

AGM minutes

Macquarie Anglican Grammar School

Annual General Meeting Minutes

Date:	11 th August 2026
Time:	6pm
Place:	Macquarie Anglican Grammar School – Board Room

Attendees:	Sally Murray; Kathleen McNamara; Ginni Brown; Kylie Morrow; Holly Young; Vanessa Carter; Amy Smith; Lyndal Cook; Christina Rees; Jackie Gadsby; Samantha Fitzpatrick; Yvette Lloyd; Clare Booth; Alison Mitchell; Marina Simcox; Joanne Rankmore
Apologies:	Helen Smith
Proxies:	Nil

Item	Description
1	Welcome and introductions Sally Murray opened the meeting and welcomed all attendees. There were 17 financial members eligible to participate in the AGM. Sally introduced and welcomed new members of the Parents and Friends Association and extended a general welcome to all attendees. Current P&F Executive and Representatives Members were advised that the current P&F consists of the following executive positions: • President • Secretary • Treasurer The committee also includes: • School Principal • School Council Representative Marina Simcox attended the AGM representing the School Council. Vacant Executive Positions and Nominations It was noted that the positions of President and Secretary would be declared vacant as part of the Annual General Meeting process. Members were advised that nominations for position of Secretary were received prior to the meeting and that further nominations would be called for from the floor before elections were conducted. The position of Treasurer was not declared vacant due to the recent appointment of Christina Rees to the role, who will continue in the position in accordance with the Association's constitution.
2	Apologies Apology noted from Helen Smith
3	Review of actions from previous annual general meeting The minutes of the previous AGM were presented to the meeting. Key matters arising from the previous AGM: • Yvette Lloyd stood down from the position of Treasurer; however, she continued in the role until 30 June 2026 to support the transition process. • The President and meeting acknowledged and thanked Yvette Lloyd for her service and contribution as Treasurer. • There were no further actions arising from the previous AGM minutes. •

4	Acceptance of minutes of previous annual general meeting <i>Proposed resolution: That the minutes of the 2025 annual general meeting be accepted as a true and accurate record.</i> Moved: Sally Murray Seconded: Yvette Lloyd Resolution: Carried.
5	President/Chair's report The President's Report was presented to the meeting. Key highlights included: • The Clothing Pool has continued to be the P&F's primary source of fundraising income. • Plans to launch the Clothing Pool with a Mix & Mingle event did not proceed due to low anticipated attendance numbers and existing commitments of parents. • A review of the current P&F Constitution has been undertaken to explore opportunities for modernisation. It was noted that the Constitution is a standard document used by the Anglican Schools Corporation across its 18 schools. Any proposed amendments must receive approval from both the Corporation's Executive Manager - Governance & Legal and the ASC Board. • The Macquarie's Got Talent event will be held in September. The P&F will support the event as a fundraising opportunity through the sale of food and drinks. • Communication processes with financial members have been reviewed. Future P&F communications will primarily be distributed via email. Members were reminded to ensure their current email addresses have been provided to the P&F. Discussion The following matters were discussed: • Only financial members are entitled to vote on P&F matters. • AGM agendas are distributed to the broader Macquarie parent community; however, meeting minutes are provided only to financial members. • AGM minutes will be published on the School Website. • Parents and carers are encouraged to participate in P&F activities. While only financial members may vote, any parent may be involved in the P&F as a non-financial member and assist with fundraising and community engagement activities.

Motion: *That the President's Report be received.*

Moved: Lyndal Cook

Seconded: Ginni Brown

Resolution: Carried.

Treasurer's report

Yvette Lloyd presented the Treasurer's Report for the period ending **30 June 2026**.

Financial Highlights

- The Clothing Pool remained the P&F's main source of income, generating **\$7,394** in sales revenue during the financial year.
- The major expense for the year related to the fit-out of the Clothing Pool container, totalling **\$17,699**.
- As a result of this significant establishment cost, the P&F recorded a **net loss of \$10,595** for the 2025-2026 financial year.
- The P&F held **cash at bank of \$10,651** as at 30 June 2026.

