

Minutes of Annual General Meeting
PYMBLE TURRAMURRA PRESCHOOL
21 Handley Ave Turramurra NSW 2074
Tuesday, 8th February 2021, 7.00pm
Via ZOOM 2022

Present	Craig Beveridge (Chairperson, Vice President)	
Chloe Steele James Ward Michael Buining Angus Dockrill Nick Richardson (IT Member) Jacqui Wilson Andrew McCowan	Kate Faber-Castell (Marketing and Promotions Officer) Amanda Hatzioannou Alistair Daly Kate Bearfield Craig Beveridge (Vice President) Michael Sullivan (Treasurer)	Tiffany Correggia Gladys Clark Georgie Birrell (Social Convenor) Sylvia Baker Yang Zhou Daniel Louw
Attendees	Melanie Leever, Director	Penny Richardson, Staff
	Tori Dyson, Acting Director	Michelle Johnson, Staff
	Elisha Love, Staff	Allison Johnson, Staff
	Paula Harris, Staff	Kirsten Bennett, Staff
	Edana Joffe, Staff	Stephanie Morrell, Staff
	Nicole Droder, Staff	
	Tanya Kirkham, Staff	
Apologies	None	

Welcome

The Chairperson opened the meeting with the Acknowledgment of Country at 7.10pm.

Quorum

A quorum of members was declared present.

Confirmation of minutes of previous annual general meeting	The minutes from last AGM (2021) were approved
Vice President's Report	Craig Beveridge started the meeting with his report. He thanked all the members of the board, members of the Pre-School and staff for everything they have done for last year as it was a very difficult year.
Director's Report	Melanie Leever read out her directors' report: In 2021 we found a new normal which was achieved after many COVID19 disruptions. In Term 3 during lockdown, we only had 6 children in the 3 day group and 14 children in the 2day group. 0 children withdrew their enrolment however some did choose to stay at home for a few extra weeks. Our highly qualified staff, their experience, maturity, and their ability to provide an above ratio learning environment meant that we were able to deliver an exceptional educational program that prepared the children for school.

	<p>We bravely powered through a difficult time by supporting and caring for one another.</p> <p>Thank you to them all and our Bookkeeper Jill for ensuring that Handley continued to provide excellence in Education.</p> <p>I would like to thank the 6 Class Parents and the Social Committee Co-ordinators. Keeping our families connected during the pandemic was difficult and they made a tremendous effort to support us in whatever way they could. Our wonderful social and parent engagement events were cancelled, however there were a few opportunities for families to meet and build community spirit when Covid-19 restrictions allowed.</p> <p>I would also like to thank the dedicated Parents on our Board of Management. All of whom have employment of their own and are volunteers, and they so freely gave their time to steer us through the storm.</p> <p>In closing, I encourage you to get involved, support and connect with each other over this coming year. The activities and events that we would normally have at Pre-school may be somewhat curtailed; however, I hope that there will be opportunities outside of Handley for you to get to know one another and to make this year rewarding and special for your children and each other.</p> <p>On behalf of the staff, may I say that we are looking forward to a wonderful year of learning and friendship.</p>
Treasurer's Report	See Below
Receive financial statements	<p>The financial statements for the year ending the 31 December 2021 were discussed by Michael Sullivan. The financial Statements only came in yesterday, so we did not have time to circulate these before the AGM. Michael noted it has been a challenging year with Covid 19 Pandemic. He outlined some financial information from last year. The Pre-School received Jobkeeper for Term 1 to retain teaching staff. This was a very uncertain time for families, however decided to opt into Free Preschool from Term 2. The Pre-School made some upgrades to some of the facilities at the Pre-School. We have decided to opt into the Free Pre-School program for 2022 on a term-by-term basis.</p> <p>Michael Buining (MB) asked for an opportunity for questions.</p>
Appointment of auditor	<p>Approval of financial statements.</p> <p>Reappointment of Watkins Coffey Martin as external auditors of the Preschool for 2022.</p> <p>Michael Buining questioned Craig stating we can't approve financial statements which haven't been circulated. He also added for the proxy's they have voted blind, its illegal.</p> <p>Craig asked to leave it to the end of the meeting.</p>
Notice of Special Resolution	<p>Craig Beveridge (CB) read out the Notice of Special Resolution – Proposed changes to constitution</p> <p>He outlined that it must be passed by 75% of members, to approve these, we will use</p>

