

**The Glenleighden School PS&F
Annual General Meeting Minutes
12 February 2019, 7.00pm – 8.30pm**

Attendees	Apologies
Tony O'Mahoney Bradley Hall Vanessa Hollis Gary Donysius Abbey Bird Len Doo Jan Morey	Anna Turnbull Caroline Smeaton Minna Watson Reagan Seldon Nat Turner

1. Open meeting, last AGM minutes unavailable

- Tony advised that has renewed our charity status
- Banking changeover has been completed with Suncorp
- Vanessa completed certification of PS&F constitution
- Current President Brad Hall, standing down, Abbey Bird nominated to take over the role - welcome Abbey

2. Treasurers Report

- Tony tabled profit and loss statement and balance sheet,
- Key points of note are that the two major funding raising activities for PS&F last year netted \$2000 profit in total.
- Proposal to establish a budget for 2019 and fundraising targets to be better planned
- Also proposed that we establish mechanism for direct contact with parents and a skills and knowledge base of TGS parents that we might draw on for support
- Caroline has taken over Tasty Tuesday and Tony will be collecting fruit donated by Montague Fresh each week
- Tony raised how beneficial it would be to find an online ordering solution for TT as there is a lot of paperwork / unnecessary administration within the current order process, meal prices have been increased to \$5 each this year

3. Head of school update

- There are 95 students across 10 classes enrolled this year
- Senior school have expanded work experience options on Fridays and a new social skills program
- Students have been having more indoor play as result of the hot temperatures
- Lunch time clubs have been reintroduced including Soccer, craft, choir, instrumental Lego and outdoor activities teaching game skills
- Jan advised that the parent information evening was well attended
- All new parents have been asked permission to share their contact details with the PS&F
- Tasty Tuesday resumed this week with no feedback so far
- Welcome back morning tea 13 February 2019
- Parent immersion day scheduled for 23 February 2019
- Open day scheduled for 24 March 2019, PS&F support requested for hosting BBQ, a second open day is scheduled for September
- Jan is planning another NDIS information session for parents
- The McIntyre Centre has been taken over by Help Enterprises and will now be invoicing parents directly for horse riding participation

- Jan has been advised that Community Access NIDS funding may cover these costs
- TGS staff has come up with a lot of ideas for the school's upcoming 40th year anniversary in September – PS&F support will be sought for some of the ideas.
- Jan is seeking to establish a uniform committee
- The school completed toilet renovations within budget over Christmas

4. PS& F Focus for 2019

- Vanessa expressed feeling that PS&F had a lack of focus in 2018 and whilst there were many ideas generated, a lack of targeted planning and execution of key activities contributed to lower than expected fund raising.
- Vanessa proposed a refreshed mission to specifically include raising awareness, contribution of school fundraising and social inclusion events for our kids- all activities must align
- Len has requested that we have a professional PS&F letterhead for fundraising purposes
- Proposed establishment of fundraising committee: Gary, Len Doo, Nat Turner, Steve Danzig, Marietta Goddard, Danielle Baumann and Anna Turnbull
- Vanessa proposed that we schedule every second meeting for a the last Thursday of the month at 2.45pm to increase engagement with teaches and other parents that cannot attend in evenings

5. Proposed events for 2019

- Term 1 - Movie Night
- Term 2 - Mother's day morning tea
- Term 3 – September Birthday Month Events including Lunch for Language
- Term 4 – Glenleighden on the Green ideas for an event off site to be discussed further

6. Action Items

- Abbey to complete short bio for website (1 para)
- Anniversary events needing PS&F support for discussion next meeting - Jan
- Vanessa to prepare a PS&F Business Plan following finalisation of events next meeting
- Prepare fundraising letterhead – Jan
- Follow up correspondence with existing parents to seek permission for direct contact from PS&F – Jan
- Newsletter update about PS&F 2019 including request to establish skills and knowledge database – Vanessa, Abbey

Meeting Closed 8.30pm, Next PS&F Meeting: Tuesday 26 February 2019, 7.00pm