

Annual General Meeting

November 2020

Minutes



Dr Harry Little Preschool
From Little Things Big Things Grow

● 243A View Street ● 5443 8454 ● www.drharrylittlepreschool.org.au
● <https://www.facebook.com/drharrylittlepreschoolannualfair> ●

Meeting Details

Meeting No: 2020 - 1
Venue: Due to a technical difficulty with the original Microsoft Teams link, families were contacted via email, Flexischools and the Facebook page at short notice and the meeting was subsequently conducted via Zoom.
Date: **Monday 23rd November 2020**
Time: **8:00 pm** (late start due to the technical difficulty)

Items:

- 1. Welcome:** John Sandiford (President, 2020 Committee of Management)
- 2. Attendance:**

Committee of Management 2020:

John Sandiford	President and IT Coordinator
Charmaine Collins	Vice President
Nicki Waters	Treasurer
Sarah McMillan	Secretary
Chantelle Van Cooten	Staff Liaison Officer
Alise Amarant	Marketing Officer
Malinda Scott	Correspondence Secretary and General Committee Member
Kate Booth	Policy Officer

Staff Members:

Angela Dance	Preschool Teacher (Blue and Green Groups) and Nominated Supervisor
Natalie Hobson	Preschool Teacher (Red and Yellow Groups) and Educational Leader
Bronwyn Davies	Preschool Teacher (Red and Yellow Groups)
Jo Morrison	Preschool Teacher (Blue and Green Groups)
Christina Nankivell	Prekindergarten Teacher (Purple and Orange Groups)
Mara Dole	Educator
Maria Kilmartin	Educator
Robyn Broderick	Educator and Administration Officer
Simone Williams	Finance Officer

2021 Family Members in Attendance:

- Kimberley Guthrie
- Amanda Phillips
- Sophie Olsen
- Phalen Pezzalato
- Ayesha Faizan
- Steve Jacobs
- Jessica McLennan
- Hannah Johnston
- Cathy Harrington

3. Apologies – Liz Christian (Grants Officer)

4. Confirmation of Previous Minutes (2019)

Moved: Nicki Waters

Seconded: Alise Amarant

5. President's Report – John Sandiford

- John welcomed everyone to the 2020 AGM, thanking all for joining and being part of the AGM, also highlighting this year has been very different and challenging.
- Thank you to the current 2020 Committee, for everything that has been achieved this year, it has been a fantastic effort.
- John thanked all the staff who have done an amazing job of continuing to offer great education services throughout the year.
- Thank you also to our amazing children, who have been so resilient and adapted to the necessary changes very well. They have been amazing and continue to be the reason for all of us to do the work that we do.
- John encouraged everyone to strongly consider putting themselves forward to be a part of the committee, it is very rewarding and an opportunity to meet new people and use your skills to help the kindergarten grow. The committee is for everyone and anyone would be most welcome to contribute.

6. Treasurer's Report – Nicki Waters

- Nicki has been in this role for the past 2 years and has found it very rewarding. Joining the Committee of Management is a great way to meet other families and staff and to build connections.
- Nicki encouraged anyone to come forward for the Treasurer role for 2021 and to please feel free to contact Nicki (treasurer@drharrylittlepreschool.org.au) with any questions you might have.
- Nicki received the final copy of the annual financial account from the auditors today (23rd Nov 2020). The net result changed slightly from what was reported in the video uploaded to the preschool website. The final profit result for the 2019-2020 financial year was \$47,795 - approximately \$3,000 higher than reported in the video due to depreciation adjustments.
- Nicki explained that Dr Harry Little preschool is an independent centre, operating separately from the cluster management. We rely on fundraising and parent fee income to operate.
- The profit received this year will be put towards the major capital maintenance tasks that are upcoming – being the part roof replacement, renovation of the bathroom in room 1 and painting works.
- Nicki reminded those in attendance to please refer to her recorded speech on the preschool for more detailed financial information.

7. Teachers' Reports –

- Angela Dance (Preschool teacher and Nominated Supervisor)
- Christina Nankivell (Prekindergarten teacher)
 - Please refer to the recorded video on the Preschool website for detailed information regarding the preschool and prekindergarten programs.

8. Motion to accept all reports as true and accurate

Moved: Malinda Scott

Seconded: John Sandiford

9. Committee would like to pass a motion to keep current executive committee members in caretaker mode until 31st December, 2020

Moved: Alise Amarant

Seconded: Charmaine Collins

10. Declaration of the vacancy of all Committee of Management positions

11. Election of 2021 DHP Committee of Management

Executive Positions:

President –

Seconded:

Vice President –

Seconded:

Treasurer –

Seconded:

Secretary –

Seconded:

General Committee Positions:

Strategy Officer –

Seconded:

Policy Officer – Kate Booth

Seconded: Alise Amarant

IT Officer –

Seconded:

Marketing Officer – Alise Amarant

Seconded: Sarah McMillan

Staff Liaison Officer – Chantelle Van Cooten

Seconded: Alise Amarant

Grants Officer (2 positions) –

1. Liz Christian

2. Sophie Olsen

Seconded: Sarah McMillan

Book Club Coordinator – Jessica Jones

Seconded: Sarah McMillan

Maintenance Coordinator (4 positions – 1 per term) –

Term 1:

Term 2:

Term 3:

Term 4:

Seconded:

Other General Committee Member (3 positions) –

1.

2.

3.

Seconded:

Fair Coordinator – Kimberley Guthrie

Seconded: Alise Amarant

Fair Sub-Committee Members (7 positions) –

- | | | |
|--------------------|----|----|
| 1. Amanda Phillips | 2. | 3. |
| 4. | 5. | 6. |
| 7. | | |
- Seconded: Sarah McMillan

12. Motion to accept all volunteers to create the 2021 Committee of Management:

Moved: Malinda Scott

Seconded: Alise Amarant

13. Bank Signatories

Motion to remove previous signatories and assign 2021 President and 2021 Treasurer as signatories:

Moved: Alise Amarant

Seconded: Malinda Scott

14. Closure time: 9.06pm

15. Next Meeting: Monday 7th December, 6pm. Note: This meeting will occur virtually. Could all new committee members please attend this meeting (we will email joining details) to receive handover information from the outgoing committee members. Thank you!