



Minutes for Record Keeping of the Society

Annual General Meeting Minutes - Canberra Montessori Society Incorporated

Date: 7th May 2025

Location: Canberra Montessori School – 35 Mulley Street Holder ACT 2611

Chair: Tim Bourke (Board Chair)

Attendees:

- *Tim Bourke
- *Halima Khurram
- *Michael Skinner
- *Marion McEwin
- *Sean Money
- *Ziad Zakout
- *Katarina March
- *Martin Drinkwater
- *Lauren Oakley

Apologies: The Chair noted 2 apologies and were given Tim Bourke proxies.

1. Opening and Recording

The Chair, Tim Bourke, confirmed that the meeting was being recorded and sought consent from attendees. No objections were raised.

The Chair declared the meeting open and confirmed that a quorum was present, with members signed in and two proxies received (Darren and Katarina).

2. Welcome to Country

Halima delivered the Acknowledgement of Country, recognising the Ngunnawal people as the traditional custodians of the land on which Canberra Montessori School stands, and paid respects to Elders past and present.

3. Agenda Overview

The Chair confirmed the meeting was being held in accordance with constitutional requirements. The agenda included:

- Annual Report
- Financial Report
- Appointment of Auditor



- Setting of Membership Fees
- Election of Office Bearers

No additional agenda items were received.

4. Confirmation of Previous AGM Minutes

The minutes of the previous AGM were made available on the school website.

Motion: That the minutes be accepted as a true and accurate record.

- **Moved: Tim Bourke**
 - **Seconded: Marion and Sean**
 - **Carried**
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5. Principal's Annual Report

Halima presented the Annual Report, highlighting:

- Implementation of the 2024–2029 Strategic Plan
- Enrolment growth from 170 to 209 students
- Securing a government grant for 10-year master planning
- Funding secured for a new Cycle 3 classroom
- Staff development initiatives, including Montessori diploma support
- Partnership with the University of Canberra for mentoring final-year students
- Financial stability achieved with only a 5% fee increase in 2024 (noting a 2% increase for the current year)
- Appointment of Kholoud Hassan as Business Manager, commencing 3 June
- Recruitment challenges for Montessori-qualified staff

The Chair thanked Halima and acknowledged the leadership team and finance committee's contributions.

Motion: That the Annual Report be endorsed.

- Moved: Tim Bourke
 - Seconded: Sean
 - Carried
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6. Financial Report



The Chair presented the 2024 financial results.

Key highlights:

- 21% increase in school fee income driven by enrolment growth
- Slight increase in aggregate grant income despite per-child funding adjustments
- Controlled expenditure despite staff pay rises and superannuation increases
- Strong surplus position improving equity
- Minimal debt and compliance with all taxation obligations
- Surplus supports capital investment, including contribution toward new Cycle 3 classroom (approximately \$500,000 contribution alongside \$500,000 grant)

The Chair noted that the strong financial result positions the Society well for implementation of the 10-year master plan.

Motion: That the Financial Report be accepted.

- Moved: Marion
- Seconded: Sean
- Carried

7. Membership Fees (2026)

The Board recommended setting the 2026 membership fee at \$120.

Motion: That the 2026 membership fee be set at \$120.

- Moved: Tim Bourke
- Seconded: Sean
- Carried

8. Appointment of Auditor

The Chair recommended reappointing the current auditor for another year, noting continuity was beneficial during the transition to a new Business Manager.

Motion: That the current auditor be reappointed.

- Moved: Tim Bourke
- Seconded: George
- Carried



9. Election of Board Members

The Chair advised that four nominations had been received and vetted. Ziad advised he would not renominate and was thanked for his service and contribution.

The following nominations were voted on individually and carried unanimously:

- Tim Bourke
- Michael
- Marion
- Katarina

All nominees were duly elected/re-elected to the Board.

Subcommittee appointments to be determined at the next Board meeting.

10. General Business

No further AGM business was raised.

11. Close of Meeting

There being no further business, the Chair declared the meeting closed at approximately 6:18pm.

Recording duration: 18 minutes and 18 seconds (00:18:18)

Recorded by: Tim Bourke