

P&C Annual General Meeting Tuesday 2 July 2024

Financial members of the P&C Association should submit their request to the Secretary in writing. The Secretary will place the item on the Agenda where it is most appropriate to be discussed.

Minutes	
Meeting opened	5:30pm
Acknowledgment of Country	Kate Warner (Chair)
Attendees	Paul Baxter, Jennifer Jones, Mel Kilby, Kate Warner, Kylie Screen, Joe Williams, Jody and Lindsay Hodgson (Teams)
Apologies	
Guest Speaker	No guest speaker due to AGM
Confirmation of minutes from previous AGM	Mel Kilby
Business arising from the minutes of the previous AGM	NA
President's annual report	President Kate Warner *Attached.
Treasurers annual report	Mel Kilby Audit complete Operating canteen on THS behalf Hot Cross Buns fundraiser
Audited Statement of Income and Expenditure (certified)	Mel Kilby
Appointment of Auditor for 2024	Morley & Company Pty Limited
Elections 2024	All positions declared vacant for 2024.
President	Kate Warner nominated by Joe Williams, Second Mel Kilby
Vice President	No nominations
Secretary	Jennifer Jones nominated by Mel Kilby, Second Lindsay Hodgson
Treasurer	Mel Kilby nominated by Jennifer Jones, Second Lindsay Hodgson
Additional positions	No nominations Congratulations to all the successful nominations.
General Meeting	
Business arising from previous minutes	Questions for the parent survey? Need to refine questions. Next event is Subject Selection on Tuesday 30 July. Suggestion: announce how long survey takes – quick survey. Survey to cover: what THS is doing well, what THS could do better, opportunities, one thing you would like to change about THS, comments. Kate and Joe to work on survey ready for Subject Selection. Suggestion: survey for current Year 7 students seeking feedback. How was your first semester? Kylie, Joe and Kate to work on this survey.
Correspondence	
Treasurer Report	Mel Kilby. Currently using light version of MYOB but does not have all functions. May have to move to paid version. Bank fees have reduced since being registered as a charity.

	\$10,000 of canteen invoices to be paid.
Principal's Report	<p>Paul Baxter</p> <p>Toilets: still no progression since school budgets have been cut. Looking at a partial upgrade. Assets would not allow P&C to pay for feasibility study which would have progressed project.</p> <p>Still using admin and F block toilets for students.</p> <p>Very frustrating for everyone.</p> <p>Meeting with Kate Washington to discuss.</p> <p>Other multipurpose court funds have been frozen.</p> <p>Logo concepts for THS:</p> <p>Mixed comments.</p> <p>Still confusion around TEC logo which is not the THS logo.</p> <p>A logo more representative of Tomaree.</p> <p>Original logo was designed by a student.</p> <p>Staffing</p> <p>Stable.</p> <p>THS is one of the few High Schools in the state with fully qualified staff. Numbers for 2025 look strong with a possible 230 students.</p> <p>20 out of area EOI.</p> <p>Unfortunately Head Teacher position for Home Economics has been placed on review. Hopeful that the strong numbers may take this off review eventually.</p> <p>Lots happening:</p> <p>Disability Expo.</p> <p>SRC Thank You Breakfast for locals.</p> <p>Smaller class sizes than St Phillips reported in the Daily Telegraph.</p> <p>Ed Week 6 August.</p> <p>Commerce Class SWOT analysis on THS.</p> <p>CAPA shirts and Drama Club created by students.</p> <p>Primary schools losing numbers to Catholic and Private Schools. THS working with our partner primary schools to promote.</p> <p>Newsletter</p> <p>Paul Baxter committed to creating a regular newsletter:</p> <p>Short stories and photos</p> <p>2 pages max</p>
General Business	Aboriginal Team Meeting with Jamie Tarrant, Aunty Beryl and Dylan Russell was excellent, cooked damper on fire pit, smoking ceremony in new yarning circle.
Meetings days and time	First Tuesday of every month 5:30pm
Next Meeting	Tuesday 13 August 5:30-6:30pm
Close Meeting	Time of close: 6:25pm

Tomaree High School - President's Annual Report – 2023/24

- Thank you for coming today, and for showing your faces and sharing your voices at our other meetings this year. The more we hear from our community, the better our school will become.
- Over the last twelve months we have discussed a range of important issues that affect our children and our families:

