



## Hunter School of the Performing Arts P&C AGM 2020

**Date** Monday 2nd March 2020

**Time** 7.00pm

**Location** HSPA Staff Room

### AGM

#### Attendance

Julie Hoey, Jo Gray, Gwen Flanagan, Bernadette van de Wijngaart, Esther Veal, Pippa Cottle, Malini Stephen, Dee Morisson, Darren Ponman, Guy Pitkin, Mark Peyler, David Donnelly, Harriett Ferguson, Emma, Walker-Coon Bree Harvey-Bice.

At 7.30, Anthony from the Primary Sub-Committee arrived.

#### Apologies

Belinda Epstein, Hayley Roussel, Natalie Allan, Holly Foote.

#### START TIME: 7.05pm

Introductions

#### President's Report

Report attached; read out at meeting.

Motion: To receive the President's report.

Moved: Malini Stephen

Seconded: Dee Morison

**Motion carried**

#### Treasurers Report

**Audit report: attached**

*Balance sheet*

We have approximately \$60,000 in equity. We usually spend the funds on a large item.

#### *Profit & Loss Statement*

The P&L Statement appears to show a loss; this was due to the new building. Jo needed the money *after* it had been built, so we held the money over from the previous year – so it looks like we spent more than we earned, but we spent some money from last year. We are in a strong financial position.

#### **Treasurer's Report: attached**

Motion: To receive the Treasurer's report

Moved: Harriet Ferguson

Seconded: Guy Pitkin

**Motion carried.**

Dee suggested looking for a new auditor, as the fee was too high.

**MUSIC Sub-committee**—appointments were reported. Noted below.

**Hand over to School Principal for the election of the 2020 executive**

Jo expressed thanks to the P&C for their work and functioning in 2019. It is a friendly and positive group, and a credit to the way it is run.

- President

Nomination: David Donnelly

Moved: Dee Morison

Seconded: Guy Pitkin

Approved

- Secretary

Nomination: Julie Hoey

Moved: Malini Stephen

Seconded: Gwen Flanagan

Approved

- Treasurer

Nomination: Dee Morison

Moved: Emma Walker-Coon

Seconded: Harriet Ferguson

Approved

Wages role needs to be separate due to Dee now being an employee. Can give that role to another member of executive.

- Senior Vice President

Nomination: Malini Stephen

Moved: Dee Morison

Seconded: Julie Hoey

Approved

- Junior Vice President

Nomination: Harriet Ferguson

Moved: Harriet Ferguson

Seconded: David Donnelly

Approved

District Council of P&C Representative: No nominations

Regional Council of P&C Representative: No nominations  
Patrons for 2020: No nominations

Decided not to put a specific person in these roles.

#### Subcommittees

- Primary:
  - President: Shannon
  - Vice-President: Lisa Griffin
  - Treasurer: Anthony
  - Secretary: Dana
- Music
  - Chair: Julia Peetz
  - Secretary: Felicity Ferguson-Tate
  - Treasurer: Karen Sherlock
  
- Canteen—no longer functions as a sub-committee.

**Meeting Closed: 7.43 pm**

## **PRESIDENT'S REPORT**

### **Hunter School of the Performing Arts Parents and Citizens Association**

#### **President's Report to Annual General Meeting 7pm Monday 2 March 2020**

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Like HSPA itself, the P&C has had a very busy 2019.

The year started with the departure of our long-serving President John Tessier. The P&C thanked him for many years of service as President and acknowledged, in particular, the significant role he played in the many meetings, discussions and decisions which led to the outstanding School Hall.

I was honoured to be elected to the position of the HSPA President at the Annual General meeting in March 2019. I met with Principal Jo Gray shortly after being elected and discussed the role of the P&C in the HSPA school life. I appreciate the open and encouraging way that Jo has engaged with me as President this year and with the P&C generally.

I conducted a short survey of regular attenders of the monthly HSPA meetings early last year.

The survey showed that the members of the P&C appreciated the opportunity to engage with the School Principal and Deputy Principals at the P&C meetings. The members also appreciated the chance to serve on selection plans for teachers at the school and saw this is significant opportunity to input directly to the future of the School.

Other survey findings included:

- Importance of canteen. This was the major fundraising activity of the P&C. Previously there had been a Canteen sub-committee. In the absence of such a sub-committee, the main P&C committee had direct responsibility to receive reports and make decisions.
- Communication—planned, targeted communication, aligned with pre-planned events. Suggest emails targeted to new students' parents, current Year 6 students. Parents often fall off in the transition to high school.
- Timing of meeting: current day & time of 7pm, first Monday of the month is best, though not perfect for everyone
- Engage in an event at least twice yearly. Possibly linking in with Learning Community events; one P&C Meeting each term or half-year – focused on information/learning event rather than general P&C business. Also: once a year, express appreciation for Canteen staff & volunteers. Remembering that parents are strongly engaged in the school, just in a variety of different ways.

