

St Michael's School Lane Cove Association

Minutes Annual General Meeting Monday 22nd November 2021 Longueville Sporting Club

Present

Chris Bredenhann, Jenni Priesley, Caroline Lovejoy, Jackie Heng, Melissa Clifford, Jess Campanaro, Dave King, Alan King, Jude Jarvis, Lisa Khatchadourian, Mike Lennon

Apologies

Will MacIntosh

1. Welcome

The meeting commenced at 7.39pm

2. Confirmation of Minutes from previous AGM

Minutes from the last AGM held on 23rd November 2020 were confirmed. Moved by Caroline Lovejoy and seconded by Melissa Clifford.

3. Reports

- Caroline presented the 2021 President's Report – copy attached.
- Jess presented a Child Protection Report – copy attached.
- Chris presented the 2021 Treasurer's Report – copy attached.

4. Election of New Executive

Delayed until Term 1 meeting 2022

5. Other business

The Senior Football clubs involvement in the Association was discussed. It was agreed that we will need to wait until new parish priest starts next year to understand their position. In the meantime Caroline will discuss with Miss Lee to understand her position.

Meeting close

Meeting closed at 7.55pm

Appendix A – President’s Report - 2021

The Executive Committee, the governing body of the St Michael’s School Lane Cove Association (‘Association’), is holding its AGM tonight 22nd November 2021. The Association’s sporting clubs report to it as sub-committees.

The Executive Committee during 2021 has operated within its Constitutional requirement including:

- Meeting four times in the 12-month period;
- Effecting insurance by continuing existing Director’s and Officer’s liability and Public Liability Insurances; and
- Holding its AGM.

The Executive Committee during 2021 has met obligations under the Department of Fair-Trading legislation including:

- Maintaining a register of Committee Members;
- Registering its Public Officer;
- Running an AGM within 6 months of the end of the financial year of the Association;
- Providing the Annual Summary of Financial Affairs. This will need to be submitted again shortly after this AGM.

2021

The year started with Basketball and Netball both having access to the bottom court at the school for training.

The appropriate (COVID safe plan) paperwork had to be completed and there were some logistic challenges due the staggered pickup times.

The school has confirmed that this can commence again now that restrictions have been eased.

It is also still the case that we could apply to Parish to use the hall, but it would need to be after 6 pm. Need COVID health risk plan that complies with NSW Health – detailing no. of people allowed, registers etc.

New Basketball and Netball Rings

Basketball requested for two new rings to be added to the bottom court so that they could commence skills and drills. After further conversations with Netball and the school we are in discussions to have the two current rings replaced with new Basketball/Netball rings. Confirm that the height of the current netball rings on the wall are correct and if not have them moved and add two new basketball rings on the other side of the court. A quote and specification need to be supplied to the school before the end of the year.

Communications

Discussions were had with the school in regards to the ways that the clubs can communicate to parents and also to recognise the kids that are doing really well in various sports. The school welcomes us to share updates and achievements and is happy to post that on the school Facebook page

We are also still free to add communications to Compass, banners on the front fence and we did also make a flyer for the Kindy Orientation packs as well as an generic flyer for any new families starting at the school.

Active kids voucher

It was brought to the associations attention that the Active Kids Voucher for the Association has somehow been allocated to Soccer and not the other 2 sports.

In order to fix this we need to cancel the current set up and re-do the application. Something that will be done prior to the Football season starting.

Outsourcing of Treasurer Role

General

This will be my last AGM – in the new year I will handing over the Presidents role to Jenni Priestley. This will not be happening until the new year and prior to that I will have established a treasury recourse and completed the handbook.

I have really enjoyed the doing this role and hope that in the last few years we have taken some steps to really highlight the importance of sport not only for our kids but also all the parents and the school community.

I would like to thank the Association's Executive Committee and the Club Representatives for their time and efforts this year and the various Club Committee members for all of their work and patience.

To Jess Campanaro for her diligence when it comes to the WWC procedures and checks it is one of the most important roles in the association and I thank her for the time she spends on it.

Jacqui Heng will also be standing down as Vice President, Jacqui has also been a huge support to me and has been sent in to some interesting meetings in my absence over the years... and I think her for her support.