Issue	Solution
The Multipurpose Court is now up and running. The school had identified a need for an additional multipurpose recreational space for students and teachers and our community, and this was supported by the P&C.	The large multipurpose court is now being used for a variety of sports. It provides another practical space for teachers to use for classes and is also a great place for students to be active and have fun during break time. It also has the capacity to be used by the wider community.
Our new toilet blocks are still in motion. This issue was raised to support student welfare, and to reduce negative behaviour including vaping and vandalism by making the toilets more accessible.	Last year, a decision was made to upgrade the toilet blocks into individual cubicles, and over the last twelve months, designs have been drawn up, and we are now waiting for funding to be released to enable the construction to go ahead. The principal is taking up the delay with this funding with our local MP, Kate Washington.
CCTV – a decision was also taken to install CCTV cameras <i>outside</i> the toilet blocks.	These cameras have been installed and they currently monitor students entering and exiting the toilet block.
School uniform – to encourage more students to wear the correct uniform, the school introduced a new affordable jumper, as well as new shorts and pants.	These are sold through the school office, and to ensure prices are as low as possible, payments are made through the P&C. This initiative has been a great success, with many more students attending school in their correct uniform.
Canteen	To minimise the impact on the school's already stretched budget, the P&C is also officially responsible for managing the canteen's finances.
Mobile phone ban – this was a state government initiative, with various options of how to enforce it.	Tomaree High School chose the 'Off and Away' approach, and this has been a great success. This approach asks students to ensure their phones are switched off and in their school bags during school hours. Not only has the student body accepted this approach, but the school has saved tens of thousands of dollars by not using alternatives such as lockable pouches.

Year 7 enrolments for 2024	Despite the relative stability of the population in the region, enrolment numbers for 2024 were strong, and it is hoped that this trend will continue in 2025.
Technology	The school has continued to purchase more laptops and charging pods for the students. This means that students no longer need to bring their own device, which is much better for students and their families.



MORLEY & COMPANY PTY LIMITED

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CHARTERED ACCOUNTANTS

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17th June 2024

The Committee
Tomaree High School P & C Association
PO Box 710
Nelson Bay NSW 2315

Dear Members,

We have now completed the audit of the Tomaree High School P & C Association's financial statements for the year ended 28th February 2024 and we advise that the internal controls of the Association appear to be operating in a satisfactory manner.

If you would like any clarification of the above please do not hesitate to telephone the above office.

Yours faithfully,
W. MORLEY & COMPANY PTY LTD

S TOLHURST CA
DIRECTOR

	2024	2023
Income		
Donation	\$0.00	\$3,261.45
Canteen	\$34,498.02	\$0.00
Uniform	\$11,462.08	\$0.00
Flexi	\$6,551.75	\$0.00
Total Income	\$52,511.85	\$3,261.45
Expenditure		
Audit Fees	\$0.00	\$84.98
Computer	\$141.76	\$129.00
Insurance	\$702.80	\$577.30
Prizes	\$3,178.50	\$2,796.75
Sundry	\$358.45	\$875.00
Bank Fee	\$102.64	\$0.00
Fundraiser	\$500.00	\$0.00
Purchases	\$18,106.02	\$0.00
Total Expenditure	\$23,090.17	\$4,463.03
Net Profit/(Loss)	\$29,421.68	-\$1,201.58

Cash Book balance 1st March 2023	\$3,354.22	\$4,555.80
add Profit/(Loss) for the year	\$29,421.68	-\$1,201.58

Cash Book Balance 28th February 2024	\$32,775.90	\$3,354.22
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Cash at Bank 722854446	\$119.77	\$2,120.77
Cash at Bank 722854462	\$46.82	\$1,233.45
Westpac 332389	\$31,612.07	\$0.00
Westpac 332370	\$997.24	\$0.00

Cash Book Balance 28th February 2024	\$32,775.90	\$3,354.22
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INDEPENDENT AUDIT REPORT

To the Members of Tomaree High School P & C Association

Scope

We have audited the attached special purpose financial report comprising of the Statement of Income and Expenditure and Balance Sheet for the Tomaree High School P & C Association for the Year ended 28th February 2024. The entity's Committee of Management is responsible for the preparation and presentation of the financial report and the information contained therein, and have determined that the accounting policies used are consistent with the financial requirements of the entity's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion to members of the Tomaree High School P & C Association on its preparation and presentation. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it related to any person other than the members, or for purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the cash basis of accounting whereby revenue is recorded when it is received, expenses are recorded when they are paid, and no assets or liabilities, other than cash and bank balances, are recorded. Statements of Accounting Concepts and Accounting Standards are not applicable to the cash basis of accounting adopted by the Tomaree High School P & C Association

Qualification

As is common for organisations of this type, it is not practicable for the Tomaree High School P & C Association to maintain an effective system of internal control over donations, subscriptions and other fund raising activities, until their initial entry into the accounting records. Accordingly, our audit in relation to fundraising was limited to amounts recorded.

Qualified Audit Opinion

In our opinion, subject to the effect of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial report presents fairly in accordance with the cash basis of accounting, as described above, the payments and receipts of Tomaree High School P & C Association for the year ended 28th February 2024 and its cash and bank balances as at that date.

17th June 2024
1/55 Donald Street, Nelson Bay
219611


S Tolhurst
Registered Company Auditor
W Morley & Company Pty Ltd