



**Wellesley College Parents' Association  
AGM**

**Meeting Minutes**

**20 March 2017**

**Wellesley College Staff Room, Days Bay at 7:30pm**

Association members attending	Jo Healey, Alan Blundell Angelique Sparnaay, Michelle Newington, Louise Croxford, Rochelle Parks, Phillipa Bossley Katy Lethbridge, Darrin Mitchell, Margie Beattie & Brendan Pittman
Parents	Ursula Dawson & Matt Hay
Apologies	Wendy Haywood, Michaela Cleland, Pradeep Navalkar, Glenda Startup, Steve and Nicky Butler, Cilla Bennett

**Welcome and Apologies:**

Jo opened the meeting with a welcome to all including association members and attending parents. She produced to the agenda which was disseminated to all attendees.

Apologies were tabled and recorded.

**Confirmation of 2016 AGM minutes:**

Previous minutes made available in hard copy and reviewed by all attendees. Contents confirmed by Michelle.

**Chairpersons report;**

Jo presented her 2016 Annual Report and spoke to this report in overview, referencing the document as she reviewed the previous year.

Previous events were summarized; these included the CyberSafety guest speaker, the quiz night, Artbourne and the movie night near the close of the school year.

Jo spoke to the growth of the PA through 2016. Our overarching core objectives to foster and promote positive relationships across all sectors of the school and community whilst raising funds for the benefit of all were also reinforced.

**Refer appendix; 01**

For a detailed outline of the discussion please refer to the attached 2016 Chairpersons Report.

### **Treasurers Report:**

Rochelle presented the 2016 PA income statement to all attendees. This was earlier presented at the PA meeting of 13 February 2017.

The report was reviewed by all and discussed by member's and attendees, with clarification provided by Rochelle.

- The deficit outlined in the report of \$77,934 was attributed to the agreed transfer of \$80,000 from the PA to the school. This is being held for future funding of the upgrade to the school playground.
- Page 2 of the statement was reviewed culminating in the confirmation of a closing balance of \$18,214.

### **Refer appendix; 02**

Please refer to the attached Financial Statement 1 Jan - 31 Dec 2016.

### **Further Discussion**

Discussions led by Brendan, surrounded Wellesley's embracing of the CyberSecurity approach as presented during 2016's guest speaker.

There was agreement that this was an important concept for the school to promote however there is an expectation that this may take some time to embed this across the school and all students.

The ability to expand this educational approach beyond Wellesley to other schools in the region was also tabled. It was accepted the any educational package would have to be tailored to suit the school demographic.

This topic will be revisited later in the year.

### **Refer appendix; 02**

Refer attached financial statement 1 Jan-31 Dec 2016.

### **2017 PA Committee**

Each committee position on the PA was discussed with recommendations tabled from attendees. As a result, the following position were confirmed for 2017.

Jo Healey	Chairperson
Angelique Sparnaay	Deputy Chairperson
Darrin Mitchell	Secretary
Michelle Newington	Deputy Secretary
Rochelle Parks	Treasurer
Louise Croxford	Deputy Treasurer

### **Honorary Auditor for 2017**

This was discussed at length with the decision to either appoint an honorary auditor or forgo this option, in lieu of further consideration in the future.

The rationale to support either option was well traversed with the conclusion being that for 2017 there is no requirement to appoint an auditor for the PA financials.

There were two future focused action points which emerged from this discussion;

1. Brendan is to approach PWC with the potential to have the PA financials included in the next school audit.
2. Margie is to canvas the student parent's environment to ascertain if there is a certified accountant available to audit the books.

It is expected that either audit activity would be focused upon the 2018 financials, post the 2017 gala.

### **Review of Subscriptions**

From the earlier financials presentation, discussion was generated in relation to the school Levy.

The purpose of the levy was discussed in detail with the following items being "some" of the activities attributed to the levy spend;

- Guest speakers
- Marketing costs
- Accounting systems
- Any funding shortfalls
- Artbourne
- Artists in residence
- Smartboards
- Piano

There was general agreement that there is little rationale to support consideration being given to increasing the 2017 levy at this stage, however it was accepted that this will again be subject to review in the future.

### **General Business**

#### **1. Playground upgrade;**

Brendan initially spoke to all attendees in relation to the intended playground upgrade. He presented a sound rationale to support fund raising being focused upon this initiative, over that of any future pool upgrade.

A paper outlining the rationale and considerations given, has been prepared and will be available to the school community in the very near future.

There was agreement from attendees upon the rationale presented by Brendan that the decision to support the upgrade of the playground is sound.

The playground upgrade presents numerous opportunities to engage the students by way of a collaborative approach as the proposals that are developed and presented going forward, are agreed upon with appropriate oversight.