A very special mention to Alan King who after 5 year as president of the Soccer has handed over the reins to Mick Lennon we thank him for all that he has done for Soccer and for the St Michael's football club.

A very special thank you must also go to Chris Bredenhann the club Treasurer who is standing down. He has worked diligently for many years to balance the books making sure that we are financially viable, dealt with the ANZ bank and has a great support to me and the rest of the committee.

Caroline Lovejoy

Appendix B – Child Safety Report

		ACTION
1	WORKING WITH CHILDREN CHECK a. Changes to WWC requirements - Working with Children Checks due to expire between 27 September 2021 and 26 January 2022 have been extended for three months. People who are granted an extension will be advised by email and the system will be automatically updated. https://www.ocg.nsw.gov.au/about-us/news/working-with-children-checks-extended-for-three-months b. WWC Register - There is one central WWC Register listing people engaged by all STM clubs with name, date of birth, WWC number and expiry date of WWC. Each person is verified by the SMSLCA Child Protection Officer.	All clubs please note
2	CLUB UPDATES Basketball Netball Football All clubs have been made aware that fines apply (up to \$11,000) for not having a valid WWC number and the onus is on both the individual and the employer (in this case the association and/or club). Clubs please note that within each club the responsibility for complying with WWC obligations falls to the club's representative to the association, unless the club has specifically appointed someone else to the role.	All clubs please note
3	WEBSITE COMMUNICATION - Child Safety Policy annual review – the policy is being updated and the review completed by the next meeting in 2022.	
4	CHILD SAFETY / COMPLAINTS - No incidents formally reported Year overview	

Following a question from our treasurer, the President and myself have established the Association's insurance covers us for an incident involving a child, as long as we have undertaken due diligence.

Earlier this year one football coach was stepped down while they waited for the WWCC clearance. There have been delays in the processing clearance at Service NSW, plus some confusion over whether parents need a WWCC.

To help resolves this I emailed assistant principal Eva Tarchichi, who says she would be happy to include in her parent volunteer sessions, to let Kindy parents and new to the school that they will need a WWCC to be volunteer for their child's school sport team.

- Due to COVID there has been a delay in processing requests. Here is a link to explain <https://www.ocg.nsw.gov.au/about-us/news/delays-in-processing-applications>
- Working with Children Checks due to expire between 19 July 2021 and 26 September 2021 have been extended for three months. People who are granted an extension will be advised by email and the system will be automatically updated. <https://www.ocg.nsw.gov.au/about-us/news/working-with-children-checks-extended-for-three-months>
- Working with Children Checks due to expire between 27 September 2021 and 26 January 2022 have been extended for three months. People who are granted an extension will be advised by email and the system will be automatically updated. <https://www.ocg.nsw.gov.au/about-us/news/working-with-children-checks-extended-for-three-months>

ANNUAL COMMUNICATION SCHEDULE FOR CLUB & CHILD PROTECTION UPDATES

(CPO = SMSLCA Child Protection Officer)

CLUB	SEASON COMMENCEMENT	WHO/ WHAT	WHEN TO ACTION	COMPLETED
BASKETBALL	Miniball 1 Term 1/ start Feb	CPO to email Club a list of who is on the WWC register as paid Basketball coach. Club to confirm and provide update to CPO	Last week January	
		Club to collate WWC details for parent coaches as required by BNSW	Last week January	
NETBALL	Term 1/ end March	CPO to email Club a list of who is on the WWC register for Grading Club to confirm and provide update to CPO	Start Feb	
		Club to obtain Parent coach/manager WWC details as required by Father Geoff for use of School Hall. Issue to CPO for verification	Feb/ March	

FOOTBALL	Term 1/ April	Graders – Club to provide WWC details to CPO	Start Feb	
		Club & CPO - Check FNSW requirements and CPO to update website in time for Coach/ Mgr info night	Mid Feb	
		Club to collate WWC details for parent coaches as required by FNSW		
		Coaching supervisors- Club to provide WWC details to CPO	March/ April	
		Non-parent coaches – Club to provide details to CPO	March/ April	
		Committee Members – provide WWC details for all committee members for verification	March/ April	
BASKETBALL	<u>Miniball 2</u> <u>Skills & Drills</u> Term 2/ start May	Club to review list of external paid coaches and update to CPO	End April	
BASKETBALL	<u>Miniball 3</u> Term 3/ mid August	Club to review list of external paid coaches and update to CPO	Mid August	
GENERAL		Child Safe Policy review: CPO to check https://www.kidsguardian.nsw.gov.au or directives from associations the clubs participate in eg Netball NSW, Norths, Football NSW. CPO to review changes against our existing policy and update the policy accordingly, communicate any changes to the club reps; update website accordingly.	Mid to late Feb	

SMSLA's Code of Conduct and Discipline Policy are our best tools for Child Safety.



