

**MUDGEES HIGH SCHOOL**  
**PARENTS AND CITIZENS ASSOCIATION**  
**ANNUAL GENERAL MEETING 2016**

**Minutes of Meeting:** 21 March 2016

**Attendance:** Lorraine Stewart, Melanie Double, Wayne Eade, Suzanne Donnelly, Judy Hickey, Joanne Ninness, Renae Hill, Susan Reinhard,

**Apologies:** Jim Browning, Richard Finter, Jacqui Wakely, Belinda Roach

**Meeting Opened:** 7.00

**Acceptance of Minutes from AGM 23 March 2015:**

Moved: Susan Reinhard

Seconded: Judy Hickey

**Business Arising:**

Nil

**Correspondence:**

Nil

**Treasurers Report:** Presented by Judy Hickey, prepared by Lisa Hauville. See attached.

Moved: Judy Hickey

Seconded: Renae Hill All in favour

Auditor's report agrees P&Cs financial position is accurate.

**Principals Report:**

School Annual Report is being finalised.

916 students for 2015.

Successful hat handout for Year 7 students.

Secondary schools renewal project continuing, some disruption in term 2.

**President's Report:**

N/a

**General Business:**

Membership fee to be set at \$1.00 for 2016.

Moved: Susan Reinhard

Seconded: Renae Hill All in favour

Auditor selection and payment is item for a General meeting.

Meeting handed over to returning officer, Wayne Eade for election of 2016 Executive Committee. All Executive positions declared vacant.

President: Susan Reinhard nominated by Suzanne Donnelly, seconded by Lorraine Stewart.  
Susan Reinhard elected unopposed.

Secretary: Renae Hill nominated by Susan Reinhard, seconded by Suzanne Donnelly.  
Renae Hill elected unopposed.

Treasurer: Judy Hickey nominated by Renae Hill, nomination not accepted. Lorraine Stewart  
nominated by Susan Reinhard, seconded Renae Hill.  
Lorraine Stewart elected unopposed.  
Nominated Assistant Treasurer is Lisa Hauville.

Vice-Presidents: Suzanne Donnelly nominated by Susan Reinhard, seconded Renae Hill.  
Suzanne Donnelly elected unopposed.

John Laidlaw nominated for VP-Canteen by Susan Reinhard, seconded by  
Renae Hill.  
John Laidlaw elected unopposed.

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

President - Susan Reinhard

Secretary - Renae Hill

Treasurer – Lorraine Stewart

Assistant Treasurer - Lisa Hauville

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

Principal – Wayne Eade

Members of P&C trained for Merit Selection Panels

Renae Hill

Ronya Maynard

**Meeting Closed:** 7.20pm

**Next P&C Meeting:** 27 March 2017

### Mudgee High School P&C

#### AGM 21/3/2016

#### MYOB account balances as at 31/12/2015:

	<u>@ 31/12/15</u>	<u>@ 31/12/14</u>
P&C Account	\$ 8683.29	\$ 4496.07
Canteen Account	\$ 9523.43	\$17311.20
Term Deposit – No1 @ 2.30% due 24/2/16	\$11387.76	\$21069.10
Term Deposit – LSL @ 2.55% due 22/3/16	\$14025.44	\$13577.39
Term Deposit – Ex Students @ 3.00% due 2/12/16	\$ 7412.54	\$ 7473.39
<b>Total Funds</b>	<b>\$51032.46</b>	<b>\$63927.15</b>

The LSL and Ex Students term deposits cannot be utilised for school funding projects.

Enclosed are the following: -

MHS P&C Account and Canteen Account statements and bank reconciliations for February 2016.

#### MYOB account balances as at 29/2/2016:

P&C Account	\$ 8023.29
Canteen Account	\$18105.68
Term Deposit – No1 @ 2.65% due 24/9/16	\$11519.80
Term Deposit – LSL @ 2.55% due 22/3/16	\$14025.44
Term Deposit – Ex Students @ 3.00% due 2/12/16	\$ 7412.54

The following 2015 reports are attached:-

Profit & Loss (Last Year Analysis)

Auditors Review including:-

Balance Sheet

Profit and Loss Statement

Profit and Loss History

Review of Profit Position

#### Income

Income generated by the canteen in 2015 increased by \$4,439 however, Cost of Sales increased by \$10,528 which has resulted in a \$6,089 reduction in the Gross Profit for 2015. The Gross Profit, being \$109,532 is the lowest since 2008. The Cost of Sales figure in 2014 was very low and the 2015 figure of \$180,799 is consistent compared to trends from previous years. Pricing was reviewed in 2015 but with students in mind there is a fine line between covering costs and not out pricing your market and losing sales. The reduction in student numbers in the last few years has impacted on previously obtainable sales figures. Catering income includes \$7,275 from the staff development day held at Mudgee High School last year.

### Expenses

Expenses increased by \$8,404 in 2015 which is mainly due to a review of staff wages, in line with the award and also the reinstatement of a paid casual to work Mondays. Maintenance and Repairs includes \$810 spent to purchase three cash registers.

### Profit

The Net Profit for 2015 (before donations to the school) was \$14,739.03 which is \$12,372 less than the adjusted figure of \$27,111 (this figure does not include insurance recoveries and Ex Students scholarship funds \$11,117) from 2014. Unfortunately, this reduction in profit is a reflection of the increase in Cost of Sales and expenses.

\$27,368.68 was donated to the school in 2015 compared to \$18,662.30 in 2014, being an increase of \$8706.

### 2015 Funding Paid

P&C Awards	\$4053.96
(Includes Canteen vouchers \$980 & Student Representation \$250)	
Bus	\$14000.00
Ex Students Mary Lester Scholarship	\$ 300.00
Gift vouchers	\$ 152.25
Aquaponics Security Camera	\$ 559.64
6 Computers and 3 Monitors	\$ 4230.84
Projectors and control boxes	\$ 3832.00
Stable Hire – Yr 12 major works exhibition	\$ 240.00
Total	\$27368.68

The 2015 profit (\$14,739) was insufficient to fund the above so \$10,000 was withdrawn from the No.1 term deposit leaving \$11,519 invested. The total funds held by the P&C @ 31/12/15 was \$12,894.69 less than @ 31/12/14. The balance of this term deposit would need to be withdrawn if a similar funding amount is required in 2016 but obviously this amount of funding each year is not sustainable based on the current financial figures.

Please state in the AGM minutes all signatories for the bank accounts so I can provide Westpac with a copy. The President, Secretary, Treasurer, Wayne Eade, Jim Browning, John Laidlaw and Richard Finter all 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