Sheffield School Association Inc.

Minutes of Annual General Meeting Thursday 15th March 2012

Venue: VET Room at Sheffield School
Time: 7:00pm
Meeting organiser: Kate Haberle
Meeting recorder: Kate Haberle

Present: Michael Dunn, Anna Maddick, Phillip Turner, Sharon Allen, Jacqui McCarthy, Kevin Rogers (7.45pm), Amanda Grey, Malcolm Moore, Kate Haberle, Tim Dyer, Sophia Dyer, Kathy Young, Chris Puccetti, Dayna Grey, Newton Maddick, Elaine Deverell

Apologies: Angela Craze, Gillian Pratt, Keeley Hurley, Samantha McCarthy, Allison Boutcher

Absent: Petra Wilden

Moved: Jacqui McCarthy seconded: Phillip Turner “that apologies be accepted.”
CARRIED

Tim welcomed everyone to the Annual General Meeting and asked members to introduce themselves as there are new members on the council this year. Elaine Deverell, Dayna Grey, Newton Maddick and Chris Puccetti were welcomed as new members.

1. Minutes of previous Annual General Meeting: (Thursday 24th March, 2011)

Amendment to minutes: Chairperson – Tim Dyer nominated by Samantha McCarthy not Jacqui McCarthy as stated in the minutes.

Moved: Kathy Young seconded: Anna Maddick “that we accept the minutes of the 2011 Annual General Meeting with amendment”. CARRIED
2. Nominations for both staff and parents did not exceed the number of positions, so no election was required.

**Casual Vacancy – Moved** Sophia Dyer, **seconded** Chris Puccetti that “we endorse the casual vacancy to be filled by Allison Boutcher in response to the resignation of Bob Ashby”.  
**CARRIED**

**Community Member – Moved** Phillip Turner, **seconded** Michael Dunn that “we accept a request from Elaine Deverell to become a member of the School Association.”  
**CARRIED**

**Parent members for 2012 are as follows:** Chris Puccetti, Kevin Rogers, Jacqui McCarthy, Amanda Grey with Tim Dyer and Petra Wilden continuing for another year. Allison Boutcher will fill a casual vacancy for 12 months.

**Staff members for 2012 are as follows:** Kathy Young, Gillian Pratt, Anna Maddick, Newton Maddick with Kate Haberle, Sharon Allen and Angela Craze continuing for another 12 months.

**Community members:** Phillip Turner and Elaine Deverell

3. **Election of Office Bearers:**

Tim vacated the chair and Malcolm accepted the position of chairperson for the election of office bearers.
Malcolm declared all offices of the Association vacant and thanked all previous office bearers for their work over the past 12 months.

**Chairperson**
Tim Dyer nominated by Anna Maddick, seconded by Elaine Deverell  
Tim elected unopposed as Chairperson.

**Deputy Chairperson**
Anna Maddick nominated by Kate Haberle, seconded by Chris Puccetti  
Anna elected unopposed as Deputy Chairperson.

**Secretary and Treasurer**
Kate Haberle nominated by Jacqui McCarthy, seconded by Phillip Turner  
Kate elected unopposed as Secretary and Treasurer.

**Public Officer**
Tim confirmed that Malcolm is always in this role as principal of the school.

**AGM**
As the newly elected chairperson, Tim resumed the role of chairperson and continued the meeting.
4. Business Arising:

Overview of the role of the School Association.

Tim highlighted the importance of the School Council.
- Critical decisions are made around priorities, vision and direction for the school
- Open communication where discussions take place to get everyone’s opinion regarding important issues.
- Parents and students can bring ideas to the meeting for discussion.
- At times it is important to communicate with government bodies and this is done through the council.
- Participation and involvement at meetings is valued.
- We are a complex school with Kindergarten through to adult learning in the VET area. We also have a very productive school farm to add to the educational opportunities for our students.
- Important policies for the school are written and endorsed. E.g. Supportive School Environment, Behaviour Management, Uniform, etc.
- The School Council is a valuable support for Malcolm as principal of the school
- Our school community is very fortunate to have a high functioning school council.

5. General Business

School Report
Copies of the School Report were handed out to council members.
Malcolm spoke to the meeting regarding this report. It is a celebration of school achievements.
Malcolm asked members to read this document and then it will be discussed at the next general meeting in April. Teachers and program leaders were commended on their reports which have been described so beautifully. It is a true reflection of the excellent learning programs provided for our students and the fantastic opportunities that are available to students throughout the school.
Moved: Chris Puccetti, seconded Newton Maddick that “the School Report be received with a view to approve it at the next meeting” CARRIED
The council also commended the staff on a wonderful job in preparing the School Report. A formal copy of this document will be sent to the Education Department.

School Plan
Copies of the School Plan were handed out to council members.
Malcolm explained the document and the importance of this plan to ensure all programs are funded appropriately. The plan involves a reflection of learning programs in all areas of the school and the achievements that were gained throughout 2011. This is followed by recommendations for successful planning for 2012 and budgets to ensure this planning can take place.

Budget Outline: School Revenue

Income: Total from Education Department (SRP) $884270.14
We are losing money due to budget cuts by the Government, so we have less money to run our programs. We have one less class which has helped to balance the budget but it has been a difficult process. Malcolm explained some of the figures in the budget to give clarity and understanding as to how the budget is prepared and then documented.

Expenditure:

- The initial figures are committed funding which is the National Partnership funding. This is a 6 year program from the Federal Government with Mountain Heights to improve learning outcomes for students. This money is spent on programs like Quick Smart, Early Literacy, VET Program and Core Programs as most programs have less money in their budgets. We are over budget at this stage – money is in the bank to cover this but we wouldn’t want to do it every year. We have made some severe cuts but teachers are willing to work within the constraints this year. All interest in the bank must now go to Hobart. This is disappointing as that money was used very productively in learning areas.

- Fundraising: We have a policy not to ask parents to pay for any extra expenses throughout the year. Fundraising is organised by the SRC to support certain charities. Sponsorship by businesses in the community is excellent. They support Presentation Day, Cattle Handlers, School Show, etc. We don’t want to put extra demands on these businesses.

Moved: Malcolm Moore, seconded Chris Puccetti that “we accept the Sheffield School Budget for 2012 as outlined in our School Plan.” CARRIED

Members were asked to read the School Plan and prepare any questions for the next general meeting in April.

Anna acknowledged the transparency of the budget which gives teachers a clear insight as to how the budget has been prepared and the process for how the funding is to be utilized. Credit must be given to Malcolm for overseeing the preparation of the budget. Tim thanked Malcolm for his leadership as it is not easy with Government cuts. The budget reflects a great deal of wisdom and creativity and the council recognises the effort Malcolm has put into this to ensure learning programs are not jeopardised. Malcolm thanked program leaders for the time and effort that was put into the writing of individual plans and budgets.

Malcolm invited Tim to make a presentation. Kate Haberle was presented with a gold biro for completing nearly 20 years as secretary of the School Council.

Annual General Meeting closed at 7.55 pm

The next AGM will be held on THURSDAY 22nd MARCH 2013 at 7.00pm in the VET Room.