

**Minutes of the Annual General Meeting of the  
Peak School Parent Teachers Association Limited  
("PTA")  
held on Friday 10th October 2014 at 8:30am  
in the Peak School Library**

**Present**

Chris Cosgrove	Chairperson
Jane Peters	Vice-Chairperson
Andrew Basham	Honorary Treasurer
Claire Kendall	Honorary Secretary
Katrina Brasington	Parent Representative
Susan Gaylard	Parent Representative
Naomi Weir	Parent Representative
Brian Schroeder	Parent Representative
Bill Garnett	Principal
Chiqui Colet	Teacher Representative

Members according to the attached list

	<b>Minutes</b>
1	<p><b>Apologies</b></p> <p>Chris Cosgrove presided as the Chair of the meeting, he noted a quorum was present welcomed everyone and opened the meeting at 8:38am.</p> <p>It was noted that all parent representatives of the Executive Committee who had not resigned and were offering themselves for re-election were present, except Victoria Fouladi and Francine Parker, from whom apologies had been received.</p> <p>Apologies were also received from Jane Durbin.</p> <p><b>Procedure</b></p> <p>The Chairman explained the procedure to be adopted at the meeting:</p> <ul style="list-style-type: none"> <li>i) Before each resolution there would be an opportunity to ask questions; members were asked to state their names clearly and restrict questions. If they had additional queries, these would be raised with the committee at a later date.</li> <li>ii) Questions would also be invited at the end of the meeting;</li> <li>iii) Voting would be on a show of hands and the Chairman would announce the result after each vote;</li> <li>iv) Claire Kendall would act as teller;</li> <li>v) A majority of votes would be needed to pass a resolution.</li> </ul> <p>The Chairman noted that the Notice of the Meeting had been sent to all Parent and Teacher Members by e-mail.</p>

2.	<p><b>Adoption of Minutes of the Last Annual General Meeting</b></p> <p>The Chairman referred to the minutes of the Annual General Meeting of 8<sup>th</sup> October 2013 copies of which were made available to Members attending the meeting. The adoption of the Minutes of the Annual General Meeting 8<sup>th</sup> October 2013 was proposed by CC and the minutes were unanimously approved. The Chairman signed the minutes.</p>
3.	<p><b>The Chairman's Report</b></p> <p>The Chairman, CC, gave his report on the previous year's activities. He reported the PTA has had another successful year. He reported the PTA daily activities compromise three main streams: organizing events, operating a uniform shop, and running the bus service.</p> <p>He reported that events raised \$157,720 for the PTA in 2013/14. The events included Lantern Festival, Carol Service, Bingo night, Peak Cinema, Dance-a-thon, and Peak School has Talent. This income was supplemented by membership fees, the uniform store and donations.</p> <p>The Chairman moved on to the bus service. In light of significantly increasing costs in recent years, in 2013/14 the PTA began running the bus service on a breakeven basis to keep bus user fees as low as possible. To calculate fees, the bus cost plus the cost of our PTA administrator is divided by the expected number of users. A Bus Fund surplus from 2012/13 of \$582,602 was retained to pay for any shortfall in bus income in any given year; we aim to keep this fund above \$500,000 as a buffer. In 2013/14 the bus service ran at a loss of \$51,863, which will be covered by the Bus Fund. On current numbers of bus users at the time of this Report, the bus service will deliver a surplus of approximately the same magnitude in 2014/15.</p> <p>He outlined that in 2013/14 the PTA donated \$168,646 to school projects;</p> <ul style="list-style-type: none"> <li>• Athletics, home readers and English resources, and library books.</li> <li>• Maintenance and supply indoor and outdoor plants at the school,</li> <li>• Provision of refreshments after the St John's Cathedral Nativity service, welcome refreshments to the Macbeth production, and hosting functions for new parents and each class.</li> </ul> <p>In addition, the Centenary Fund – the surplus funds from the school's centenary celebrations in 2011 – funded popular children's author and illustrator Liz Million as artist in residence.</p> <p>CC outlined that in 2014/15, on top of regular commitments the PTA has agreed to donate \$390,000 toward new upper playground equipment. This extra has already been partially funded by the success of the silent auction at Lantern Festival.</p> <p>CC thanked the PTA's Administrator Jackie To for her hard work running the bus service, uniform shop and supporting PTA events.</p> <p>CC also thanked all of the parents and teachers of Peak School for their support and contribution towards the unique Peak School community. We are extremely</p>

	<p>fortunate to have a generous and engaged parent body, exceptionally committed teachers who regularly go above and beyond their roles to provide extracurricular support for our children, and a very strong leadership team at the school. He thanked Masako Peate and Nicci Corrado, who resigned from the Committee recently, for their support and hard work.</p> <p>Finally, CC thanked everyone on the PTA Committee for all their enthusiasm, support, ideas and hard work during the year.</p>
4.	<p><b>The Treasurer's Report</b></p> <p>The Treasurer, AB, referred to the Statement of Accounts for the year ended 31 July 2014, copies of which were made available to members at the meeting.</p> <p>The accounts had been audited by HH Liu &amp; Co.</p> <p>The PTA reported a surplus of \$107k for the year ended 31 July 2014 made up of:</p> <ul style="list-style-type: none"> <li>• General Administration surplus of \$167k from events, uniform sales, general donations, administrative expenses and contributions to the school</li> <li>• Bus deficit of \$52k</li> <li>• Centenary Fund deficit of \$8k</li> </ul> <p>Revenue from events totaled \$253k with a profit of \$157k from these events. PTA Membership revenue amounted to \$60k and General Donations came in at \$50k for the year.</p> <p>The Bus Revenue was \$2,736k and the costs of the Bus Hire and other Bus Expenses including the PTA Administrator Salary totaled \$2,788 leading to the deficit of \$52k. This deficit has reduced the Bus Fund to \$531k as at 31 July 2014.</p> <p>The Centenary Fund received donations of \$13k during the year and had outgoings of \$21k for the author-in-residence during the Book Week period leading to a deficit of \$8k which reduced the Centenary Fund to \$141k at year end.</p> <p>Uniform sales were \$335k, which is \$80k down from the previous year, due mainly to the introduction of the new PE T-shirts which were first introduced in 2012 causing a one-off spike in revenue that year. The profit from the uniform was \$76k when deducting the \$6k donation in relation to the PE T-shirts. There was a qualification from the auditors in regards inventory which was recorded at \$213k at year end, as the auditors did not attend the stock takes, which were held in January and July 2014. The stock takes were completed by committee members and the committee is accordingly confident in the accuracy of the inventory as reported.</p> <p>\$169k was contributed by the PTA to the School during the year to assist in the purchase of Athletics Licences and Readers, maintenance of the Pot Plants around the School, Year 6 School Leaver Function and refreshments at the Carol Service.</p> <p>Cash at the end of the year was \$2,446k at year end, up substantially from the previous year's balance of \$1,733k due mainly to Bus Deposits collected for the 2014/15 year and also due to the surplus for the year and the reduction in inventories. Accordingly, liabilities were also up substantially because of the Bus Deposits of \$522k collected before year end. Accruals were \$386k marginally higher</p>

	Executive Committee meeting following the AGM. The motion was unanimously approved.
8.	<b>Any other business</b>  CC opened the meeting to the floor for questions and comments.  Bill Garnett expressed his thanks to the hardworking and dedicated PTA and thanked them for their work.  CC noted there was no other business and declared the meeting closed at 9:00am.



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**Chairperson**