

# WEST RYDE BEFORE AND AFTER SCHOOL CARE COMMITTEE

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## Annual General Meeting

Wednesday 23 March 2017  
18:15 – 19:45

## MINUTES

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### ATTENDEES

Kim Lloyd-Jones  
Dianna King  
Jo Harvey  
Karen Parker  
Tristan Webb  
Sally Cole  
Naomi Aitken  
Ashten McPherson  
Mitchell Bates  
Oliver Murphy

Principal (Agenda Items 1,2, and 3)  
President  
Vice President  
Treasurer  
Secretary  
Member  
Member  
Staff – Director  
Staff – 2IC  
Staff

### APOLOGIES

Nil

### 1. Welcome and apologies

The Committee:

- **Noted** attendees and no formal apologies.

### 2. Business arising from the minutes

The Committee:

- **Noted** no business arising from previous minutes.

### 3. Election of Committee members 2016/17 (Kim Lloyd-Jones as Returning Officer)

All positions declared vacant.

Election of committee members and office bearers as follows:

President/Chairperson:	Diana King
Vice President:	Jo Harvey
Secretary:	Tristan Webb
Treasurer/Public Officer:	Karen Parker
Committee Members:	Sally Cole Naomi Aitken

## **4. Reports**

### **4.1 Financial Report (Becklyn)**

The Committee:

- **Noted and accepted** the reports *West Ryde Before and After School Care Financial Statements for the year ended 31 December 2016* prepared by elite Business Partners at the request of Becklyn P/L (Attachment A)
  - **Noted** Form A12 – *Annual Summary of Financial Affairs* (Attachment B) not available.
- ACTION:** Director to follow-up with Becklyn to ensure all financial reporting completed.

### **4.2 Co-ordinators Report**

The Committee:

- **Noted** the Director's Report as tabled (Attachment C).

### **4.3 Presidents Report**

The Committee:

- **Noted** the President's report as tabled (Attachment D).

### **4.4 Treasurer's Report**

The Committee:

- **Noted** the Treasurer's report as tabled (Attachment D).

## **5. Other business**

The Committee:

- **Noted** the thanks expressed by the Principal in relation to:
    - West Ryde BASC staff professionalism and commitment;
    - Ongoing contribution from Committee members; and
    - Financial contribution to school canteen upgrade.
  - **Agreed** to review the organisation constitution dated 16 November 1983.
  - **Agreed** to approach P&C to consider changes to current parking restrictions to ensure safety during peak pick up times in afternoon
  - **Agreed** to commence regular newsletter to parents/carers.
  - **Noted** the need for website update
- ACTION:** Director to follow-up with Becklyn
- **Noted** the upcoming West Ryde Public School centenary event and need to consider options for BASC children to participate.
  - **Noted** the progress for permanent recruitment and upcoming interviews to be conducted by President and Director.
  - **Agreed** that 1:10 staffing ratio is preferred and that current recruitment will assist in meeting this.
  - **Noted** new afternoon pick up process following review after recent incident.
  - **Noted** location roster system with flag and colour codes and **agreed** to up to \$500 to be spent on necessary equipment.

## **6. Next meeting**

TBA – Term 1 2018.

### **Attachments**

Attachment A: Financial Statements for the year ended 31 December 2016

Attachment B: Not available - TBC

Attachment C: AGM 23 March 2017 Director's Report

Attachment D: President's Report

Attachment E: Treasurer's Report 2016

Draft