It was noted that no grants were provided to Macquarie Anglican Grammar School during the 2025-2026 financial period.

Members were advised that Square merchant fees of 1.61% are deducted before sales proceeds are received. These fees are no longer reported as an expense within the Profit and Loss Statement and will instead be disclosed separately in future financial reporting.

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The meeting noted that Christies Accountants had provided auditing services to the P&F. It was acknowledged that it has become increasingly difficult to secure a Chartered Accountant to undertake an audit of the Association's financial statements. Members were advised that an audit is not a requirement of the ACNC for the Association. The financial statements have been independently examined by Christina Rees.

Additional information provided:

- The shipping container previously used for the Clothing Pool was an older container that was gifted to the School, as the original owner could not be identified.
- The cost of electricity for the Clothing Pool is currently met by the School.
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Discussion

The following matters were discussed:

- Whether the Clothing Pool container should be recognised as an asset on the Balance Sheet.
- It was noted that, under ACNC reporting requirements, the P&F is permitted to utilise cash accounting and is therefore not required to recognise non-cash assets in its financial statements.
- A question was raised regarding insurance coverage for the Clothing Pool container and its contents.

	• Members were advised that the Clothing Pool is covered under Macquarie Anglican Grammar School's Public Liability and General Insurance policies. • Motion: <i>That the Treasurer's Report and financial statements for the period ended 30 June 2026 be received and accepted.</i> Moved: Sally Murray Seconded: Lyndal Cook Resolution: Carried.
7	Independent Accountant's Report Christina Rees presented the Independent Accountant's Report for the financial year ended 30 June 2026. The meeting noted that: • The Committee is responsible for the preparation and fair presentation of the financial statements and for determining that the financial reporting framework adopted is appropriate to meet the requirements of the Australian Charities and Not-for-profits Commission Act 2012. • As part of the independent examination, several accounting procedures were undertaken to assess the consistency of the financial statements with the accounting records maintained by the Association for the year ended 30 June 2026. These procedures included, but were not limited to: • Reading the draft financial statements prepared by the Committee. • Reviewing bank statements and selected bank transactions. • Reviewing selected invoices and supporting documentation for material income and expenditure transactions. • Recommending amendments to the draft financial statements where appropriate. The following limitation statement contained within the report was noted: This report has been prepared solely for the members of the Macquarie Anglican Grammar School Parents' and Friends' Association in connection with the financial statements for the year ended 30 June 2026 and should not be relied upon for any other purpose. Discussion Members noted that: • Submission of a financial report as part of the Annual Information Statement is optional for a small charity and there is therefore no ACNC requirement for the Association's financial statements to be audited. • While not required, it is considered good practice for small charities to submit a financial report as part of the Annual Information Statement.