It was accepted that there is a requirement to engage an architect and identify a manner which to enable all students to contribute to the playground development.

There was agreement that the priority for the school is to establish a vision and timeline which will provide something tangible for all. This will garner an increased level of engagement and momentum going forward.

#### **Action points**

1. Rationale paper to be finalised and published
2. Establishment of a board subcommittee to oversee this initiative

### **2. Wellesley Cricket Day 9 April Basin Reserve and Marketing Update**

Significant activity has been undertaken towards this family day.

The PA marketing banners and teardrop flags were presented to the attendees by Angelique and the end product exceeded expectations.

These are to be used for their maiden outing at the Basin reserve on 9 April 2017.

Catering is in hand with the engagement of Mr Whippy whom will provide an extensive assortment of food items for purchase.

The topic of raffles and prize donations was also traversed with some significant prize donations being received. Confirmation was agreed that the best manner in which to fund raise is to raffle any prizes. This gives all the opportunity to take part as opposed to auctions which limits the ability for all to contribute and be involved.

A thanks to all involved at this stage, for their efforts to get this day up and running.

### **3. PA Constitution Review**

The constitution was presented in hardcopy to all attendees and the contents were reviewed. It was agreed that the document needed an update with minor components of the narrative required clarification.

All agreed of the importance of the constitution, to ensure good governance.

#### **Action point**

- The constitution is to be updated in lieu of changes since its inception. This will be a topic for the next PA meeting on 1 May 2017.
- Legal Status of the constitution to be clarified

#### 4. Fund Raising; Discount Voucher books

Angelique confirmed that these are on track to be provided with the options of hard copy and electronic versions, to be articulated to the school when available.

#### Items for next meeting:

- Constitution Update
- Further options to connect with the school
- Development and Foundation Office PA block on Wellesley web site
- Scholarship options
- Sporting events ie; Phoenix
- Mid-winter Function for 2017
- Gala 2017

#### Action Point Table

CLOSED			
Topic	Activity	Comment	Date
Fundraising for 2017: School Playground Upgrade vs Pool Upgrade	<ul style="list-style-type: none"><li>▪ Brendan and Jo to prepare and written rationale to support this decision.</li><li>▪ Expectation that this could be delivered verbally in general terms to the pending new parents evening on 2 March 2017.</li><li>▪ Released to the school prior to the next PA meeting on 20 March.</li></ul>	<p>paper completed.</p> <p>Items 2 and 3 passed over and closed.</p>	2 March & 20 March
Wellesley Cricket Day 9 April Basin Reserve	<ul style="list-style-type: none"><li>▪ Margie, Angelique, and Michaela to connect over the following weeks prior to 20 March to define a clearer framework of activities to support the day and present to the PA at the next meeting.</li></ul>	Significant progress on the preparation with further activities transferred to an open item.	20 March
Marketing	<ul style="list-style-type: none"><li>▪ Angelique is meeting with Mr. Walsh soon</li><li>▪ Arrangements to fund this initiative for the PA with require Jo and Rochelle's oversight.</li></ul>	Marketing banners and teardrop flags prepared and available for 9 April and beyond.	20 March
Gala 5 November 2017	<ul style="list-style-type: none"><li>▪ Darrin to confirm if the Kandhalla event and council fireworks event clash with Sunday 5 November.</li></ul>	No Kandhalla gala for 2017. Council tentative 4 November.	20 March

Class Parent Reps	<ul style="list-style-type: none"> <li>▪ Phillipa to discuss Class Parent Reps with Katy prior to next meeting 20 March 2017.</li> </ul>	Katy and Phillipa have addressed this.	20 March
<b>OPEN</b>			
Fundraising for 2017: School Playground Upgrade vs Pool Upgrade	<ul style="list-style-type: none"> <li>▪ Rationale paper to be finalised and published.</li> <li>▪ Establishment of a board subcommittee to oversee this initiative.</li> </ul>		TBC
Wellesley Cricket Day 9 April Basin Reserve	<ul style="list-style-type: none"> <li>▪ All activities in hand. This matter to remain open and be reviewed at next PA meeting.</li> </ul>		1 May
Gala 5 November 2017	<ul style="list-style-type: none"> <li>▪ Jo, Phillipa, Glenda and Wendy to connect in coming weeks to prepare a framework/strawman of the 2017 Gala for consideration at the next meeting on 1 May 2017.</li> </ul>		TBC
PA Constitution	<ul style="list-style-type: none"> <li>▪ The constitution is to be updated in lieu of changes since its inception. <ul style="list-style-type: none"> <li>○ This will be a topic for the next PA meeting on 1 May 2017.</li> </ul> </li> <li>▪ Jo to confirm the legal status of the constitution. Rochelle to confirm.</li> </ul>		1 May

**Meeting closed: 9.30pm.**