

Minutes of the Annual General Meeting of Quintilian School
Held on Tuesday 20th March 2018 at 6.00pm.

The meeting was declared open at 6:00pm.

Welcome

The Chair of Board, Peter Robinson, opened the meeting and welcomed everyone to the 43rd Annual General Meeting for Quintilian School.

Attendance/Apologies

An attendance register was completed and apologies were received from staff members: Anne Lavin, Nell Howard and Jim O’Raw. Parent: Robyn Cairnes.

Confirmation of Minutes from the 2017 AGM

Peter Robinson Chair of Board, moved that the 2017 Minutes be declared a true and accurate record.

This motion was unanimously passed.

Speciation Resolution:

For the Members to consider and if thought fit, pass by special resolution the changes to the Constitution as communicated to members on 23rd February 2018.

By a show of hands the special resolution was unanimously passed.

Agree Agenda

The quorum agreed to run the Agenda as circulated.

Chairperson’s Report

Peter Robinson introduced himself to the meeting and mentioned that he had been a parent at Quintilian for 10 years and a Board member for the past 6 years.

The Board focused on the following areas in 2017:

- **Strategic Planning Sub-Committee:** Nadja Cramer led this committee and their first project was a Staff and Board planning workshop, which was designed to identify improvement opportunities for the school. Feedback from this workshop and from parents was then discussed at length at many meetings. This resulted in the 2018 – 2022 Strategic Plan.
- **Marketing and Branding:** Pepita Bulloch, Neil Collins together with parents Danni Booth (photographer), Kaila Milne of Intersect Communications and website designer David Metcalf of Birdbrain, have combined their expertise to create our new website reflective of the strengths of our school.
- **Events Committee:** Led by Board member Sue-anne Munckton and committee members Vona Smith, Carolyn Lilley and Rebecca Potts, they have organised many events, which include the Welcome Back Party, Twilight Carols & Christmas Market, Rottnest Camp, SciTech, Trivia and Games Night, and 100 Day Breakfast. Many other staff and parent helpers have helped to create camaraderie and raise a significant amount of money to our school. Freezing Fridays have also been a great success making it possible to purchase new fridges/freezer for our school.

- **Governance:** The Board has addressed topics including the role structure, code of conduct and operation of the Board. The WA Associations Incorporation Act 2015 necessitates further updates to our Constitution, which will be tabled for your review and approval at the 2018 AGM.
- **Board Achievements/Improvements for our School** have been within the current budget parameters and without the need for additional financing agreements. Changes to smarten up the Quintilian Road façade, new soft fall surface in the ELC and more importantly computer systems upgraded with new server and the purchase of computer workstations and 25 notebooks.

Finally, Peter thanked the efforts of the school's staff, parent body and Board members: Pepita Bulloch, Sue-Anne Munckton, Nadja Cramer, Andrew Stevens, Richard Stegena and staff members Neil Collins, Charles Herring, Rebecca Potts and Mel Rayment

Peter announced the Board members that were retiring: Nadja Cramer, Peter Robinson, Rebecca Potts & Mel Rayment.

Nominations for Board Positions:

Nominations were received from Christine Bocso, Fiona Kain and Richard Stegena who was renominating.

By a show of hands, the nominees were elected.

Principal's Report (Neil Collins presented his fourth annual report.)

This year we worked hard to maintain stable enrolment numbers and we were able to finish with a budget in surplus, which is a testament to the fine guidance by our Finance Sub-committee and our Accounts Department.

Our teaching and non-teaching staff go beyond expectations, value working at Quintilian, and see it far more than just a job but rather a place where all our staff know what great lifelong impact they have on our children. Students continue to gain fine results in NAPLAN and other external tests.

Our professional learning this past year has covered protective behaviours, gifted and talented education, first aid and resuscitation, seven steps writing program, futuristic learning and classrooms of the future. Staff have also attended a wide variety of professional learning opportunities that they have shared in cluster meetings.

The appointment of Susan Beilby as our gifted and talented education co-ordinator has led to an extension of GATE learning programs. Students experienced additional opportunities in Tournament of Minds, UWA extension program and Chess Club. Our association with MENSA also provides support and opportunities.

Our extra-curricular clubs and activities program continues to offer new and exciting activities for our students including tennis, soccer, floorball, netball, Kids N Sport, running club, robotics, construction club, make a kart club, choir and drama. Music programs include violin, guitar, piano, drums and rock bands.

Neil thanked the Strategic Planning Sub-committee of Board members, parents and staff who worked hard to get this plan in place, which now guides the future direction of our school. This framework ties together our current practices with a number of new initiatives for the future.

We sadly said farewell to a number of long-term employees retiring or moving on who have had a significant impact on the school; Lisa Ryder, Liza Hender, Barbie Thomas, Dionne Saddik and Rod Durston.

Neil thanked our very professional Board, who have a wide range of skills and work tirelessly in the governance of our school. Special thanks went to Peter Robinson for his work on the School Board and his time as Chair. Neil announced our new elected Staff Representative as Alana O'Neill.

Financial Report

Charles Herring, Bursar, presented the accounts for the year ended 31 December 2017 and stated that they were compliant with the Accounting Standards and Corporations Regulations Act 2001. They were a true and correct reflection of the financial position of the school.

A copy of the Auditors report supporting this statement was presented. In addition, a summary of key data was presented and the variances were explained. Charles asked if there were any questions.

Attendees were then asked to:

Adopt the Accounts as presented and affirm the re-appointment of Stielow and Associates as School Auditors for the ensuing year.

By a show of hands, both resolutions were passed.

Charles asked the quorum if there were any further questions and, as there were none the meeting closed.

Meeting closed at 6.45pm