volunteers in delivering these vital services. Our endeavour is to continue providing a Tuck Shop 5 days per week and to promote healthy food choices. In 2019, our Tuck Shop will be renovated to be more suited for efficient use and fresher bake, allowing us to continue with a reform process and shine by the second half of the year.

OSHC – One of the more complicated P&C businesses is our OSHC service, which has grown to accommodate 255 children. It is a highly legislated business which the P&C choose to run internally to ensure best returns for our school community. We are very proud to have been assessed as "Exceeding" National Quality Standard in Nov 2018, after a 3-year reform process initiated by the P&C Executive and delivered by our Business Operations Manager Taura Sanderson and her team of dedicated Co-ordinators and Educators. It truly was an extraordinary result and it is great to be able to say that this P&C runs one of the biggest and best OSHC services around.

I would particularly like to thank Arrielle Foxcroft and Stephanie Jeston for their support through the assessment and rating process as well as this period of being short staffed. Arrielle, I particularly note your amazing ability to step up and be a true leader when it was needed most.

Summary

I would like to note the strong working relation between the P&C and School Executive Teams, Administration, Teaching and Support Staff and our other Community Partners. It takes a lot of work however we are in a good place with a common goal of delivering for our children.

Finally, thank you to all who have contributed to our P&C in any way during 2018/19. We are a well-run and engaged P&C (which is rare), and provide vital foundations and a mountain of opportunities for our school. You have all contributed in enabling this outcome

Glen Duff

P&C President

Moved: Glen Duff

Second: Jaccie Dawson

Carried: Yes

Words for Rachael Dunlop from the P&C Executive – Glen Duff

At this time of Rachael stepping down, the Executive wishes to express their heartfelt thanks for the incredible contribution she has made to the school through her involvement in our P&C. For the last 2 years (2017-18), Rachael has been a P&C Vice President, and before that was the P&C President for 3 years (2014-16), and before that was a member of the Executive. What a career with the EHSS P&C! But in all of that, Rachael has done what she's always done– be an involved volunteer who gives incredible support to the various P&C business areas, especially the tuckshop and the uniform shop. Rachael has given countless hours to helping in these areas and it's often been Rachael who's been a listening and supportive ear to our volunteers and staff as they've gone about their work. Over these past years, Rachael has often been the person within the Executive who's also 'on the ground' in understanding how things are going with the great team of volunteers and employees that we have.

Rachael achieved many things during her time as President, not least of which was overseeing the process by which we obtained our the dedicated-OSH demountable building. With this great facility, our OSH services have gone from strength to strength. A feature of Rachael's time as President too was the fact that she led the P&C during a time of some flux and change - a phase when there were a number of different Principals for the school. Rachael worked incredibly hard to advocate for the value and place of the P&C, worked skillfully to keep relationships strong with the school executive, while always giving time to practically serve in P&C related activities.

Rachael has always been ready to take on a challenge and one of the key areas she has been working in over the last few years is in Fundraising. The ever popular Mothers Day stalls and Father's Day stalls – were introduced by Rachael and each year it's been Rachael who's put in so much time with the stalls – making orders, organising

volunteers, being there on the day, counting money – the list goes on! And the SPACE Carnival has developed and grown over these past few years under Rachael's leadership. Rachael has put in so much effort to organise what is now a well-run and successful school carnival. In fact, it's a mark of Rachael's contribution to the P&C, that she's always been keen that the P&C helps foster community spirit and bring a bit of fun for kids, and parents and the wider community! Rachael has certainly done that!

The fact that Rachael has stayed serving in the P&C for so long is a testament to her commitment to our school. The strength of our P&C and the incredible role it has to support students and the school learning environment, is due in large part to the leadership and service of contributors like Rachael and while you will still be around, the executive and I am sure wider group wish you all the best in any new challenges you take on!

APPLICATIONS FOR P&C MEMBERSHIP

President declared all P&C membership to have lapsed. P&C Applications received for 2019/20 are as follows:

Zebeth Browse	Michelle Vidgen	Jacquelyn Dawson
Penny Callaghan	Cameron McInnes	Darren Gegg
Rachael Dunlop	Allira Campbell-Jeffrey	Danielle Barlow
Krystal Harmer	Preshenti McCarthy	Garnet Swann
Samantha Long	Russell Long	Naomi McNulty
Michelle Brooke	Robyn Hulcombe	Shari Thomson
Fiona Bruni	Ed Gordon	Nicole Paul
Angela Redmann	Louise Foran	Satwinder Kaur
Tony Andrews	Bridgette Andrews	Jennifer Hayter
Nicole Galea	Jenna Sealey	Erin King
Jason King	Rachel Teitzel	Matthew Grills
Juliette Gibb	Creena Rowsell	Sandie Jervis
Karen Donnelly	James Scott	Tracy Hoffmann
Steve McMahon	Melinda Iacovella	Kirsty Swann
Damian Dyer	Margaret Allard	Kevin Gower
Kylie Timms	Lisa Locke	Fiona Roberts
Arrielle Foxcroft	Ben Sanderson	Heath Jakeman
Julie West	Sally Scholtz	Brett Maynard
Megan Cook	Gillian Grieves	Taura Sanderson
Amanda Cusick	Julie-Anne Luck	Broace Dean
Yvette Payne	Monica Byng	Steven Byng
Rachel Grills	Nicholas Whitlock	Daniel Baxter
Stacey Duff	Glen Duff	Harrison Lyon

Great engagement and high number of members. TOTAL NUMBER – 70 (so far)

2014/15 - 30

2015/16 - 36

2016/17 - 33

2017/18 - 23

2018/19 - 80

2019/20 - 70 (so far)

Proposed Motion: All applications for membership be accepted

Moved: Glen Duff

Second: Rachael Dunlop

Carried: Yes

ELECTION OF EXECUTIVE COMMITTEE

President stood down and declared all positions vacant. Nominations for President taken from the floor by Hugh Goodfellow.

