

Canberra Montessori Society

Minutes of the Annual General Meeting

held on Tuesday 16 March 2021 by videoconference

Present:	Martin Drinkwater	Chair
	Tim Bourke	Board Member
	Anupam Malhotra	Board Member
	Christine Harrison	Board Member
	Rael Matthews	School Principal
	Kate Luck	Business Manager
	Jaime	
	Roslyn Hartley	
	Sean Money	
	EK	
	Richard Willard-Turton	
	Garry Trinh	
	Chloe Trinh	
	EW	
	Sharon Watson	
	Petrea Simeon	
	James Garbutt	

1. Welcome

Martin Drinkwater opened the meeting at 7.08pm and welcomed members. Martin stated that although the meeting was virtual most people would be meeting on the lands of the Ngunnawal people and acknowledged and paid respect their continuing culture and the contribution they make to the life of Canberra and the region. Martin also welcomed and acknowledged any other First Nations people present.

2. Apologies

No apologies, RSPV's or proxies were received for this meeting so a decision was made to keep things simple and conduct the meeting though an online platform.

3. Adoption of Minutes from CMS 2020 AGM

The minutes from CMS 2020 AGM were presented and no changes were proposed.

The Chairperson recommended that the AGM minutes for 2020 be adopted. Seconded by Jamie. Agreed

4. Welcome from Principal

Rael Matthews thanked the staff and community for all their efforts during lockdown. He recognised that 2020 highlighted for him how much the community care for the school and that the development of the Google platform for students in a short amount of time was an incredibly large amount of work to undertake by CMS staff.

Rael reported that enrolments have grown through this year and that our first cohort of Snow Gum children have moved to Cycle 1. There is a waitlist for Snow Gum into 2023. CMS continues to work on student welfare and wellbeing processes, having consistent and systematic processes across the school. Rael commented that being able to develop the Parents and Friends Association through a year in which we couldn't physically come together was remarkable.

5. Presentation and Adoption of Annual Report 2020

The Annual Report was presented to the meeting. It was noted that the school satisfaction and learning assessment elements of the report are an example of where the school is trying to provide more information around actual activities of the school, not just the required components. Rael moved that the Annual Report be adopted. Seconded by Sean. Agreed

6. Presentation and Adoption of the Audited Financial Statements 2020

The board finance chair, Tim Bourke, shared financial statements. Tim stated that new members and Snow Gum enrolments were predicted revenue. It was noted that the financials this year were impacted by uncontrollable elements including Bushfires and Covid. There was a significant drop in revenue. Tim reported that due to Covid funding, financials ended up in the same predicted situation despite these things. A \$37,229.00 surplus was reported for this year and was higher than the previous year. Tim moved to adopt the audited financial statements. Seconded by EK. Agreed

7. Resolution for Membership Fees for CMS for coming 12 month period.

The Board Chair proposed that membership fees be maintained at \$120 per annum. This was seconded by Tim. Agreed

8. Appointment of Auditor

Tim proposed that Laterals GLP Chartered Accountants be maintained as Auditors for another 12 months. Seconded by Martin.

9. Election of Board Members

The board can co-opt members throughout the year. Three new board members have joined throughout the year.

- Anupam Malhotra. Anupam works for DHA in a finance capacity and has been assisting Tim with the Board Finance Committee
- Christine Harrison –Christine was on the Board previously and has come back to assist with School Compliance
- Claire Northfield – has been helping with compliance matters
- Arjun Mathilakath

Martin announced he will be stepping down from the Board due to work and family commitments but will still contribute in any subcommittee project coordination the board may require.

Tim outlined his experience and credentials as a board member and is willing to renominate for the board. Martin proposed Tim be reappointed as a board member. Seconded by Rael. Agreed.

10. Expressions of Interest for Sub committees

Martin asked members to write to the Board Chair if they are willing to volunteer to join the board or assist with project work.

11. Any Other Business

Jamie asked about the position of Board Chair and Martin said this would be confirmed shortly and he would ensure a handover.

Sean asked a question about skills for the board. Policy, Compliance, customer relations would be useful. This is an advisory role only.

Jamie asked about the Strategic Plan. Martin acknowledged this was out of date and that there needs to be community consultation and engagement by the Board. Covid has had an impact on the timeline for this.

Martin reiterated how pleased the board is to have Rael as Principal.

If any members have questions about operations, Martin advised members to follow the school's communication pathway. The Board is always open to communication with the community it serves.

Jamie asked about communications from the Board. Martin acknowledged frequency of communication has not been a strong point of the Board and their focus has been on compliance and finance. Tim mentioned that the Board is looking for EOI from people who may be able to assist with this.

Martin proposed an acknowledgement and thanks to members of the P & F Association for their contribution to the school. Seconded by Tim. Agreed.

12. Close

Martin closed the meeting at 8.21pm