As mentioned above, there were several staff selection committees where a representative from the P&C Committee was a member of the selection committee. They include:

- Head Teacher, Dance: David Donnelly
- Deputy Principal, Primary: Lisa Griffin
- Primary AP – Guy Pitkin

- Primary classroom teacher – Lisa Griffin
- HT Welfare – Belinda Epstein
- Deputy Principal – David Donnelly

One of the great features of our monthly HSPA meetings is the guest speakers who join us to discuss an area of interest. This is usually a member of the HSPA staff and often one of the Head Teachers. In 2019, we were fortunate to be joined by:

- April – Cassie Portelli, Head Teacher Mathematics
- May – Darren Ponman, Head Teacher TAS
- August – Michelle Maher, PDHPE and Student Leadership
- September – Jane McDavit, Relieving Head Teacher English
- Ian Dunlop – Head Teacher, Senior Students

I had the pleasure of representing the P&C at a number of events held during the year:

- Welcome to new parents and students – mid year
- Spoke to staff at an all staff meeting in August
- Attended the opening of the School Hall – September
- Welcome to new parents and students – end of year
- Attended the Canteen Volunteer end-of-year Dinner in November
- Attended and presented awards at the Annual Celebration of Achievement - December

### **Farewells**

The school community bid farewell to Marcus Neale who had been successful in gaining the position of Principal at Warner Bay High School. Marcus was a key contributor to many aspects of HSPA in his position as Deputy Principal and the P&C appreciated his regular attendance at the monthly meetings and his engagement and enthusiasm in everything that he did.

We also bid farewell to Fiona Kershaw from her position in the Canteen (job-share partner with Emma Walker-Coon as Canteen Supervisor) after lengthy and dedicated service to the HSPA student and staff community.

### **Thanks to:**

The Music sub-committee who do great work in fundraising for the music ensembles and generally supporting the music students and staff of the HSPA. A special thanks and best wishes to Fiona Hanson who stepped down from her position as the Treasurer of the Music sub-committee at the end of 2019 after holding the position for many years.

The Primary sub-committee who work hard in support of primary students and staff with various events held during the year. Thanks to convenor Lisa Griffin and the team for their work and to Lisa who regularly provides a report to the monthly P&C meetings.

Mardi Ryan who is a regular contributor to grant applications and requests to government bodies.

Emma Walker-Coon, the staff of the canteen and the canteen volunteers. The HSPA canteen is a leader in the region and we are fortunate to have such dedicated and skilled staff to make the canteen experience exceptional for students and staff. The canteen also

contributes significant funds to the P&C who, in liaison with the Principal and senior executive of the school, determine where best to allocate the funds for the greatest impact for the students of HSPA. The canteen is the single biggest fundraising activity of the P&C. Marcus Neale, Bree Harvey-Bice and Darren Ponman for regularly attending our meetings and responding to requests for information and assistance.

Jo Gray – an exceptional Principal who works very hard and effectively to better the experience of students, staff and the HSPA community. Thanks Jo – we appreciate you attending our meetings and the engagement with parents that you promote.

The P&C Executive: Belinda, Malini, Dee and Julie. Belinda and Malini are a great behind-the-scenes support for the various activities for which the P&C is responsible including supporting the Treasurer. Julie stepped up as Secretary shortly after her daughter commenced at the school at the beginning of last year and has done a great job as Secretary. Dee stepped into the major role of Treasurer filling the significant shoes of Lynne Guy towards the end of 2018. The canteen adds significant complexity to the account keeping of the P&C with the complications of wages and associated transactions. Dee spends many hours doing work as the Treasurer and does a great job.

There is much to celebrate at HSPA. The parents and carers are a major component of the school community – such a fast-paced and exciting environment needs a parental support team to make it happen. We are all fortunate to be associated with HSPA. And it has been my great pleasure to have led the parent community as HSPA P&C President in 2019.

David Donnelly  
2 March 2020

## 2019 TREASURER'S REPORT

### 2019 HSPA P & C Treasurers Report

We continue with the Westpac Community Banking accounts with daily takings included with the school banking which is collected and delivered to the bank each day.

We operate five accounts – two each for P&C and Music Committee and one for the Primary Committee- this allows each Committee's funds to be accounted independently. The accounts are accessed via deposits in branch by a number of avenues including Canteen, Primary subcommittee and Music subcommittee as well as P&C treasurer; additionally EFT deposits are made particularly for Music Uniform fees where parents are requested to electronically deposit to the Music cheque account. Debits to account include cheques issued but most transactions are made electronically with two of three of P&C executive required to authorise all electronic transaction via Westpac Business internet banking. Additional security is maintained via SMS codes to mobile phones after individual log in.

