



# Annual General Meeting Minutes

## Eatons Hill State School Parents & Citizens Association

**Date:** 17 March 2021 at 7pm | **Meeting called to order by:** Cameron McInnes

### OPENING & WELCOME

**Welcome and opening remarks:** President – Cameron McInnes  
**Acknowledgement of Country**

### PRESENT & APOLOGIES

**Present:** Graham Rickuss, Mori Fathallah, Louise Crawford, Melinda Iacovella, Karen Kuhn, Monica Byng, Nicholas Whitlock, Daniel Baxter, Taura Sanderson, Cameron McInnes, Jennifer Hayter

**Apologies:** Joana Kelly, Megan Cook, Tim Mander, Garnet Swann, Danielle Barlow, Arrielle Foxcroft

### ADOPTION OF THE MINUTES OF THE PREVIOUS MINUTES, 24/02/21

**President – Cameron McInnes**

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

**Moved:** Cameron McInnes                      **Second:** Taura Sanderson                      **Carried:** Yes

### ADOPTION OF THE MINUTES OF THE PREVIOUS AGM, 18/03/20

**President – Cameron McInnes**

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

**Moved:** Cameron McInnes                      **Second:** Mori Fathallah                      **Carried:** Yes

### BUSINESS ARISING FROM PREVIOUS AGM MINUTES

- Nil

### AUDITED FINANCIAL STATEMENT & TREASURER'S REPORT

**Presented by Treasurer, Nicolas Whitlock**

P&C is in a strong financial position. The auditor has no issues with the record keeping.

**Motion:** That the Audited Financial Statement and Treasurers Report be received & adopted.

**Moved:** Nicholas Whitlock                      **Second:** Karen Kuhn                      **Carried:** Yes

**February Report:** Just under \$1.1 million available to spend into the school. Digital sign to be paid for shortly.

**Moved:** Nicholas Whitlock                      **Second:** Mori Fathallah                      **Carried:** Yes

### President – Cameron McInnes

Our Eatons Hill P&C Association is an integral part of this school community. We aim to promote the interests of the school by fostering cooperation between parents, community members, teaching staff and students. Unlike most schools of our size, the P&C manage a large operation covering outside hours school care, tuckshop, uniform shop and community events, with all funds being re-invested into our school. The model we operate is not without considerable effort from the P&C Executive, P&C members, volunteers, and of course P&C staff including managers, convenors, educators and administrators.

Since inception, our achievements include millions of dollars of capital projects and other programs which otherwise would happen. All decisions made on projects are made in conjunction with the school, and we strongly believe that these contributions enhance learning opportunities and make our school one of the best public schools in South East Queensland. As I reflect on the 2020 school year, needless to say it was a year like no other. When we finished 2019, the P&C was optimistic about another big year of projects and community events. Almost exactly one year ago, and almost overnight, the world was thrown into a state of uncertainty and fear with the COVID-19 pandemic taking hold. We all had to rapidly adapt, and the P&C was no different. We took our meetings online, put project plans on hold, and our operations had to quickly adhere to rules around limiting people in buildings, increased hygiene practices, and social distancing. We saw early on parents keeping their children at home, followed by a period of enforced learning from home for non-essential workers. Our ability to continue to support the school financially was under threat. We also had our 35+ employed staff members, most of them casual, facing financial uncertainty. I would like to take this opportunity to formally acknowledge the exceptional efforts of our team over this time, and more directly our operations manager, Taura Sanderson, who worked tirelessly over and above her typical 'day job' to tackle these challenges head on. Taura was instrumental in interpreting the ever changing landscape, including keeping our staff and students safe, as well as understanding the government assistance available such as the job keeper program and childcare rebate changes, that ensured our paid staff were ok, and we were able to rapidly bounce back once things became more certain. Taura, the 'duck on the water' analogy comes to mind during this time as you kept our operations calm and consistent, all the while facing uncertainty yourself, and for this we are forever grateful.