St Michael's School, Lane Cove Association

Financial Accounts

30 June 2021

Treasurers Report - 2021

The Association has asked me to prepare and present the annual financial accounts for the year ended 30 June 2021 for the St Michaels School, Lane Cove Association.

The Association made a profit of \$9,822 for the year, slightly down on the prior financial year profit of \$10,673. Football turned around their loss last year to a profit this year of \$9,964. Netball made a profit of \$4,440, Basketball made a loss of \$5,572 and the Association itself made a profit of \$990.

Total Revenue was \$214,499 for the year, up from \$206,523 last year. Total Expenses were \$204,678 for the year up from \$195,849. The increase in revenue is primarily due to increased sponsorship revenue in the both Football clubs. Netball revenue is down year on year due to a change in the way registrations are accounted for between Revenue and Expense.

The Balance sheet remains in a strong position with \$157,004 of Total Equity. Cash at bank is \$166,631 and the difference between the Cash balance and the Equity balance is primarily due to a liabilities in Junior Football.

I would like to thank the Treasurers of the sporting clubs for their help in preparing this years accounts.

St Michael's School, Lane Cove Association

Profit & Loss Statement

For the period 1/07/2020 through 30/6/2021

	Note	Operating \$	Basketball \$	Netball \$	Football \$	Consolidated \$	Prior Year FY20 Consolidated \$
Income							
Registration Fees			70,345.70	11,329.25	91,301.39	172,976.34	179,109.48
Training Fees						0.00	0.00
SMA Association Fees		3,978.00				3,978.00	4,032.00
Coaching Clinic Fees					4,400.00	4,400.00	3,600.00
Uniform sales					6,289.98	6,289.98	6,980.00
Presentation Day Receipts					2,869.82	2,869.82	2,772.00
Sponsorships					20,167.00	20,167.00	7,000.00
Donations			2,280.01	679.60	830.00	3,789.61	2,909.57
Other Income		6.06	11.55		10.81	28.42	119.49
Interest Income							
Total Income		3,984.06	72,637.26	12,008.85	125,869.00	214,499.17	206,522.54
Expenses							
Sporting Assoc Registration Fees			41,164.00		45,312.64	86,476.64	59,772.26
St Michael's Association Fees			954.00	546.00	2,478.00	3,978.00	4,032.00
Council Fees					21,986.76	21,986.76	17,384.82
Uniforms and equipment			5,769.73	2,181.63	21,600.75	29,552.11	43,867.77
Provisioning for uniform replacement						0.00	0.00
Presentation Expenses				496.38	2,197.49	2,693.87	3,753.60
Grading Expenses				1,000.00		1,000.00	1,000.00
Umpires (incl. exams)				245.00		245.00	2,007.00
Training Fees			28,235.63			28,235.63	31,337.50
Coaching / Development program				2,351.48	18,200.00	20,551.48	15,940.00
Court hire						0.00	0.00
Tournaments						0.00	0.00
Miscellaneous Expenditure		0.00	1,685.84	78.00	1,453.57	3,217.41	11,552.22
Provision for "School" fund						0.00	0.00
Gifts & Donations				367.00		367.00	0.00
Bank Fees		0.00	0.60			0.60	3.00
Storage Costs			399.86		636.00	1,035.86	494.00
Entertainment & Meeting Expenses		0.00		303.00	2,040.00	2,343.00	2,254.30
Insurance		2,994.15				2,994.15	2,450.96
Lodgement Fees		0.00				0.00	0.00
Total Expenses		2,994.15	78,209.66	7,568.49	115,905.21	204,677.51	195,849.43
Net Profit / (Loss)		989.91	(5,572.40)	4,440.36	9,963.79	9,821.66	10,673.11

