

St Michael's School Lane Cove Association

Minutes Annual General Meeting

Tuesday 15th November 2022

Longueville Sporting Club

Present: Jenni Priestley, Lisa Khatchadourian, Amanda Burian, Jess Campanaro, Ruth Boccola, Will MacIntosh

Apologies: Valerie Kwok, Mike Lennon, David King

1. Welcome

The meeting commenced at 7.40pm

2. Confirmation of the Minutes from the previous AGM

Minutes from the AGM held on the 22nd of November 2021 were moved by Jenni Priestley and seconded by Lisa Khatchadourian.

3. Reports

- Jess presented the 2021 Child Protection Report – copy attached Appendix A
- Presidents Report – discussed ongoing projects and framework for the Association moving forward into 2022
- No formal Treasurers Report – The position of Association Treasurer remains vacant despite efforts to find a parent member willing to step into the role. The 2022 Financial Report is to be prepared by Chris Ahrens and presented to the Association by mid-December 2021.

4. Current elected members:

President: Jenni Priestley

Vice President: Valerie Kwok

Treasurer: Vacant

Secretary: Ruth Boccola

Child Protection Officer: Jess Campanaro

Committee Member: David King

Election of new Executive will take place in Term 1 meeting 2023 scheduled for Monday 20th February

The Executive Committee during 2022 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

Under the Department of Fair Trading legislation, the Association has met the following obligations:

- Having access to a registrar of Committee members
- Registering its Public Officer
- Running an AGM within 6 months of the end of the financial year of the Association

Obligation to be met before the end of the calendar year:

- Provide the Annual Summary of Financial Affairs. This will be submitted to the Department of Fair Trading as soon as it is available and published and sent to Committee members and Club representatives.

Meeting close: 8.10 pm

Appendix A: Child Protection Officer Report 2022

		ACTION
1		WORKING WITH CHILDREN CHECK
2	CLUB UPDATES	
	Basketball	
	Netball	
	Football	

All clubs are up to date with WWCC. I'd like to thank all clubs in enforcing the Association's rule that parents cannot manager and coach a team, until their WWCC has been verified.

All clubs please note

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).

4 CHILD SAFETY / COMPLAINTS

- No incidents formally reported

On Oct 12 I was contacted via email and phone by the Office of the Children's Guardian in relation to a StM parent manager involved with the basketball club. The person's WWCC was subject to a bar notice. The circumstances about why were not detailed. I emailed the Basketball club to ask the parent to step down from their role, due to the SMLCSA requirement that all parent volunteers have a valid WWCC. They complied and another manager has been installed.

ANNUAL COMMUNICATION SCHEDULE FOR CLUB & CHILD PROTECTION UPDATES

(CPO = SMLCA 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	Start Feb	

		Club to confirm and provide update to CPO		
		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, 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 e.g. 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.