	The Association's decision to have the financial records independently examined provides additional transparency and assurance to members. Motion: <i>That the Independent Accountant's Report for the year ended 30 June 2026 be received and noted.</i> Moved: Lyndal Cook Seconded: Holly Young Resolution: Carried.										
8	Questions to Executive The Chair called for questions to the Executive. No questions were received from members prior to the meeting or from the floor. The meeting noted that there were nil questions to the Executive.										
9	<table><tr><th>Proposed resolution</th><th>Moved by</th><th>Passed</th></tr><tr><td>Move Financial reporting and Statements to School Calendar Year (not Financial Year) Noted: To align with the transition to calendar year reporting, the Association's financial reports will be prepared for a six-month period from 1 July 2026 to 31 December 2026, followed by reporting on a full calendar year basis commencing 1 January 2027 to 31 December 2027.</td><td rowspan="5">Following discussion, all financial members in attendance agreed to the proposed resolutions, subject to the approval of the Executive Manager - Governance & Legal and the ASC Board. Resolution: That the proposed amendments be endorsed by the financial members of the Association and submitted for consideration and approval by the Executive Manager - Governance & Legal and the Anglican Schools Corporation Board. Outcome: Unanimously supported by all financial members present, subject to the required ASC approvals.</td><td rowspan="5"></td></tr><tr><td>Remove requirement for a Financial Auditor Report -replace with an independent financial review</td></tr><tr><td>Reduce the number of Executive from 9 to 5</td></tr><tr><td>Change AGM Date to the start of the School year to align with school calendar (rather than financial calendar year). Noted: to advise ACNC of change to reporting periods and AGM dates.</td></tr><tr><td>Review meeting dates: WK 3 Tuesday each term is General Meeting. WK 7 Tuesday Zoom for Exec to catch up</td></tr></table>	Proposed resolution	Moved by	Passed	Move Financial reporting and Statements to School Calendar Year (not Financial Year) Noted: To align with the transition to calendar year reporting, the Association's financial reports will be prepared for a six-month period from 1 July 2026 to 31 December 2026, followed by reporting on a full calendar year basis commencing 1 January 2027 to 31 December 2027.	Following discussion, all financial members in attendance agreed to the proposed resolutions, subject to the approval of the Executive Manager - Governance & Legal and the ASC Board. Resolution: That the proposed amendments be endorsed by the financial members of the Association and submitted for consideration and approval by the Executive Manager - Governance & Legal and the Anglican Schools Corporation Board. Outcome: Unanimously supported by all financial members present, subject to the required ASC approvals.		Remove requirement for a Financial Auditor Report -replace with an independent financial review	Reduce the number of Executive from 9 to 5	Change AGM Date to the start of the School year to align with school calendar (rather than financial calendar year). Noted: to advise ACNC of change to reporting periods and AGM dates.	Review meeting dates: WK 3 Tuesday each term is General Meeting. WK 7 Tuesday Zoom for Exec to catch up
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Election of Executive Positions

Marina Simcox assumed the role of Election Officer and conducted the election of Executive positions.

Members were advised that all Executive positions, with the exception of the Treasurer, were declared vacant in accordance with the AGM process. The Treasurer position was not vacated due to the recent appointment of Christina Rees.

The structure of the P&F was outlined as comprising the following leadership positions:

- President
- Secretary
- Treasurer
- Subcommittee: Fundraising Coordinator
- Subcommittee: Clothing Pool Coordinator
- Subcommittee: Community and Engagement Coordinator

Nominations from the Floor

The Returning Officer called for nominations from the floor. No additional nominations were received.

Election of President

No nominations were received for the position of President.

Following discussion, Sally Murray agreed to continue in the role of President for a further 12-month period. It was noted that the position will be reviewed in six months to provide an opportunity for another member to step into the role, with Sally potentially transitioning to a Vice-President capacity to support succession and handover arrangements.

Outcome: Sally Murray retained as President.

Election of Secretary

Ginni Brown was nominated for the position of Secretary.

As no further nominations were received and there was no opposition, Ginni Brown was declared elected as Secretary.

Outcome: Ginni Brown elected as Secretary.

Appointment of Subcommittee Coordinators

Lyndal Cook presented the position descriptions for the three Subcommittee Coordinator roles.

Clothing Pool Coordinator

Nominations were called from the floor.

Lyndal Cook was nominated and accepted the nomination.

As no further nominations were received, Lyndal Cook was appointed to the role.

	Outcome: Lyndal Cook appointed as Clothing Pool Coordinator. Fundraising Coordinator Nominations were called from the floor. Holly Young was nominated and accepted the nomination. As no further nominations were received, Holly Young was appointed to the role. Outcome: Holly Young appointed as Fundraising Coordinator. Community and Engagement Coordinator Nominations were called from the floor. Kathleen McNamara was nominated and accepted the nomination. As no further nominations were received, Kathleen McNamara was appointed to the role. Outcome: Kathleen McNamara appointed as Community and Engagement Coordinator. P&F Committee for 2026-2027 The following committee was confirmed: • President: Sally Murray • Secretary: Ginni Brown • Treasurer: Christina Rees • Clothing Pool Coordinator: Lyndal Cook • Fundraising Coordinator: Holly Young • Community and Engagement Coordinator: Kathleen McNamara The meeting congratulated all appointed office bearers and thanked members for their willingness to serve the PandF community.
14	Meeting close 7.30pm

Minute taker:	Joanne Rankmore
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Signed:	
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Name:	
Date:	