St Michael's School, Lane Cove Association

Balance Sheet

As at 30 June 2021

	Notes	Operating \$	Basketball \$	Netball \$	Football \$	Consolidated \$	Prior Year Consolidated \$
Assets							
Current Assets							
Petty Cash			254.25		0.00	254.25	1,376.24
Westpac Transaction A/c	1	0.00			103,913.93	103,913.93	88,161.37
Westpac Savings A/c		0.00			6,830.85	6,830.85	6,830.50
ANZ Transaction A/c		12,951.31	17,533.11	22,739.00	500.00	53,723.42	53,924.91
ANZ Prem Saver A/c		908.11	500.00	500.00	0.00	1,908.11	7,303.22
St George A/c (Football Snrs)					0.00	0.00	0.00
Undeposited Funds	2					0.00	0.00
Uniforms	3					0.00	0.00
SMA Association Fees receivable	4	6,630.00				6,630.00	2,652.00
Other Debtors	5	0.00	3,540.00		0.00	3,540.00	5,555.00
Total Current Assets		20,489.42	21,827.36	23,239.00	111,244.78	176,800.56	165,803.24
Total Assets		20,489.42	21,827.36	23,239.00	111,244.78	176,800.56	165,803.24
Liabilities							
Current Liabilities							
SMA Association Fees owing	6		2,022.00	1,110.00	3,498.00	6,630.00	2,652.00
Other Current Liabilities	7	3,712.60	1,897.50	0.00	7,556.12	13,166.22	5,968.56
Total Current Liabilities		3,712.60	3,919.50	1,110.00	11,054.12	19,796.22	8,620.56
Non-Current Liabilities							
Uniform replacement provision	8				0.00	0.00	10,000.00
Total Current Liabilities		0.00	0.00	0.00	0.00	0.00	10,000.00
Total Liabilities		3,712.60	3,919.50	1,110.00	11,054.12	19,796.22	18,620.56
Net Assets		16,776.82	17,907.86	22,129.00	100,190.66	157,004.34	147,182.68
Equity							
Opening Retained Earnings		15,786.91	23,480.26	17,688.64	90,226.87	147,182.68	136,509.57
Current Year Earnings		989.91	(5,572.40)	4,440.36	9,963.79	9,821.66	10,673.11
Total Equity		16,776.82	17,907.86	22,129.00	100,190.66	157,004.34	147,182.68

St Michael's School, Lane Cove Association

Notes to Accounts 30 June 2021

	SMA	Basketball	Netball	Football	Consolidated
1 Bank Account					
Balance Westpac Operating Account	0.00				
Balance Westpac Savings Account	0.00				
Balance ANZ - 2931 87226	12,951.31				
Balance ANZ - 2931 87293	908.11				
	<u>0.00</u>				
	<u>13,859.42</u>				
2 Undeposited Funds					0.00
					0.00
					0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
3 Uniforms					0.00
Stock - socks and shorts					0.00
Jerseys purchased					
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
4 SMA Fees Receivable					0.00
GST Owing by Football Club		2,022.00	1,110.00	3,498.00	6,630.00
SMA Fees owing from clubs					
	<u>0.00</u>	<u>2,022.00</u>	<u>1,110.00</u>	<u>3,498.00</u>	<u>6,630.00</u>
5 Other Debtors					0.00
GST Owing by Football Club		3,540.00		0.00	3,540.00
Fees Receivable					
	<u>0.00</u>	<u>3,540.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,540.00</u>
6 SMA Fees Owing					0.00
SMA Fees owing to operating account	(6,630.00)	2,022.00	1,110.00	3,498.00	
	<u>(6,630.00)</u>	<u>2,022.00</u>	<u>1,110.00</u>	<u>3,498.00</u>	<u>0.00</u>
7 Other Current Liabilities					9,453.62
Other liabilities		1,897.50		7,556.12	0.00
CCI Insurance	3,712.60				3,712.60
GST collected					
	<u>3,712.60</u>	<u>1,897.50</u>	<u>0.00</u>	<u>7,556.12</u>	<u>13,166.22</u>
8 Uniform replacement provision					
Junior Football					
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

