Sheffield School Association Inc.

Minutes of Annual General Meeting Thursday 21st March 2013

Venue: VET Room at Sheffield School

Time: 7:00pm

Meeting organiser: Kate Haberle

Meeting recorder: Kate Haberle

Present: Anna Maddick, Phillip Turner, Sharon Allen, Amanda Grey, Kate Haberle, Tim Dyer, Chris Puccetti, Dayna Grey, Newton Maddick, Elaine Deverell, Ron Daly, Mariska Scerri, Drew Horton, Gabrielle Knight, Gillian Pratt, Melissa Dudley, Allison Boutcher, Debbie May

Apologies: Jacqui McCarthy

Moved: Gillian Pratt seconded: Newton Maddick “that apologies be accepted.”
CARRIED

Tim welcomed everyone to the Annual General Meeting. New members were welcomed:

Debbie May and Melissa Dudley as new staff members with Sharon Allen re-elected. Phillip Turner was re-elected unopposed as a community member. Mariska Scerri, Drew Horton and Gabrielle Knight are new student members and Allison Boutcher was re-elected unopposed as a parent member.

1. Minutes of previous Annual General Meeting: (Thursday 15th March, 2012)

Moved: Phillip Turner seconded: Dayna Grey “that we accept the minutes of the 2012 Annual General Meeting”. CARRIED
2. Nominations for both staff and parents did not exceed the number of positions, so no election was required.

**Parent members for 2013 are as follows:** Chris Puccetti, Jacqui McCarthy, Amanda Grey, Tim Dyer for 2013 and Allison Boutcher for 2013/2014

**Staff members for 2013 are as follows:** Gillian Pratt, Anna Maddick, Newton Maddick, Kate Haberle for 2013 and Sharon Allen, Debbie May and Melissa Dudley for 2013/2014

**Community members:** Elaine Deverell for 2013 and Phillip Turner for 2013/2014

**Student members for 2013 are as follows:** Dayna Grey and Mariska Scerri for 2013 and Drew Horton and Gabrielle Knight for 2013/2014

3. **Election of Office Bearers:**

   Tim vacated the chair and Ron accepted the position of chairperson for the election of office bearers. Ron 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 Chris Puccetti
   Tim elected unopposed as Chairperson on the understanding that his position as a parent member will cease at the end of the year and so the Vice Chairperson will need to conduct the meetings in February and March 2014.

   **Deputy Chairperson**
   Anna Maddick nominated by Phillip Turner, seconded by Elaine Deverell
   Anna elected unopposed as Deputy Chairperson.

   **Secretary and Treasurer**
   Kate Haberle nominated by Elaine Deverell, seconded by Chris Puccetti
   Kate elected unopposed as Secretary and Treasurer.

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

4. **AGM**

   As the newly elected chairperson, Tim resumed the role of chairperson and continued the meeting.

5. **Overview of the role of the School Association.**

   Tim highlighted the importance of the School Council under the 4 P’s
   - **Support to the Principal:** The main role of the council is to support the principal in his role with the community, parents, staff and students. As a council, we provide a
place where the principal is able to gain direction and vision for the school through various policies and reports.

- **Policies**: Policies are the guiding factors to efficient running of the school to ensure that effective teaching and learning takes place. Decisions are made at a policy level for staff to then put in place. The council directs the writing of the School Charter with a vision and mission statement which then becomes the overriding document to guide future policy making at a council level.
- **Priorities**: The School Council oversees the budget and endorses the educational priorities which are the main focus for the year.
- **Public**: At times we, as a council, need to speak on issues relating to our school. We can speak to Government representatives and the newspaper at public forums. We speak with one voice as a council after discussions at our meetings and with a clear direction from members as to our united opinion. Tim invited everyone to speak up and have input into discussions. Ron and the staff then put our decisions into practice after our meetings. A policy issue is discussed here at our meetings but day to day issues are to be handled by the principal.

5. General Business

**School Report**

Ron spoke to the meeting regarding this report. It is a celebration of the school’s achievements. A PDF copy will be emailed to all members who were asked to read it so it can then be discussed at the next general meeting in April. Teachers and program leaders were commended on their detailed and well-presented reports. The report 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. Ron encouraged members to read the report followed by the School Plan.

**Moved**: Ron Daly, **seconded**: Chris Puccetti that “the School Report be received with a view to approve it at the next meeting”  **CARRIED**

A formal copy of this document will be sent to the Education Department.

**School Plan**

Ron 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 2012. This is followed by recommendations for successful planning for 2013 and budgets to ensure this planning can take place.

**Budget Outline**: School Revenue

Total income from the Education Department (SRP – School resource Package) is $889000.00. Other income is levies which total about $60000. The total budget is about $950000.00. A significant percentage is tagged money, e.g. Kindergarten Aides. National Partnership money will be accessible again this year but will cease at the end of the year. We need to pinpoint how this money is to be spent. Other money is allocated. Program leaders are required to put in a plan for 12months for resources for their learning program. This is based on rationale for the program and recommendations for this year’s plan. A plan is required for every area of the school.
At this stage the budget has been balanced based on numbers at the end of last year. We have an increase of 15 students which will cause an update of our SRP. We allocate funds to buy an extra teacher but with the extra students we may not have to do that this year. We have to manage the funds and put them into areas where specific needs are identified in the school.

Ron encouraged members to read the School Plan and have questions ready for the next meeting in April.

Moved: Ron Daly, seconded: Phillip Turner that “we receive the Sheffield School Plan and expenditure for first term with a view to approve the budget at the next general meeting in April.” CARRIED

Annual General Meeting closed at 7.35 pm

The next AGM will be held on THURSDAY 20th MARCH 2014 at 7.00pm in the VET Room.