Fortunately for Queensland, we recovered relatively quickly with most aspects of our lives back to a new normal by July, and so did our requirement for financial support. We did however decide to halt capital projects for the remainder of 2020, as well as cancelling the Mother's Day stall, and much to the disappointment of all, our annual Carnival. We did take the opportunity to take advantage of the artistic ability one of our educators, Leticia, who painted a fantastic mural on the wall area outside the tuckshop, which was probably our biggest highlight of 2020. We also ran the Father's Day stall, and Parents Meet and Greet. Other callouts were taking time to do a detailed stock take and review of pricing structure in the uniform shop, and implemented a new accounting system enabling a smoother and more efficient point of sale and accounting.

### To the P&C Executive

The 20/21 P&C Executive Team consists of Cameron McInnes (President), Glen Duff & Monica Byng (Vice Presidents), Nicholas Whitlock (Treasurer), Mori Fathallah (Assistant Treasurer), Garnet Swan (Secretary) and Jennifer Hayter (Assistant Secretary). I thank this group of committed individuals for their enthusiasm, diligence and the many unseen hours contributed in 2020/21, under trying circumstances.

A special callout to both Glen and Monica, who both leave us tonight with their children having left the school. Glen has been an instrumental member of the P&C, including 3 years as President, and two as treasurer. He oversaw and drove a large number of projects in his time, and his passion and determination to make our school a better place is truly admirable. He has

been a fantastic support to me, and I would like to extend a massive THANK YOU and all the best. Monica has championed our fundraising activities over the past few years, including being the creator of our now highly successful annual movie night, coordinated fundraising (Mothers and Father's Day stalls) and countless hours in the coordination and running of the SPACE Carnival. Monica, Thank you. The P&C and our school is a better place for both of your efforts over the years.

### **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. We are looking forward to big things this year and we value your input and ideas.

### **To our Volunteers**

As with membership, volunteers are always hard to find. To those who have supported our tuck shop, uniform shop, school banking, stalls or events, Thank you. Volunteering is a selfless act, and by contributing you have all made such a positive difference.

### **To our P&C Staff**

I would like to thank all of our staff, including our Business Operations Manager Taura Sanderson, and Administrator Joanna Kelly, and our teams from the Tuckshop and OSHC. I called out earlier the efforts taken in 2020, and without a strong leadership team we would not be able to do the things we do. Thank you all.

### **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), Cath Tonks (Local Councilor Division 9) 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.

### **To the School Executive**

I would like to give thanks the School Executive and Staff. In particular, I thank Hugh Goodfellow who in 2020 provided our school and P&C with strong and stable support, particularly during the Pandemic. We have all enjoyed the collaboration over the years, and all the best with your current secondment. We look forward to continuing this with our new principal Graeme Rickuss.

### **Summary**

While 2020 presented challenges we couldn't have predicted when we started the year, we came out of the year in a strong position. Our financial position coming into 2021 means that we are well placed to commence significant major projects that will make our school an even greater place. We continue to foster strong relationships with the school executive, staff and the community. As we start the new P&C year I am confident we have a strong membership team and look forward to great things to come.

Cameron McInnes

**Motion:** That the Presidents Report be received & adopted.

**Moved:** Cameron McInnes

**Second:** Nicholas Whitlock

**Carried:** Yes

## **APPLICATIONS FOR P&C MEMBERSHIP**

President declared all P&C membership to have lapsed. P&C Applications received for 2021/22 are as follows:

Mori Fathallah	Louise Crawford	Cameron McInnes	Jennifer Hayter
Taura Sanderson	Nicholas Whitlock	Shari Thomson	Joana Kelly
Arrielle Foxcroft	Susan Duggan	Karen Kuhn	Megan Cook
Dannielle Barlow	Garnet Swann	Angela Redmann	

**Motion:** All applications for membership be accepted.

**Moved:** Cameron McInnes

**Second:** Jennifer Hayter

**Carried:** Yes

## ELECTION OF EXECUTIVE COMMITTEE

**President stood down and declared all positions vacant. Nominations for President taken from the floor by Principal Graham Rickuss.**