Nominations for President are: Glen Duff

Moved: Garnet Swann **Second:** Darren Gegg. **Glen Duff was elected**

Nominations for Vice President are: Monica Byng

Moved: Glen Duff **Second:** Darren Gegg. **Monica Byng was elected**

Nominations for Vice President are: Cameron McInnes

Moved: Glen Duff **Second:** Darren Gegg **Cameron McInnes was elected**

Nominations for Treasurer are: Darren Gegg

Moved: Garnet Swann **Second:** Glen Duff **Darren Gegg was elected**

Nominations for Secretary are: Garnet Swann

Moved: Glen Duff **Second:** Darren Gegg **Garnet Swann was elected**

The Executive had opened up the roles for Assistant Secretary and Assistant Treasurer – no nominations received.

Spoke on these roles and the desire for any further members who would like to discuss the Executive roles to come forward either at the meeting or at a later date. Spoke on the need for Executive transition planning with a couple of Executive members no longer having children at the school.

BANK SIGNATORIES

Bank Signatories.

Proposed Motion: Change any bank signatories to the newly elected Officers, if and as required.

Moved: Glen Duff **Second:** Creena Rowsell **Carried:** Yes

APPROVAL OF THE 2018 P&C CONSTITUTION for 2019

Note that the Department of Education has not made any changes to the P&C Constitution this year. The P&C Constitution covers off on detailed information on how the P&C needs to run, functions and powers, members, officers and bodies, meetings and voting, finance, audits and records and other matters.

Proposed Motion: Re-adopt the 2018 constitution for the 2019/20 year.

Moved: Glen Duff **Second:** Rachael Dunlop **Carried:** Yes

APPOINTMENT OF P&C QLD REPRESENTATIVE

Each year every P&C is required to nominate a P&C Qld Representative. For those who do not know, P&Cs Qld is the peak parent body which represents the interests of state school parents and citizens associations throughout Queensland. It has a history of over 70 years and a membership of approximately 1250 P&C associations.

Proposed Motion: The following person is endorsed as the P&C Qld Representative: Creena Rowsell

ADOPTION OF STUDENT PROTECTION RISK MGT STRATEGY 2019

Every year the P&C needs to adopt a student protection risk management strategy which is developed to enable the P&C Association to comply with legislative requirements specified in the Working with Children (Risk Management and Screening Act 2000) and the Working with Children (Risk Management and Screening Regulation 2011) for the protection of children and young people from harm and the risk of harm.

Statement of Commitment read by Glen Duff

Eatons Hill State School P&C Association is committed to the safety and wellbeing of the students in the care of Eatons Hill State School and requires volunteers and P&C employees to model and encourage behaviour that upholds the dignity and safety of students. The P&C Association supports the Department of Education (the Department) Student Protection Procedure, Code of Conduct and Code of School Behaviour that apply to all departmental employees and includes volunteers and P&C employees.

All Volunteers and P&C employees must:

- Not cause harm to students in the care of the school
- Actively seek to prevent harm to a student in the care of the school
- Report suspected student harm to the principal (or to the Regional Director if it is suspected the principal is involved).
- Inform themselves about the content of this strategy.

Proposed Motion: The 2019 Risk Management Strategy is received and adopted

Moved: Glen Duff

Second: Nicholas Dyer

Carried: Yes

CLOSE OF AGM

AGM concluded at 830pm.

GENERAL BUSINESS

PRINCIPAL'S REPORT

Report was presented by Hugh Goodfellow which included the following matters.

- More recognition of the Dance Program
- Third Party Website Content
- 96.5 Radio Station Visit on 26 April.
- Staffing
- Naplan Online
- Enrolments – as of 20 March is 1124 students.
- School Finances. School bank balance is \$676 754,

Moved: Hugh Goodfellow

Second: Arrielle Foxcroft

Carried: Yes

BUSINESS OPERATIONS REPORT

Report tabled and presented by Taura Sanderson, Yvette Payne (Operations Convenor) and Jaccie Dawson (School Banking) to provide input in their areas.

School Banking – now have new volunteers and doing banking in better ways. Yr 4 missed banking due to camp. There will be a banking drive to get more kids involved.

Moved: Taura Sanderson

Second: Monica Byng

Carried: Yes

OTHER UPDATES

Fundraising and Events – Monica Byng

For the 2019 Carnival the idea will be to provide more in-house food but will need more volunteers.

Chaplaincy – Daniel Baxter

A written report was provided and matters discussed included:

- 96.5 breaky on the 24th of April.
- Flyer
- Container Program

Moved: Dan Baxter **Second:** Brett Maynard

Carried: Yes

Tuckshop Refurbishment – Glen Duff

Design Drawings hopefully to be presented at the next meeting.

School Council Changes – Hugh Goodfellow

In term 2 will be the elections.

Local Government – Mike Charlton

Thank you to Rachael Dunlop for her service.

Governor of Qld came to the Caboolture meeting.

Construction of new Petrie campus is progressing. Uni will have some money for scholarships.

Budget process, land values.

Park vibes & food trucks.

GENERAL BUSINESS CONCLUDED @ 9.07pm

Signing of forms took place following after meeting had closed.

- Executive change of details forms for P&Cs Qld
- Signing of bank account signatory forms for incoming Executive
- Blue Card Application forms for incoming Executive
- Declaration of Fitness (OSHC) forms for incoming Executive

Next Meeting Date: 15th May 2019

The next P&C Meeting will be the **15th May 2019. It will be shorter and we will have this wrapped up by 8.30pm.**