	<p>the chat on zoom to count the votes</p> <p>Michael Buining questioned the details of what members are voting on- Amended constitution. Legality of some of the amendments and refers to 2009 association Incorporations Act, 2016 Incorporations Act Regulations and our Constitution. Limiting members rights, direct conflict to section 45 and 44 of the 2016 Incorporation Act Regulations. Concerns for members to discuss these changes.</p> <p>Craig Beveridge stated these amendments have come from an external lawyer. Craig went over the 4 proposed changes to the constitution.</p> <ul style="list-style-type: none"> • Allowing a community member on the board who does not have a child enrolled at preschool • Director (Mel or Tori) to have voting rights on the board • Nomination committee run through nominations prior to AGM • Clarify documentation that is available to members <p>Craig continued informing the members that our constitution is very old and needed updating. All changes have gone through a law firm who has reviewed these items and with CCSA (Community Connections Services Australia). No one on the board can see any problems with the changes.</p> <p>Michael Buining commented the constitution isn't actually very old, its from 2016 and would be classified as up to date. Must be available to association at any reasonable hour including minutes. This new proposed amendment limits members from doing this. He questioned whether this in fact is legal.</p> <p>In reply Craig Beveridge added it's consistent with other preschools in the area.</p> <p>Michael Buining replied we need to vote on the specific amendments and these need to be circulated before we can vote. Michael believes we have asked people to vote blind and is not right. These regulations are to protect members.</p> <p>Michael Sullivan's response to this was that Michael Buining would like more information and will call an EGM and reconvene. Circulate more information and put it to a vote with relevance notice period.</p> <p>Michael Buining was happy with this result and will plan for an EGM in the near future, all other members agreed.</p>																					
Election of office bearers	<p>The 2021 Board of Management was elected as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">President</td> <td style="width: 30%;">Angus Dockrill</td> <td style="width: 40%;">Nomination form received and endorsed by Craig Beveridge and Michael Sullivan</td> </tr> <tr> <td>Vice President</td> <td>Tiffany Correggia</td> <td>Nomination form received and endorsed by Craig Beveridge and Michael Sullivan</td> </tr> <tr> <td>Treasurer</td> <td>Michael Sullivan</td> <td>Nomination form received and endorsed by Craig Beveridge and Nick Richardson</td> </tr> <tr> <td>Secretary</td> <td>Kate Bearfield</td> <td>Nomination form received and endorsed by Craig Beveridge and Michael Sullivan</td> </tr> <tr> <td>Works Convenor</td> <td></td> <td></td> </tr> <tr> <td>Social Convenor</td> <td>Jacqui Wilson</td> <td>Nomination form received and endorsed by Craig Beveridge and Michael Sullivan</td> </tr> <tr> <td>Community Member</td> <td>Yang Zhou</td> <td>Nomination form received and endorsed</td> </tr> </table>	President	Angus Dockrill	Nomination form received and endorsed by Craig Beveridge and Michael Sullivan	Vice President	Tiffany Correggia	Nomination form received and endorsed by Craig Beveridge and Michael Sullivan	Treasurer	Michael Sullivan	Nomination form received and endorsed by Craig Beveridge and Nick Richardson	Secretary	Kate Bearfield	Nomination form received and endorsed by Craig Beveridge and Michael Sullivan	Works Convenor			Social Convenor	Jacqui Wilson	Nomination form received and endorsed by Craig Beveridge and Michael Sullivan	Community Member	Yang Zhou	Nomination form received and endorsed
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	<p>by Craig Beveridge and Michael Sullivan</p> <p>Grants Officer Nomination form received and endorsed by</p> <p>Marketing & Promotions Officer Nomination form received and endorsed by</p> <p>IT/General Member Nick Richardson Nomination form received and endorsed by Craig Beveridge and Michael Sullivan</p> <p>It was noted that each of the persons elected above accepted their roles in their personal capacity only and do not represent any company, firm or organisation in which they may be separately employed.</p>
<p>Questions and discussion</p>	<p>Craig asked the participants if they had any further questions:</p> <p>Andrew McCowan (New Parent): Do we normally circulate information in advance that we would discuss at these meetings?</p> <p>Craig Beveridge: Yes these would be circulated prior to the meetings and the constitution changes will be circulated prior to the EGM.</p> <p>Michael B asked for the budget from last year?</p> <p>Michael Sullivan replied that there was a budget, with so many changes in the year it became irrelevant after a couple of months.</p> <p>Michael Buining outlined some figures from last year</p> <p>Term 1 School received \$70100 - Job Keeper</p> <p>Preschool charged full fees for Term 1 2021</p> <p>Opted into Free Preschool for Terms 2, 3, 4</p> <p>Fees foregone were \$404730</p> <p>Free Pre-School Program \$288097</p> <p>That is a shortfall of \$116633</p> <p>Add Jobkeeper of \$70100, shortfall of \$46533 and Fundraiser (Voluntary Contribution) of \$71180</p> <p>Gives the Preschool a surplus of \$24647.</p> <p>Michael Buining says it took 8 months to get these figures from the Board. It's the property of the members.</p> <p>December 2020, a note went out saying the jobkeeper was going to be next to nil however the Pre-school received \$70000, parents weren't notified – Why</p> <p>When the fundraiser happened to fill gap, why weren't parents told of the shortfall? And what the results were? – Voluntary Contribution</p> <p>He is aware there some refunds.</p> <p>Michael Sullivan felt that the amount of jobkeeper received does not need to be communicated to all families. The bulk of the voluntary contributions were refunded to parents.</p> <p>Michael Buining states the Pre-School is pocketing money.</p> <p>Michael Sullivan reports other costs have risen as well in the Pre-School such as cleaning.</p>

	<p>We can't notify families of all costs. We have acknowledged what MB has said about Jobkeeper.</p> <p>Criag Beveridge adds It would be worth looking through the financial statements, Michael Buining thinks the school is run beautifully and their family is happy with the school. The staffing and salary costs against the standard are 150% of what it should be. Going forward this is going to present challenges. Mismatch between the costs and government funding. What is the dollar gap between the award rates and what we have at Handley? What is the premium?</p> <p>In response Michael Sullivan replied there is a lower contribution for families this year than previous years which will effect wages. Above average teacher to child ratio, something we need to monitor. Something we are aware of, changing as the funding model changes.</p> <p>Michael finished by saying he is not having a go at any staff pay levels.</p> <p>Disclosure and awareness amongst members is important so members know what situation they are in and keep a standard that they are accustomed to.</p> <p>Angus Dockrill (2022 President) said Thank you to Mel, Tori and all staff during this very difficult time.</p>
Other business	The first meeting of the Board of Management to be confirmed
Closure	The meeting closed at approximately 8:15pm

Signed..... (Chairperson)

Date.....

Signed..... (Member)

Date.....