



## Ramsgate Public School P&C Committee

**Annual General Meeting AGM Tuesday 22<sup>nd</sup> March 2022**

**Location: RPS School Library**

### **1. Welcome and introduction of new attendees**

**Present:** Karen Yacoel, Amanda Howle, Rebecca Yagan, Angela Ingram, Lin Bakar, Tiana Russell, Mary Paul, Chani Bokody, Virginia Sinloa (via FaceTime) and Pablo Fernandez.

**2. Apologies** - Samantha Burston, Lorraine Simmiss-Taylor, Leonie Woods, Macarena Aliste-Soca, Nena Lambousis

### **3. Confirmation of Previous minutes - 9th March 2021**

Motion: Pabo Fernandez      Seconded: Rebecca Yagan

### **4. President's & Treasurer's Report (2021 President) - Karen Yacoel**

I would like to thank everyone for their attendance tonight as we come to the end of what has been another difficult year. 2021 was my first year as President, previously I was the Treasurer for the P&C.

With school closures due to COVID lockdowns throughout term 3 and some of Term 4 it has been a very trying year, in particular with the need to hold meetings via Zoom and being unable to meet with parents face to face. It has also been challenging to operate without a full committee for a large part of the year. The 2021 Treasurer and one of the Vice Presidents had to step down during the course of the year for personal reasons, and the Secretary and Canteen Convenor's roles have remained vacant throughout the year.

Despite these difficulties we have still been able to make a \$10,000 donation to the school, \$5,000 from the canteen and the same from the P&C. The funds that we raised have been donated towards the new 'Ninja Warrior' equipment on the school's south playground. This equipment was installed in response to parent and student requests for age appropriate equipment for the senior students.

In Term 1 we raised \$2,861 from the Easter Raffle and the sale of second hand uniforms and new bags and hats. Term 2 saw \$4108 raised from the Mother's Day stall and uniform sales. Term 3 saw the Father's Day Raffle raised \$1,405 and the Christmas Raffle in Term 4 raised \$2,173. Total funds raised for the year were \$10, 549.01.

Another notable achievement for this year has been a redesign of the school canteen menu, keeping to the Healthy Eating Guidelines while ensuring that it is achievable with the resources that we have and appealing to our customers, the children at RPS. We are already showing an increase in sales, and are delighted that nearly every volunteer shift has been filled. Thank you to all our wonderful new volunteers, we are delighted to have you on board.

Lastly, we have initiated a P&C run Facebook page to communicate directly with parents. This is a new venture for us, and we already have x followers. A new role of social media coordinator has been created to build on this work and enhance P&C support and communication for parents.

Finally, I would like to thank all those parents and carers who have volunteered their time and effort throughout the year, and the staff at the school for their ongoing support.

### **Canteen accounting summary for 2021 Presented by Canteen Bookkeeper Virginia Sinlao**

Despite the lockdown during the school year 2021 and paying three (canteen ladies (1 x casual wage, 1 x fixed stipend, and 1 x paying her long service leave) and donated the \$5,000 (half of the \$10,000 from P&C Association), the canteen total loss \$629.65.

We are using a payroll software, Payroller, recommended by the ATO for the soft-touch payroll. Therefore, we can easily submit and report to the ATO every time we run the wages for the canteen ladies.

A voluntary independent assurance has audited the 2020 and 2021 Financial Statements presented during the AGM and can be distributed to the P&C members. I am proud to share that the canteen financial report, which comprises the balance sheet of payroll, bank statements, creditors invoices & statements, reimbursement receipts, does not have uncertainty or misinterpretation of fraud and error.

### **7. Election of Executive Committee 2022**

- |                                       |                    |                            |
|---------------------------------------|--------------------|----------------------------|
| ● President – Vacant                  | Nominated by: NIL  | Seconded by: NIL           |
| ● Treasurer – Vacant                  | Nominated by: NIL  | Seconded by: NIL           |
| ● Vice President 1 - Samantha Burston | Nominated by: Self | Seconded: Karen Yacoel     |
| ● Vice President 2 - Tiana Russell    | Nominated by:Self  | Seconded by: Rebecca Yagan |
| ● Secretary – Karen Yacoel            | Nominated by: Self | Seconded by: Tiana Russell |

### **8. Confirmation of other P&C Member Roles:**

- Canteen Convenor – Vacant
- Canteen Bookkeeper – Virginia Sinlao
- Uniform Shop Coordinator - Samantha Burston

**9. Signatories on P&C Bank Account** – This meeting confirms that the following signatories be removed from P&C Bank Accounts: None

This meeting confirms that the following signatories be added to the LPPS P&C Bank

Accounts: ● President/Treasurer 2022 - TBC

- Secretary 2022 - Karen Yacoel (existing signatory)
- Bookkeeper 2022 - Virginia Sinlao - (existing signatory)

**Minutes by: Rebecca Yagan**

**Meeting Closed at 7:55pm**