

**Minutes of the Annual General Meeting of the
Peak School Parent Teachers Association Limited
("PTA") Executive Committee
held on Friday 6th January 2016 at 8:30am
in the Peak School library**

Present

Jane Peters	Vice Chair
Andrew Basham	Honorary Treasurer
Claire Kendall	Honorary Secretary
Joyce Wilmot	Parent Representative
Erica Savini	Parent Representative
Bill Garnet	Principal
Chiqui Colet	Teacher Representative

See attached sign in list

	Minutes
1.	<p>Apologies</p> <p>AB noted that a quorum was present, welcomed everyone and opened the meeting at 8:41am.</p> <p>AB confirmed that the Executive Committee had voted that he would act as Chair for the AGM.</p> <p>No apologies were received.</p>
2.	<p>The Chairperson's Report</p> <p>AB presented the Chairperson's Report. He explained that Peak School PTA had a successful year in 2015-2016, and we are fortunate to yet again have an enthusiastic committee. This committee takes care of our focus of improving educational outcomes for Peak School children by raising funds and promoting relationships between parents and teachers. Three streams comprise our core activities: running events, the school's bus service, and the uniform shop. Events in 2015/2016 included the Lantern Festival, Bingo, Movie Night, Peak School Has Talent, and the Dance-a-thon as well as treat days and t-shirt sales.</p> <p>He explained that the PTA donations helped to enable the school to restructure a number of the classrooms, enhancing the students' learning experiences. This one-off investment was able to happen in part due to the PTA's donation of about \$300,000, spread over two financial years. The PTA exited the year with a solid surplus due to many events and the hard work of committee members and the school community.</p> <p>He explained that in 2015/2016 the bus service ran with a very small positive cash flow. Current bus fees include a cost increase from last year, and the bus fund can absorb this. Current numbers mean we at this time expect to run with a very small loss on the bus service this year, which will be covered by the surplus. It is worth noting that we have an additional Bus this year, taking the total number to 10. The School appreciates this as it assists it with maximizing student numbers when being able to offer the service to more</p>

	<p>students.</p> <p>In 2015/2016 the PTA donated about \$325,000 to the school, including \$142,000 for the classroom enhancement project. This amount funded school requests including Mathletics, home readers and language resources, library books and permaculture programs as well as supporting other activities such as refreshments and hosting functions for new parents and each class, as well as the school's Christmas carols at St. John's Cathedral. The Centenary Fund supported the artist-in-residence program.</p> <p>AB outline that in 2016-17 the school will require additional funds to ensure student needs are met. A planned Art Auction is designed to support this as well as to create an excellent opportunity for the children to develop their artistic skills.</p> <p>He thanked Jackie To for all her contributions over the past year in making the PTA successful, helping with events, running the uniform shop and in particular with the bus service.</p> <p>He thanked all parents, teachers and strong leadership team at Peak School for how they have contributed to a unique, collaborative and close Peak School community.</p> <p>He thanked Brian Schroeder who has been Chair for the past 18 months for the enormous amount of energy to this role, including the amendments to our PTA's Articles, which will in turn be adopted by the other ESF PTAs.</p> <p>AB finally, thanked everyone on the PTA Committee for their enthusiasm, commitment, support, collaboration, and hard work sustained throughout the year.</p>
3.	<p>The Honorary Treasurer's Report for the 2015/16 Financial Year</p> <p>AB brought the meeting's attention to the Audited Financial Report for 2015/16. He highlighted that the total income was \$4.5m of which the bus fund made up \$3.4m. Total expenses were \$4.2m of which the bus hire was \$3.1m. The total surplus was \$282k. The funds balances/equity was \$2.4m, comprised of General fund \$1.4m, Bus fund \$890k and Centenary fund \$100k. Current assets include \$2.2m cash at bank and \$320k in stock</p> <p>AB proposed that the Audited Financial Report be accepted. The motion was approved.</p>
4.	<p>Appointment of the Auditor for 2016/17 Financial Year</p> <p>AB explained that Cheng & Cheng acted as Auditors for the last Financial Year. Their agreed fee for the Financial Year 2016/17 remains unchanged at \$13k. AB proposed that the PTA appoint Cheng & Cheng as auditors again. The motion was unanimously approved.</p>
5.	<p>Election of the new Executive Committee for the Year 2016/17</p> <p>AB explained that according to the Articles of Association in this meeting the Executive Committee members would be elected. The Office holders would be elected at the next Executive Committee meeting to be held on 6th February. He went on to explain that the number of nomination forms received before the deadline was less than the number of positions available, therefore, those nominated automatically are elected. Nominations</p>

	were received from Jane Peters, Andrew Basham, Claire Kendall, Erica Savini, Chris Liu, Ildiko Fescer and Victoria Fouladi. CK proposed two nominations from the floor, Joyce Wilmot and Chris Hattam. These nominations were seconded by JP and ES and approved. There were no more nominations from the floor.
6.	Any matters affecting the affairs of Peak School PTA CK stated that no matters had been submitted for inclusion in the meeting.
7.	Any other business JW raised the issue of prizes at the upcoming Bingo Night. In partnership with Jo Bryce a 'greener' selection of prizes will be available including plant pot kits. She also raised the issue of what food would be served. It was decided to discuss this matter outside of the meeting. BG thanked the Committee on behalf of the school for their hard work and commitment to the school.
	The meeting concluded at 9am


 Chairperson