

MUDGEES HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION
ANNUAL GENERAL MEETING 2015

Minutes of Meeting: 23 March 2013

Attendance: Belinda Roach, Lorraine Stewart, Jacqui Wakely, Melanie Double, Wayne Eade, David Tooney, Suzanne Donnelly, Judy Hickey, Kelly Endacott, Peter Fothergill, Joanne Ninness, Renae Hill, John Laidlaw, Susan Reinhard, Jennifer Bambrick

Apologies: Deb Lowe, Greg Lowe, Jim Browning, Alison Wilson

Meeting Opened: 7.00

Acceptance of Minutes from AGM 24 March 2014:

Moved: Susan Reinhard
Seconded: John Laidlaw

Business Arising: Nil

Correspondence: Nil

Treasurers Report: Presented by Judy Hickey, prepared by Lisa Hauville. See attached.
Moved: Judy Hickey
Seconded: Susan Reinhard

Principals Report: 955 students for 2015.
No significant staffing changes, except for Principal vacancy.

President's Report: N/a

General Business: Membership fee to be set at \$1.00 for 2015.
Moved: Susan Reinhard
Seconded: John Laidlaw

Gina Kalaizis was appointed as Auditor at the February meeting.

Meeting handed over to Wayne Eade for election of 2015 Executive Committee. All Executive positions declared vacant.

Motion: One Vice President position to be renamed VP-Canteen for liaison and bank signatory.
Moved: Susan Reinhard
Seconded: John Laidlaw

President: Susan Reinhard nominated by John Laidlaw, seconded by Judy Hickey.
Susan Reinhard elected unopposed.

Secretary: Lorraine Stewart nominated by Susan Reinhard, Renae Hill nominated by John Laidlaw.
Renae Hill elected.

Treasurer: Judy Hickey nominated by Kelly Endacott, seconded Suzanne Donnelly.
Judy Hickey elected unopposed.

Vice-Presidents: Suzanne Donnelly nominated by Kelly Endacott, seconded Susan Reinhard.
Suzanne Donnelly elected unopposed.

Belinda Roach nominated by John Laidlaw, seconded Judy Hickey.
Belinda Roach elected unopposed.

John Laidlaw nominated for VP-Canteen by Susan Reinhard, seconded by
Mel Double.
John Laidlaw elected unopposed.

The following are signatories on the P&C bank accounts:

President - Susan Reinhard

Secretary - Renae Hill

Treasurer - Judy Hickey

Assistant Treasurer - Lisa Hauville

Signatories - Jim Browning (Deputy), John Laidlaw (VP-Canteen)

Members of P&C trained for Merit Selection Panels

John Laidlaw

Judy Hickey

Susan Reinhard

Meeting Closed: 7.30pm

Next P&C Meeting: 28 March 2016

Mudgee High School P&C

AGM 23/3/2015

MYOB account balances as at 31/12/2014:

P&C Account	\$ 4496.07
Canteen Account	\$17311.20
Term Deposit – No1 @ 3.05% due 22/3/15	\$21069.10
Term Deposit – LSL @ 3.30% due 22/9/15	\$13577.39
Term Deposit – Ex Students @ 3.2% due 2/12/15	\$ 7473.39

Enclosed are the following: -

MHS P&C Account and Canteen Account statements and bank reconciliations for February 2015.

MYOB account balances as at 28/2/2015:

P&C Account	\$ 3592.07
Canteen Account	\$23643.97
Term Deposit – No1 @ 3.05% due 22/3/15	\$21069.10
Term Deposit – LSL @ 3.30% due 22/9/15	\$13577.39
Term Deposit – Ex Students @ 3.2% due 2/12/15	\$ 7473.39

The following 2014 reports are attached:-

Profit and Loss History
Profit and Loss - 2014
Last Year Analysis
Balance Sheet

Income – Canteen Sales decreased again in 2014 by \$15236.63 but Catering Income remained consistent with 2013 figures. The number of students at the school has decreased from approximately 1050 to 955 in the last couple of years which has impacted on the canteen sales. Fortunately, even though the Canteen sales are down, Jacqui and Mel have done a great job at managing the cost of sales and stock which has resulted in a \$4401.33 increase in the Gross Profit.

Expenses – The Canteen did not employ a paid casual on Mondays in 2014 and thank you gifts were purchased when necessary for additional work carried out by our regular volunteers.

Repairs and Maintenance

Power points & splashback installation	\$ 363.00
Sandwich Press	\$ 99.00
Stainless steel covers and splashback	\$2384.00
Service and re-gas freezer	\$ 821.00

Other Income – Includes \$3463.91 received from walk in fridge/freezer insurance claim – Repair expenses paid out in 2013.

\$7773.82 invested on behalf of the Ex Students Association. These funds are to be managed by the P&C to fund the Mary Lester Scholarship of \$300 per year.

Canteen Profit – After deducting the insurance claim and Ex Students Association investment, a more realistic Net Profit for 2014 (before donations to the school) was \$27111.30 which is an increase of \$7185.20 on the previous year. This is due to a combination of the reduction in the Cost of Sales and Expenses which has offset the decrease in Income and resulted in a better year financially than 2013.

\$18662.30 was donated to the school in 2014 as listed below:-

2014 Funding Paid

P&C Awards (includes Canteen vouchers \$950)	\$ 4094.95
Bus	\$14000.00
Farewell gift – L Manwaring	\$ 117.35
Ex Students Mary Lester Scholarship	\$ 300.00
Royal Far West School	\$ 150.00
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Total	\$18662.30

P&C Awards were handed out at school which saved on previous postage costs.

The question has been asked as to what money is available for approved funding requests. The LSL and Ex Students term deposits cannot be touched as they are for these purposes only. The LSL term deposit is reviewed and topped up annually as required. Hopefully, a net profit of approximately \$20,000 will be made again this year. \$10,000 could also be withdrawn from the No.1 term deposit which would provide \$30,000 for funding (including P&C awards). This would still leave a balance of \$10,000 in the term deposit.

Please state in the AGM minutes all signatories for the bank accounts so I can provide Westpac with a copy. The President, Secretary, Treasurer and Jim Browning need to sign the attached bank authority and signatories that have not been identified by the bank will need to call to Westpac with 100 point identification.

Lisa