

Parents and Friends Association of Our Lady of Victories Catholic School

Annual General Meeting Minutes

Date:	5 March 2018
Time:	7:05pm
Place:	Our Lady of Victories Catholic School, 15 Lovell Parade Shortland

Item	Description	Responsible
1	Welcome and introductions Present: Gerry Vandermaat, Rowena Olejnik, Sally Walsh, Kylie Westaway, Kristy Fitz-Gibbon, Kylie Gallagher	President/ Chairperson
2	Apologies: Nicole Warburton, Kelly Ciarrocchi	Secretary
3	Review of actions from previous annual general meeting	President
4	Acceptance of minutes of previous annual general meeting. Accepted by Kylie Westaway	President
5	Principal report delivered by Gerry Vandermaat Congratulations to the executive team on a productive year and great teamwork	Principal
6	President's report delivered by Kylie Westaway (Report attached)	President
7	Treasurer's report delivered by Sally Walsh (Report attached)	Treasurer
8	Canteen coordinator's report provided by Kylie Westaway Change in supplier from Ithaca to Red funnel Review canteen prices and menu items for 2018 to be presented at next meeting	Canteen coordinator
9	Audit of financial accounts received and accepted	President
10	Positions declared vacant	President
11	Election of Executive officers: President - Kylie Westaway nominated and unanimously voted in for President Canteen Coordinator - Nicole Warburton nominated and unanimously voted in for Canteen coordinator Secretary – no nominations Treasurer – no nominations Vacancies therefore remain for roles of Treasurer and Secretary. Sally Walsh agreed to remain in treasurer role until a new office bearer is appointed. Further nomination will be sought through the school.	All
12	Meeting closed at 7:46pm	President



Our Lady of Victories
Parents and Friends Association
Presidents Annual Report 2018

The Parents and Friends Association meets each month to discuss the needs of the school and ways in which the school and the children can be helped. The P&F work hard to support the learning and developmental needs of the children at Our Lady of Victories.

Our Lady of Victories School and the Parents and Friends Association have a good relationship with the parent body.

The strong support from the families and friends of the school who have volunteered their time and money is greatly appreciated. Without these volunteers we would not have had the successful year that we have had. The Association executive is forever thankful to all the families at the school for the continued support year in year out.

It has been a very busy year with many events hosted by the P&F Association including:

- Revision of canteen opening hours and menu
- Cleaning of canteen floors
- Letter to Hunter Valley Bus Company to review bus route
- Election Day BBQ & cake stall
- Easter Parade and Easter raffle
- Mother's and Father's Day Stall
- OLV Disco
- Pizza Day
- Mid year raffle
- 2 Bunnings BBQ's
- Christmas raffle
- 'Meet and Greet' social occasion for families to meet the executive

Fundraising events hosted by the P&F have meant we could continue to save towards a playground upgrade and the purchase of outdoor play equipment.

I would like to thank the P&F executive for their tireless efforts this year in not only the numerous fundraising efforts but also for promoting the sense of community and pride in our school. Thanks goes to all of the general members of the P&F for your commitment to our school community. To all who have volunteered, baked cakes, donated items, worked in the canteen and much more, without you we would have been unable to achieve all that we have.

Kylie Westaway
President
Parents & Friend Association
Our Lady of Victories Primary School
15 Lovell Parade Shortland NSW 2297
5 March 2018

Treasurer's Report
Annual General Meeting- Monday 5th March 2018
Prepared by Sally Walsh

Financial Audit

An audit of the financial records for the period 1st Jan 2017- 31st December 2017 was conducted by Hunter Tax Services in February 2018. It is available for viewing.

A copy of our cash book for the period 1st Jan 2017- 31st December 2017 is attached to this Report.

Opening Bank Balance (1 st January 2017)	\$29104.64
Closing Bank balance (31 st December 2017)	\$39165.91

Fundraising events

Easter raffle-	\$808.00	Mother's Day Stall-	\$168.86
School Disco-	\$248.68	Bunnings BBQ-	\$1623.11
Wallsend Winter Fair-	(\$21.42)	Father's Day Stall-	\$279.15
Term 3 Raffle-	\$705.00	Election Day BBQ & Cake Stall	\$847.63
Pizza Day	\$241.35	Bunnings BBQ	\$1873.86
Christmas Raffle	\$946.00	Christmas Concert Drink Sales	\$13.30

Other income

Uniform Clothing Pool Sales	\$239.00
Interest on the Account	\$273.51
Canteen Profit (After expenses)	\$3109.52

Purchases

Donation to the School for Marquee	\$904.00
Two Netball Rings	\$50.00
Uniform Pool Embroidery	\$408.00

Uniform Clothing Pool Changes

December saw an increase in our Uniform Clothing Pool Prices. While some items remain at \$2 the major items of our school uniform are now being sold for \$5 (Sports shirts, Sports Shorts, Jackets, Tracksuit pants, Girls Summer and Winter Dresses, Woollen Jumpers and Boys Logo School Shirts). The Uniform Pool has relocated to the 'bell room' and will have designated opening hours for sales. The P & F could consider contributing additional funds to embroider a second lot of boy's shirts to expand the number of items available for families in the clothing pool.

Future Purchases

In 2017 the P & F committed to contributing funds towards the following items for the school community. These items are yet to be finalised.

- A donation to the school of \$840.00 for the purchase of Soccer Gala Day Shirts and Socks.
- The allocation of a substantial amount of funds towards the upgrade of our school playground, and the provision of a 'play based' outdoor learning environment. We are waiting on further design decisions and quotes before proceeding with this allocation of funds.

Past P & F Records

P & F financial and administrative records from previous years have been sorted and organised. Records prior to and including 2010 have been destroyed. Records from 2011-2017 are now stored above the bookshelf in the Uniform Clothing Pool room for access if required.

The P & F thanks the OLV School Community for their contribution in raising these funds for our school.