ST BENEDICTS
PARENTS & FRIENDS
ANNUAL GENERAL MEETING

HELD MONDAY 2 MARCH 2015 at 8.00 PM in Benedict House

PRESENT:
Barry McLellan (Principal), Annmaree Hoy (President), Jackie Hough (Treasurer), Shirley Getley (Secretary) Kirstin Hine (Secretary), Joanne Barnes, Jo Robertson, Cassandra Lyons, Mary Bohan, Justine Percy, Louise Hedley, Katica Kurtov, Jenny Lau, Maria Parisi, Gen Walton, Karen Coppen, David Blenkhorn, Carolyn Peters.

APOLOGIES:
Joanne Docherty, Katrina MacNamara

WELCOME:
Annmaree welcomed everyone to the AGM and all said the school prayer.

PREVIOUS MINUTES:
The minutes of the previous AGM meeting were accepted by Cassie Lyons as an accurate record. Seconded by Joanne Barnes.

BUSINESS ARISING:
There was no business or questions arising from the previous minutes.

PRESIDENT’S REPORT:
Attached. In addition to the report, Annmaree extended remarks of appreciation to key role holders within P&F, with particular thanks to the Bohan family for their many years of service to P&F and the School.

PRINCIPAL’S REPORT:
Attached.

TREASURER’S REPORT:
Attached. Jackie advised the meeting that P&F commenced the year with a $9K bank balance and after fund-raising during the year the balance was now $33K. Additionally with Uniform shop funds handed over this would rise to $37K.

FAIR CO-ORDINATOR’S REPORT:
Annmaree thanked everyone involved in the November 2014 Fair. Profits were confirmed at $18,300. Annmaree advised the meeting that much had been learnt from last year’s Fair. In particular it was noted that having a Fair every four years is challenging for such a small school. Each fair often requires “starting from scratch” because knowledge is lost in between events. Annmaree recommended more frequent events be organised and that P&F considering holding events at times of the year other than Election Day. Also the School can consider alternative events to day-time fairs (eg Twilight Markets). The importance of achieving a balance between high-effort activities which provide a sense of
community and easily-organised activities that provide greater profits was also discussed. It was recommended that a Twilight Event will be planned for March 2016. Agreed.

**SOCIAL & FUNDRAISING REPORT:** Attached. Recommendation to purchase two additional coffee percolators. All agreed.

**TUCKSHOP REPORT:** Attached. Jo Barnes confirmed profits for year were $3K. Recommendation to introduce new carbonated juice and iced tea. All agreed. Concerns were discussed regarding lack of parent helpers for tuck shop. To date rosters have not been distributed as there are not enough volunteers. Katica offered to prepare a flyer encouraging parent involvement including a testimonial regarding her first experience at Tuck Shop.

**UNIFORM SHOP REPORT:** Attached. Winter orders will be undertaken in March. $4K handed over to P&F accounts.

**GRANT’S CO-ORDINATOR REPORT:** Attached. Maria advised the meeting that Grants are only approved in relation to specific projects. It was agreed that a Bendigo Bank Grant will be applied for in order to purchase a community notice board for the school. Annmareae will pass notice board quotes to Maria.

**MAINTENANCE REPORT:** Attached. It was noted that a significant achievement this year was the building of the Mini-Golf, which not only provided a fun activity for last year’s fair but also now provides the school with a valuable asset for future events.

**ELECTION OF OFFICE BEARERS:**

The following people were elected into Committee positions:

**President:** Annmareae Hoy – Nominated Cassie Lyons, Seconded Kirstin Hine. Motion carried.

**Vice President:** Cassie Lyons – Nominated Annmareae Hoy, Seconded Jo Barnes. Motion carried.

**Treasurer:** David Blenkhorn – Nominated Jackie Hough, Seconded Jo Robertson. Motion carried.

**Secretary:** Katica Kurtov and Jenny Lau (jointly) – Self-nominated Katica/Jenny, Seconded Jackie Hough. Motion carried.
OTHER POSITIONS confirmed:

Fundraising & Social: Gen Walton and Lou Hedley

Tuckshop: Vacant – role to be recruited - Jo Barnes will train/handover

Tuckshop Book-keeper: Justine Percy

Uniform: Vacant – role to be recruited – Karen Coppen will train/handover.

Maintenance: As Graeme has the school grounds under control, this role will not be filled in 2015. P&F will co-ordinate working bees on a needs basis (as required by Barry).

Grants Co-ordinator: Maria Parisi / Katrina MacNamara

GENERAL BUSINESS:

- Recruitment of vacant positions – Katica will prepare a letter to the school community seeking interest in the vacant roles. Additionally Lou Hedley recommended consideration of two new positions – a Class Rep Liaison Officer and a Graphics/Creative Assistant. It was agreed the communication to parents will also seek interest from anyone who wishes to help with flyer/invitation design. Further consideration to be given to the idea of a Class Rep Liaison Officer. Mary Bohan also suggested introduction of a Co-ordinator to liaise between the St Benedicts Sports Clubs and P&F – further consideration will also be given to this role.

- Class Rep Social Gathering – to be held at Annmaree’s house on 19 March to help current reps and those considering becoming a rep (in classes where one may still be required) understand responsibilities and possibly find opportunities to work together and with P&F.

MEETING CLOSED: The meeting closed at 9.30pm.