We continue with the cloud based system, Xero, for input of and payment of accounts plus wages. Each user has a unique log in code and all transactions are fully trackable in the system. Wages are processed sometime between Friday afternoon and Monday, for the previous week. The canteen accounts are input when able on weekly basis. I acknowledge and thank the canteen staff for their understanding with any little hiccups that may occur and acknowledge that we are volunteers working around our full time employment and family responsibilities.

The canteen continues to be the main/only fundraising arm for the P&C generally- The Primary and Music Sub Committees are very active in fundraising in their own rights. The EFTPOS machine in canteen continues to be a great asset, with a second machine obtained with funds from departing Year 12 of 2018. We appreciate the time and effort of our staff in accepting and processing EFTPOS payments but acknowledge that it is an essential tool for our canteen.

A summary of Canteen sales is as follows:

- On Line sales – total for year \$35,410
- EFTPOS sales – total for year \$87,949.
- Cash sales – total for year \$115,825
- Catering - \$8,899

We continue to employ three people- two on each day with one paid supervisor rate and the second is paid assistants rate. Emma and Fiona shared the supervisor role. Fiona tended her resignation effective December 2019 and the position was advertised and interviews held Lynne was successful in obtaining Fiona's role being 2 days supervisor and 1 assistant, leaving her assistant role open- this position was offered to me and I was employed as assistant for the other 4 days.

I would personally like to acknowledge and thank Emma, Fiona and Lynne for their contribution to running our canteen.

Summary/comparison of results for 2018 and 2019

	<b>2019</b>	<b>2018</b>
<b>Canteen takings</b>	\$248,083	\$260,006
<b>Canteen Expenses</b>	\$215,130	\$205,489
<b>Net Profit</b>	<b>\$ 32,953</b>	<b>\$ 54,517</b>

Break up of expenses are as follows:

	<b>2019</b>	<b>2018</b>
<b>Wages</b>	\$71,768	\$61,670
<b>Superannuation</b>	\$6,351	\$5,859
<b>Canteen Accounts</b>	\$137,011	\$137,960
<b>Total Expenditure</b>	<b>\$215,130</b>	<b>\$205,489</b>

Takings are well down and continue a trend that has developed over last few years. We struggle to compete with the increasing number of fast food outlets in our vicinity. We continue to strive to provide healthy, interesting food, but Macca's and others will often win unfortunately. Overall canteen expenses are up with actual cost of purchases for canteen down slightly but wages and related expenses up. Wages were impacted due to payment of LSL to Fiona on her resignation along with normal hourly rate increases and additional hours worked. The provision for LSL has reduced with this and funds are now held to cover Emma's provision.

We continue to meet our obligations in regard to completion and payment of our quarterly Installment Activity Statement to ATO; payment of Workers Compensation annually; payment of Superannuation Guarantee on monthly basis as well as annual payment to P&C Federation for affiliation fees and insurances. We complied with governments One Touch Payroll system which was introduced during the year. This was a simple matter due to Xero- it means each payroll is "filed" in Xero after completion and details of superannuation and tax payments due are forwarded to ATO each week. Additionally there are compliance matters such as reporting to Australian Charities and Not-For-Profit Commission (ACCN); maintaining Working with Childrens Check register for our paid employees and updating details with ATO, Australian Business Register and P&C Federation annually.

We were able to have our status altered from "unincorporated" to "incorporated" with ATO as per issue noted in last years' audit report. This did take several months, many phone calls and letters but as we were able to provide original documentation, they simply altered it, which was great, as the alternative meant obtaining a new ABN and new bank accounts etc etc.

As at December 2019 account balances were as follows:

Westpac P&C Cheque account	\$194
Westpac Music Cheque account	\$535
Westpac P&C Cash Saver account	\$ 23,333
Westpac Music Cash Saver account	\$ 30,167
Westpac Primary Cash Saver account	\$13,120
Petty Cash	\$500
<b><u>Total P&amp;C Funds</u></b>	<b><u>\$67,848</u></b>

Donations to school

**P&C**

\$92,500 Donations as per Principals requests throughout year

**Total donation P&C 2019 \$92,500**

**Primary**

\$4,550 Donation as per Principal request 2018- Shade sails for playground

**Total donation Primary 2019 \$4,550**

**Music**

\$16,000 Border and Beyond Music Tour

\$10,000 Music Rooms

**Total donation Music 2019 \$26,000**

**Overall total donations by HSPA P&C to school for all committees for 2019 is \$116,761**

*Note re financials: Net Profit shown as -\$62,923 for year ended 12.2019, this relates to fact that fundraising funds accrued in 2018 were not donated to school in that year , but rather held over and donated as large sum in 2019. This meant that expenses for 2019 exceeded income 2019 by this amount. The Balance sheet reflects that there are sufficient funds held as at 31 December 2019 to cover all liabilities of association, even though P&L displays loss for the year.*

Dee Morrison  
HSPA P&C Treasurer  
28/02/2020