

# The Silver Tree Steiner School

## Annual General Meeting 2017 Running Sheet and information for Chairperson Agenda

<b>Date:</b>	9 May 2017
<b>Time:</b>	7.00pm
<b>Place:</b>	Silver Tree Steiner School Class 5

Item	Description	Responsible
1	<b>Welcome and Verse</b>	<b>Chairperson</b> Bruce Uchiyama-Lee
2	<b>Apologies</b> Emily Stanton-Clements Anna Brindal Fiona Blackham Sheoaka Kingston Kaye Simpkin Marion Faassen Yvette Ghouse Melissa Harvey Kate Southall Natasha Broomfield Hayley Spracklen	<b>Secretary</b> Morgan Yasbincek
3	<b>Establish a Quorum</b> <b>Present:</b>  <i>(Constitution Article 51: No business shall be transacted at any Annual General Meeting or Special General Meeting unless a quorum of not less than <b>10 Members</b> of the Association is present in person at the commencement of such business. If within thirty minutes from the time appointed for the Meeting, a quorum is not present, the Meeting shall stand adjourned to the same place and time one week later. If at such adjourned Meeting a quorum is not present, those present shall constitute a quorum and may proceed to transact the business for which the Meeting was called.)</i>	<b>Chairperson</b> Bruce Uchiyama-Lee
4	<b>Acceptance of minutes of previous Annual General Meeting</b> <i>(copies will be distributed around the room)</i>  Accepted: Keith Hutchings Seconded: Kristy Windsor-Turner	<b>Chairperson</b> Bruce Uchiyama-Lee

	Copy Signed and Dated by Chairperson	
5	<b>Matters arising from the previous AGM minutes</b>	<b>Chairperson</b> Bruce Uchiyama-Lee
6	<p><b>Chairperson's report</b></p> <ul style="list-style-type: none"> <li>• Chair report by Bruce Lee. Chair outlined board activity and meetings in 2016.</li> <li>• Mark and Bruce attended GLAM conference.</li> <li>• Strategic planning meeting took place in November 2016.</li> <li>• Finances well-managed. Kristy thanked.</li> <li>• Re- registration of the school was approved for the following 3 years.</li> <li>• Silver Tree has a lot of stability at present as a school.</li> <li>• Board has minimum required membership of four people.</li> <li>• New board members will be welcomed.</li> </ul> <p>Accepted: Jo Blundell Seconded: Keith Hutchings</p>	<b>Chairperson</b> Bruce Uchiyama-Lee
7	<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>• Capital expenditure 2016.</li> <li>• 67 percent – class 3 build.</li> <li>• Expenses – Staff 82 percent.</li> <li>• Maintenance increase due to aging building.</li> <li>• Auditors found school reports true and correct.</li> </ul> <p>Accepted: Keith Hutchings, Seconded: Hayley Spracklen</p>	<b>Treasurer</b> Kristy Windsor-Turner
8	<p><b>Acceptance of financial statements</b> (Auditor's Report) <i>(copies distributed around the room)</i></p> <p>Accepted: Julia Humphreys.</p>	<b>Treasurer</b> Bruce Uchiyama-Lee

	Seconded: Megan Carter.	
9	<p><b>Administrator's Report</b></p> <ul style="list-style-type: none"> <li>• New classroom.</li> <li>• Staffing 2016.</li> <li>• Staff who left the school at the end of 2016 were acknowledged.</li> <li>• Enrolments:</li> <li>• At the end of 2016, 188 students were enrolled, there were 410 Facebook 'followers', and school tours were held twice per term.</li> <li>• 12 class 6 students left to attend PWS and other high schools.</li> <li>• Capital development grant of \$100 000 and low interest loan of \$150 000. The school will use the funds to build a music/multi-purpose room in 2017.</li> <li>• Strategic Plan:</li> <li>• Outlined four main areas of focus.</li> <li>• Administrator discussed the previous strategic plan, and is currently finalising the new plan resulting from Strategic planning day and plans to post it on the website.</li> <li>• Thanked faculty staff, board members, P&amp;F, executive and committees.</li> <li>• Enrolments are the main concern in the current financial climate – enrolments for K4 have dropped. Discussion followed about parents delaying entering their children, a lull in marketing and other factors that might be involved.</li> <li>• Discussion ensued re capital grants applications for the school building.</li> </ul> <p>Accepted: Keith Hutchings Seconded: John Steel</p>	<p><b>Administrator</b> Mark Panaia</p>
10	<b>Parents and Friends Report</b>	<p><b>P&amp;F President</b> Andrea Trout</p>

