

BURGMANN ANGLICAN SCHOOL
Minutes of the P&F Meeting
held on Monday 23 February 2015

Present

Lina Blair (President)	Steven Bowers (Principal)
Carmen McWatt (Vice President)	John Foulcher
Melanie Andrews (Secretary)	Chris French
Nindiya Gaind (Treasurer)	Christine Hillam
Pamela Avell (Ordinary Member)	Stephen Anthoney (Facilities Manager)
Sally Dowse (Ordinary Member)	Deb Shannon
Naomi Wearne (Ordinary Member)	Shannon Schuster
Trish Brodie (Ordinary Member)	Robert Duncombe
Wendy Chesworth	Sandie Moore
Karen Spedding	Wendy Kennedy
	Kah Yang (RSM Bird Cameron)

Absent with Apologies: Craig Furini, Alex Shepherd, Kathryn Raymond

1. Welcome

Lina Blair opened the meeting at 7:35pm and thanked attendees for coming.

2. Minutes of Previous Meeting

The minutes of the previous meeting held on 2 December 2014 were confirmed as a true and accurate record.

3. Principal's Update – Mr Steven Bowers

The school year has commenced well with several events undertaken including the swimming carnivals and the Year 11 camp.

Steven Bowers and the Committee congratulated Keeley Hoek in Year 12 for being selected to represent Australia at the Asian Physics Olympiad in May.

4. Address by the Auditor

Kah Yang from RSM Bird Cameron addressed the meeting. He discussed his initial findings from the interim audit undertaken in December and the final audit which occurred in February. Kah Yang was concerned about the lack of robustness around the financial processes and records that have been kept to date. He recommended increased financial controls and the improved capture of financial data.

It was noted that the Committee has been receiving the Treasurer's Report at each meeting and the Committee has not, until this meeting, been made aware or informed of the underlying issues and problems with the compilation of the financial accounts.

The Committee considered ways to tighten cash controls. Nindiya Gaind proposed that the P&F consider acquiring an accounting package to maintain better financial records. She presented a comparison of three accounting software packages Xero, Reckon Accounting and MYOB Essentials all of which are cloud-based applications allowing access by multiple authorised people such as the P&F Treasurer, Assistant Treasurer and the accountant.

ACTION: Lina Blair and Nindiya Gaind to discuss with Joel Anderson if the P&F can utilize the school's accounting system or should consider the acquisition of its own package.

5. Treasurer's Report

Nindiya Gaiind tabled the Treasurer's report which showed a cash balance as at 31 January 2015 of \$32,817.84.

The Christmas Cookbook sales to date total \$700.

Payments have been made to secure bookings and supplies for the School Fair.

6. Fundraising

Family Day Walkathon

ACTION: To review and print pledge cards ready for distribution to all students at the end of Term 1 2015.

2015 School Fair

Everything is booked and organised for the School Fair. Many people have volunteered to assist on the day but more volunteers are still required.

The Forde Community Group has asked to be involved in the fair and will assist in promoting it with Forde residents.

7. APFACTS Update

The APFACTS update is deferred until the next meeting due to Julie Blackburn's absence.

8. Other Matters

School database/business directory

An update on the below action from the previous meeting is held over until the next meeting due to Alex Shepherd's absence.

ACTION: To follow up with Alex Shepherd regarding the details and to request a volunteer to take up this project to assist in putting the directory together.

Canteen

An issue was raised in regards to the school canteen menu and it's compliance to the school's healthy eating policy. Steven Bowers advised a review of the menu is currently underway.

ACTION: Steven Bowers to report to the P&F on progress at the next meeting.

Number of Committee Members

It was noted that the Constitution states there should be 4 Ordinary Members and a Publicity Officer on the Committee. This was varied at the AGM's several years ago to increase the number of Ordinary Members to 6 and to create a new position named Ordinary Member – Fundraising Coordinator. It was recognized that the role of Publicity Officer is redundant and has not been filled for several years.

The Committee discussed what the appropriate number of committee members should be. It was agreed to raise this issue at the upcoming AGM for discussion at that meeting.

School Uniform

Concerns were raised about the enforcement of the uniform policy throughout the school. Steven Bowers confirmed the staff are enforcing the policy. It was confirmed that sneakers no longer have to be predominantly white, but are not permitted to be florescent.

9. Next Meeting

Lina Blair thanked everyone for their attendance at the meeting.

The next meeting will be held at 7:30 pm on Tuesday, 24th March 2015 in the Chapel, Valley Campus.

10. Meeting Adjourned

Meeting closed at 8:35 pm.