Nominations for President are: Cameron McInnes

**Moved:** Garnet Swann

**Second:** Nicholas Whitlock

**Cameron McInnes was elected**

Nominations for Vice President are: Nicholas Whitlock

**Moved:** Garnet Swann

**Second:** Jennifer Hayter

**Nicholas Whitlock was elected**

Nominations for Treasurer are: Mori Fathallah

**Moved:** Nicholas Whitlock

**Second:** Cameron McInnes

**Mori Fathallah was elected**

Nominations for Secretary are: Jennifer Hayter

**Moved:** Garnet Swann

**Second:** Nicholas Whitlock

**Jennifer Hayter was elected**

Nominations for Assistant Secretary are: Garnet Swann

**Moved:** Jennifer Hayter

**Second:** Cameron McInnes

**Garnet Swann was elected**

## BANK SIGNATORIES (if necessary)

**Motion:** That the bank signatories be changed to add Mori Fathallah and include online access. Remove Monica Byng and Glenn Duff. Debit card – remove Yvette Payne and add Sarah Norwood.

**Moved:** Cameron McInnes

**Second:** Karen Kuhn

**Carried:** Yes

## APPOINTMENT OF AUDITOR

**Motion:** That Bruce Quelch be appointed as our auditor for 2021/22

**Moved:** Cameron McInnes

**Second:** Mori Fathallah

**Carried:** Yes

## GST & FUNDRAISING

**GST status for Fundraising 2021.**

**Motion:** Treat the tuckshop as input taxed & treat uniform shop and fundraising as a non-profit sub-entity,

**Moved:** Cameron McInnes

**Second:** Taura Sanderson

**Carried:** Yes

## ADOPTION OF STUDENT PROTECTION RISK MGT STRATEGY 2021

**Student Protection Risk Management Strategy.**

**Motion:** that the 2021 Risk Management Strategy be received and adopted.

**Moved:** Cameron McInnes

**Second:** Nicholas Whitlock

**Carried:** Yes

## P&C CONSITUTION (CURRENTLY STILL OPERATING WITH THE 2018 VERSION)

Special meeting to be held when new version available.

## APPOINTMENT OF P&C QLD REPRESENTATIVE

**Motion:** The following person is endorsed as the P&C Qld Representative: Joana Kelly

**Moved:** Cameron McInnes

**Second:** Karen Kuhn

**Joana Kelly was elected**

## CLOSE OF AGM

**AGM concluded at 7.25pm**

## GENERAL BUSINESS

### EXECUTIVE COMMITTEE PROGRESS / UPDATES

- Major projects this year include the development of the oval that include seating, shade sails, and play equipment. In August 2020 Honeywill was requested to undertake design and estimated costs. Estimated costs for both are \$800 000 + GST. Projects to go to tender and evoke competition. If projects are done separately it will add another \$75 000 to the cost. Executive team moved a motion in earlier meeting to proceed to tender. Hoping to commence project in the winter school holidays.

**Motion:** To proceed to tender. Costs are approximately \$800 000 + GST and administration costs

**Moved:** Cameron McInnes

**Second:** Mori Fathallah

**Carried:** Yes

### PRINCIPAL'S REPORT

Report was presented by Graham Rickuss which included the following matters.

- The Inquiry Leaders – Penny Callaghan, Melinda Iacovella and Allira Campbell-Jeffrey are developing the school's Model for Inquiry Learning.
- Behaviour - Teachers are introducing the language of Zones of Regulation with the students.
- Every student succeeding – looking at consistency of marking with assessments. Marking guide outlines what a child needs to obtain for each grade.
- Ed Gordon and Allira Campbell-Jeffrey presented at the Independent Public Schools (IPS) Conference about our Showcase Award for Reinvigorating Languages through Innovation and Technology. We thank Ed and Allira for presenting on behalf of the school.
- Sport - We have had 3 students selected for the Northern District Sport AFL team. Our AFL Excellence team was announced on Gathering last Monday. I thank Vanessa Stackelberg for coaching this team.
- The Arts - Nicole Galea has been asked by The London Royal Academy of Dance to run a ballet teaching module in conjunction with QUT at the end of term 2.
- ICT - I have observed a number of innovative practices with the iPads within classrooms. In particular, observing a class looking at renewable energy with a 3D animation of a windmill.
- Spellathon – over \$18 000 raised for Cambodia
- Parking – new map presented after Graham Rickuss and Cath Tonks met with Moreton Bay Regional Council. The works include bollards on the garden edge in carpark near the office, the current pick up

zone will become parking, the current bus zone area will become the drop off zone after 8am and also the pick up zone before 3.20pm and a wombat crossing to be added. Query of more disabled parking, Graham will feedback to Cath Tonks. Parking changes will be added to school newsletters and the work will start on the holidays.