	<ul style="list-style-type: none"> <li>• Delivered by Peta Bridge – co-president with Andrea Trout.</li> <li>• Main event of the year was the open day – 1000+ visitors.</li> <li>• Fundraising – approx \$22 000.</li> <li>• Total including shop income was approx \$35 000. This continues to be spent on resources for the school.</li> <li>• Administrator and staff thanked the P&amp;F for books, garden, use of Visa card, community value, playground equipment.</li> <li>• Peta thanked fthe ormer president.</li> </ul> <p>Accepted: Keith Hutchings Seconded: Anne-Marie McShannon</p>	
11	<p><b>Faculty Report</b></p> <ul style="list-style-type: none"> <li>• Jo Blundell – Faculty report for pre class one/early childhood:</li> <li>• Need to build knowledge and expertise for possibility of Steiner daycare.</li> <li>• Hosted Dr Lakshmi. Interschool support and mentoring.</li> <li>• Kindy, mother's group, playgroup.</li> <li>• Anne – Marie faculty report:</li> <li>• Acknowledged support of Steiner study group on Wednesday nights.</li> <li>• Craft activities for each class.</li> </ul> <p>Accepted:Keith Hutchings Seconded: Julia Humphreys</p>	<p><b>Faculty</b> Anne-Marie McShannon</p>
12	<p><b>Appointment of the auditor</b></p> <p><i>Anderson Munro and Wyllie to be reappointed for 2018.</i></p> <p><i>Chair recommended, Jo Blundell seconded, show of hands show majority support to continue with current auditor.</i></p>	<p><b>Chairperson</b> Bruce Uchiyama- Lee</p>

13	<p><b>Confirm which of the current Board members will be re-nominating for the coming year and who will be retiring.</b></p> <ol style="list-style-type: none"> <li>1. Bruce Uchiyama-Lee – renominating.</li> <li>2. Morgan Yasbincek – renominating.</li> <li>3. Keith Hutchings – renominating.</li> <li>4. Zac Leithhead – renominating.</li> </ol> <p><i>(Constitution Article 31a: Board members are elected to the Board for two years. They may seek re-election once their term has expired. There is no limit to how many times they may seek re-election)</i></p> <p><i>(minimum of 4 and a maximum of 7 board members as per article 26 of the Constitution)</i></p> <p><b>Other nominations</b></p> <ol style="list-style-type: none"> <li>1. Kate MacFarlane, Former parent, registered nurse.</li> </ol> <p>Accepted: Marijanna Smith  Seconded: Anne-Marie McShannon</p> <p><i>(Office holders will be appointed at the first meeting after the AGM as per article 30 of the Constitution).</i></p>	<p><b>Chairperson</b>  Bruce Uchiyama-Lee</p>
14	<p><b>General Business</b></p>	<p><b>Chairperson</b>  Bruce Uchiyama-Lee</p>
15	<p><b>Date for next year's AGM</b>  <i>(must be before the end of the second week in May as per article 48 of the Constitution)</i></p> <p>Tues 8 May 2018.</p> <p>Meeting closed: 8:30PM</p> <p>Signed: _____ Date: _____</p>	<p><b>Chairperson</b>  Bruce Uchiyama-Lee</p>