



TACAPS

Toowoomba Anglican College and Preparatory School

www.tacaps.qld.edu.au

CRICOS No. 00712 A ABN 44 882 391 796

2 Campbell Street Toowoomba Qld 4350 P 07 4639 8111 F 07 4639 8100 E admin@tacaps.qld.edu.au

TOOWOOMBA ANGLICAN COLLEGE AND PREPARATORY SCHOOL FOUNDATION LIMITED

NOTICE OF ANNUAL GENERAL MEETING

**TUESDAY, 18 SEPTEMBER 2018 |
6:00PM | BOARDROOM**



FOUNDED IN 1911



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15 August 2018

RE: THE TOOWOOMBA ANGLICAN COLLEGE AND PREPARATORY SCHOOL FOUNDATION LIMITED ANNUAL GENERAL MEETING

Dear Board Members,

Please be advised, the Annual General Meeting (AGM) of the Toowoomba Anglican College and Preparatory School Foundation Limited will be held on Tuesday, 18 September 2018 at 6:00pm in the Boardroom, 2 Campbell Street, Toowoomba.

Nominations for the 2018-2019 Foundation Board of Management are now open to Foundation Members, Fellows and Governors.

Please find the following documents included:

- The Toowoomba Anglican College and Preparatory School Foundation Limited AGM Agenda, and
- Minutes of AGM 13 June 2017

For your information, the 2018 Audited Financial Accounts are now available for perusal on the School's website at <http://www.tacaps.com/community/foundation>

Please feel free to contact me at JimR@hooperaccountants.com.au or via Mobile: 0407 573 075 should you have any queries regarding the AGM. Thank you.

Yours sincerely,

Jim Rawlings
President

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NOTICE OF THE TOOWOOMBA ANGLICAN COLLEGE AND PREPARATORY SCHOOL FOUNDATION LIMITED ANNUAL GENERAL MEETING

Date Tuesday, 18 September 2018

Time 6:00pm

Venue TACAPS Boardroom, 2 Campbell Street, Toowoomba, Queensland

AGM AGENDA

1. Meeting open – Chairman's welcome
2. Apologies and proxies
3. Minutes of last year's AGM read and adopted
4. Business arising out of last year's AGM minutes (if any)
5. Correspondence relevant to the AGM
6. Presentation of Chairman's report
7. Questions on Chairman's report
8. Presentation of annual financial statements
9. Questions arising from annual financial statements
10. Election of Members of the Board of Management (from those retiring) and being reappointed in accordance with Article 13(a) of the Articles of Association
11. Election of Members of the Board of Management from nominated candidates
12. General AGM business
13. Close of AGM

Meeting of the Board of Management convened to appoint office holders: 18 September 2018, 7:00pm

Toowoomba Anglican College and Preparatory School

Foundation Board Annual General Meeting Minutes

Date: 13 June 2017

Location: TACAPS Board Room, 2 Campbell Street, Toowoomba, QLD.

PRESENT:

Mr Jim Rawlings, President
Mr Ryan Baddock, Treasurer
Mr Andrew Kibble, Director
Mrs Pamela Brown, Director
Mr Matt Sanson, Director

Mr John Herbert, Past Students Association Treasurer

Mr Simon Lees, Head of School
Mrs Joanne Edwards, Business Manager

Ms Sandy Sharman, Assistant to Head of School

APOLOGIES RECEIVED:

Mr Hugh Rose, School Council Chairman
Mr Christopher Neville, Director
Mrs Jennifer Bucknell, Director

CHAIRMAN: Mr Simon Lees, Head of School, took the Chair

1 MEETING OPENED

There being a quorum, the Chairman welcomed Members and declared the meeting open at 6:05pm. He thanked all Directors of the Board of Management and acknowledged their work in 2017.

The Chairman noted that twenty-one days' written notice was provided.

2 APOLOGIES

The Chairman noted the apologies that had been received.

3 CONFIRMATION OF THE ANNUAL GENERAL MEETING MINUTES HELD 12 July 2016

Moved: Mr Jim Rawlings

Seconded: Mr John Herbert

That the Foundation Board Annual General Meeting minutes held on 12 July 2016 be accepted.

CARRIED UNANIMOUSLY

4 BUSINESS ARISING

Nil

5 CORRESPONDENCE

- Nomination form from Mr Ryan Baddock for the position of Vice President
- Nomination form from Mr Christopher Neville for the position of Company Secretary

6 PRESIDENT'S REPORT

The President welcomed Members to the AGM and acknowledged their contributions to the Foundation. He noted that key matters had been refined over the year and a clear strategy set for now and into the future.

It was unanimously **resolved** that the President's report be received.

7 ANNUAL FINANCIAL STATEMENTS

The Business Manager outlined the main points in the 2016 Annual Financial Statements.

Business Manager confirmed:

- The report passed audit
- 2017 budget is in progress as recommended by the Auditors
- Highlights
 - Surplus of approx. \$65,500
 - Donations paid of approx. \$43,500 towards EYLC carpark and Kindy air-conditioning

Moved: Mr Ryan Baddock

Seconded: Mr John Herbert

The Foundation Board Members agreed:

That the 2016 Audited Financial Statements be adopted and the following endorsed:

1. The next AGM will be held in July 2018 on a date to be advised

CARRIED UNANIMOUSLY

8 ELECTION OF MEMBERS OF THE BOARD OF MANAGEMENT

The following elected Directors of the Board of Management retired at the AGM:

Mr Jim Rawlings - President

Mr Ryan Baddock - Treasurer

The above Board Members were eligible and offered themselves for re-election for 1-year term without re-nomination.

As there were no other nominations for the President and Treasurer, it was unanimously **resolved** that the nominees were re-elected to the Board for 1-year term.

Moved: Mr Andrew Kibble

Seconded: Mrs Pam Brown

CARRIED UNANIMOUSLY

The following Board of Management positions for 1-year term were declared vacant:

Vice President, Junior Vice President and Company Secretary.

Nominations were received for these positions as follows:

- Vice President: Mr Ryan Baddock
- Junior Vice President: No nominations
- Company Secretary: Mr Christopher Neville

A motion was then formally placed to the AGM to vote for each Board nominee:

Vice President, Mr Ryan Baddock

Moved: Mr Jim Rawlings

Seconded: Mr Matt Sanson

CARRIED UNANIMOUSLY

It was noted that the Treasurer position and the Vice President position were voted on separately.

Company Secretary, Mr Christopher Neville

Moved: Mr Jim Rawlings

Seconded: Mr Ryan Baddock

CARRIED UNANIMOUSLY

It was noted that the Junior Vice President position remains vacant.

9 ELECTION OF MEMBERS OF THE BOARD OF MANAGEMENT FROM NOMINATED CANDIDATES
Nil

10 GENERAL AGM BUSINESS

The Head of School thanked the Foundation members on behalf of the school for their efforts towards the Science Centre and the Car Park, noting these as quite significant improvement steps for the school.

11 CLOSE OF MEETING

The Chairman closed the meeting at 6:20pm.

TACAPS Foundation Board Committee President, Mr Jim Rawlings

Signed:

Date:



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TACAPS Foundation Financial Statement 2017

