



St Peter's Primary School      School Board AGM minutes

Meeting #                              1 December 2020

Attendees:                              Refer list of attendees

Apologies:                              Refer list of apologies

Meeting Commenced                  6.30pm                                      Meeting Concluded:      7.58pm

Agenda #	Minute	Action
1. Opening meeting prayer	John Nicolaou (JN) welcomed the attendees, and in Fr Jeronimo's absence, Paul Brennan led the prayer and reflection of the year. (refer to powerpoint of tonight's proceedings).	
2. Apologies	Apologies from Paul Connell, Fr Jeronimo, and Magda Wittek (P&F Treasurer) were noted.	
3. Minutes	Minutes from 2019 AGM were proposed by Kelly Matusik and seconded by Paul Brennan.	
4. Chairperson's Report	JN presented his commentary: <ul style="list-style-type: none"><li>• Reflected on 2020 which was a year like no other and hoped it doesn't repeat itself.</li><li>• The school has started with a record number of enrolments, the launch of an after and before school care service, a record investment in improving the school facilities, and a school budget in sound financial status.</li><li>• In March, Covid-19 happened.</li><li>• Challenges were presented and the school, individuals and the entire community had to react and put into place actions to ensure continued learning for our students, including online until school could resume face to face.</li><li>• An OSH and heightened hygiene management plan was implemented, along with a crisis management plan.</li></ul>	



	<ul style="list-style-type: none"><li>• Covid-19 forced the school to focus on managing its response to the immediate situation and long-term planning was temporarily suspended.</li><li>• However, we ended the year really strongly with continued innovation and the introduction of a three-year-old program for 2021. Acknowledgement is made to Pina and the leadership team in their outstanding leadership during this challenging year.</li><li>• The role of the Board is to guide and counsel the school leadership team; provide oversight on the strategic plan and stewardship on school finances to ensure continued investment in education of students.</li><li>• Acknowledgement is made to the strong leadership team, a supportive and engaged board, the teachers and education support teams, P&amp;F reps, and volunteers; who all contribute to the success of the school.</li><li>• Reflected on his term of four years on the Board as a privilege and that the time was right for stepping down. He has thoroughly enjoyed the time, having seen a remarkable period of growth and evolution over the last four years with record enrolments, and investment in the school infrastructure. An especially important highlight was being on the selection panel for the school principal position. The appointment of Pina with her enthusiasm and strong commitment has energised the school.</li><li>• JN closes his presentation with his observation that the school is in a financially sound position and thanks the audience.</li></ul>	
5. Treasurer's Report	<p>Brett Butler (BB) presented his commentary:</p> <ul style="list-style-type: none"><li>• Enrolment numbers have increased over the past four years from 718 in 2017 to 742 anticipated in 2021.</li><li>• The school started the 2020 year with cash balance of just over \$1.3 million. It is projected that at 31st December the cash at bank balance will be just over \$1.5 million.</li><li>• The total income received for 2020 is just over \$8 million with the total expenditure of \$7.9 million leaving an anticipated surplus of just over \$190,000.</li><li>• Due to the financial uncertainty of the COVID-19 pandemic and the total impact this could have on the school's financial situation, the School Board recommended that all capital expenditure be put on hold during 2020. This reduction in expenditure has resulted in a surplus this year.</li></ul>	



	<ul style="list-style-type: none"> <li>• During 2020, the Australian Government provided 52% of the school's income with 22% coming in from State Government Grants. 22% of income is also collected from school fees and levies.</li> <li>• 73% of expenditure, during 2020, accounts for staffing costs with the balance of expenditure for administration, curriculum and property expenses.</li> <li>• The School Board has approved the 2021 budget, and this has been submitted to CEWA. A deficit budget is anticipated for 2021, which will be offset from the surplus result in 2020.</li> <li>• Staffing expenses will increase during 2021 due to the increase in student numbers and a focus on capital expenditure which includes the purchase of school iPads for all Year 4 students, upgrades in the ECE and the establishment of the inaugural Pre Kindy class.</li> <li>• Due to the financial impact of COVID-19 on many families in CEWA schools, the Executive Director announced that all school fees for 2021 will not be increased. The 2021 school fee schedule will be uploaded to the school website by the end of this week with no increase to any fees or levies from 2020.</li> <li>• As we are living in a different world due to the COVID-19 pandemic, the School Board is very mindful of the financial impact this has had on many families at St Peter's Primary School. Families that have a means tested health care card are offered a rebate towards their school fee account and several payment plan options were offered to families to assist them in managing their account.</li> </ul>	
<p>6. Current board membership</p>	<p>The following elected members will continue to stay on the Board in 2021:</p> <ul style="list-style-type: none"> <li>• Kelly Matusik</li> <li>• Paul Connell</li> <li>• Brett Butler</li> <li>• Jo Southern</li> </ul> <p>John stepped through the criteria for board membership.</p> <ul style="list-style-type: none"> <li>• Two vacancies were available following both John Nicolaou's and Pam Svenningsen's conclusion of their time on the Board.</li> </ul> <p>Nominations for 2021 Board Membership are:</p>	



	<ul style="list-style-type: none"><li>• Hillary Degraaf</li><li>• Natasha Dowson</li><li>• Joseph Iozzi</li><li>• Pip Lapelms</li><li>• Rozanne O’Kane</li></ul> <p>Each nominee presented their reasons for their interest in being on the Board. Voting slips were handed out.</p> <ul style="list-style-type: none"><li>• JN hands over to the P&amp;F AGM and pauses the Board AGM while the votes were counted.</li></ul>	
7. P&F AGM	President Emma Butler (EB) presented her commentary.	
8. Announcement of new Board members	Following the count of votes for nominations for the Board, JN announces the new Board members: <ul style="list-style-type: none"><li>• Pip Lapelms</li><li>• Rozanne O’Kane</li></ul>	
9. Principal’s presentation	Pina Hutcheson (PN) presented her report following the AGM for both the School Board and School P&F. <ul style="list-style-type: none"><li>• The full text of the principal’s report is published on the school website.</li><li>• The speech closed with a presentation of the teachers for 2021.</li></ul>	
10. Meeting Close	JN & PH closed the meeting at 7.58pm	

Confirmed as a true and accurate record.

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