**Moved:** Graham Rickuss

**Second:** Cameron McInnes

**Carried:** Yes

## **BUSINESS OPERATIONS REPORT**

Report tabled and presented by Taura Sanderson.

- Single use plastics – schools are exempted but research into costs and comparisons will be done.
- Uniform shop – senior shirts received and delivered to students.
- OSH club – at the executive meeting it was decided to eliminate the main phone landline and only use the mobile. Vacation care program is out and includes one excursion to the movies (theatre to selves) and a wheels day to the park with children riding bikes or scooters. Also included is a first aid day, plaster painting, an Indian Holi day and reptiles show.
- A "Bunnings" sausage sizzle will be held Wednesday 24 March from 3.30 to 5.30pm and funds will go to the Pine Rivers Koala Centre. This came about from the children's role playing and making a request to the staff.
- School banking – issues with collection of bank books and library staff who are not registered with the Commonwealth bank which means they are not able to handle the books. There are also issues with waiting for the books to come from the classrooms, late bag arrivals and the younger children walking too far through the school, volunteers feeling isolated and uncomfortable with no security in the room, and the storeroom is not secured.
  - There is approximately \$380 - \$480 being banked per week.
  - Numbers of children banking is unknown at the meeting.
  - Discussion held at the executive meeting and what value is this program to the children, school and P&C. Currently there is no educational value to the children. The effort into banking is not matching the reward.
  - The volunteers can be utilised elsewhere in the school. COVID has impacted on the number of volunteers in the school.
  - Look to cease school banking at the end of the financial year 2021 unless a huge interest is shown.
  - Cameron thanked Karen Kuhn for her effort in organising the school banking
  - Check school newsletters for volunteer opportunities

**Motion:** To not support school banking after the end of the financial year 2021

**Moved:** Cameron McInnes

**Second:** Mori Fathallah

**Carried:** Yes

**Motion:** To receive the Business Operations Report.

**Moved:** Taura Sanderson

**Second:** Nicholas Whitlock

**Carried:** Yes

## **FUNDRAISING & EVENTS**

- Movie night – Saturday 27 March. Ice cream vendor not available but Dip n Dots will be attending. Confirmation of sausage sizzle needed from Daniel Baxter. Approximately 160 tickets sold through flexischools.
- School carnival – committee to be formed. Start planning next term and possibility of using the school to assist for some stalls.
- Mother's Day stall - 6 May, needs volunteers

## **CHAPLAINCY REPORT**

- Daniel has taken a reduction in days, dropping from 3 days to 2 until next term. Currently working Tuesdays and Thursdays.
- Daniel has been getting to know new students and supporting current children
- Working with the children on the language of zones within the school
- Holding structured activities in lunch time with the younger students
- Container recycling is going well. Bin to be emptied by end of term.
- Recent bbq at school went well
- Grade 5 parent/child evening to be held in May, will include a speaker and orienteering. More information available soon.
- Attended an in-service on 8 March on behaviour management
- Leaders day this Friday with student leaders in the Albany Creek cluster
- LCC meeting next Tuesday 23 March at 5.30pm. Looking for someone to chair the Chaplaincy Committee, ability to train up this year.

**Moved:** Daniel Baxter

**Second:** Taura Sanderson

**Carried:** Yes

## **OTHER UPDATES**

- Cameron thanked Monica Byng for all her effort over the years

**GENERAL BUSINESS CONCLUDED @ 8.30pm**

**Next Meeting Date: 19<sup>th</sup> May 2021**

The next P&C Meeting will be the 19<sup>th</sup> **May 2021**.