



Marion Primary School

**Annual General Meeting
2024**



Tuesday 13th February, 2024

Agenda

- 6:00pm Welcome to Country / Housekeeping
- i. Sign-in register
 - ii. Sub-committee registers for 2024
- 6:03pm Approval of Previous AGM Minutes
- 6:05pm Principal's AGM Report
- 6:10pm Governing Council Chairperson's Report
- 6:15pm Finance Reports
- i. School
 - ii. Out of School Hours Care (OSHC)
- 6:25pm Sub-Committee Reports
- i. Grounds Report
 - ii. Sports Report
 - iii. Fundraising Report
 - iv. OSHC Report
- 6:35pm 2023 Annual Report
- i. School improvement
 - ii. Attendance
 - iii. Parent Opinion Survey
- 6:40pm 2024 Governing Council Ballot
- 6:50pm Close

**** A brief meeting of elected Governing Council Members will be held at the conclusion of the Annual General Meeting.*





Approval of Previous AGM Minutes

Confirmation of Minutes: Minutes from 2023 AGM

Moved –

Seconded –

Majority -



MARION PRIMARY SCHOOL

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MARION PRIMARY SCHOOL

GOVERNING COUNCIL ANNUAL GENERAL MEETING

Wednesday 15th February 2023 at 7:00pm

Minutes

1. Welcome
2. Acceptance of Previous AGM Minutes – Trent & Andrew
3. Business arising from previous minutes - NIL
4. Acknowledgement of work of GC in 2022 and thanks to outgoing members
5. Principal's Report and presentation of 2022 Annual School Report
6. Ratification of GC Election for 2023
Minutes – Jess Coles elected and is taking up Chair person role and Secretary. Trent McNamara re-elected and Andrew Campbell stepping down
7. Election of office bearers and subcommittee reps. Set times/dates for meetings
 - Finance - Trent
 - Fundraising- Melanie
 - Grounds - Jess
 - OSHC - Trent
 - Sports - Larissa
8. Meeting closed



Principal's AGM Report



Welcome and thank you

Good evening and welcome to the Annual General Meeting of the Marion Primary School Governing Council for 2024. Firstly, thank you to all of our Governing Council members from 2023 for all of our support of the school. I look forward to another wonderful year working with the Governing Council in 2024.

Annual School Report - 2023

The new Annual School Report for 2023 has been released from the Department and is provided as a hard copy for families tonight. We will also talk to aspects of the report during the AGM.

Enrolments / Classes

The current enrolments are 151 as at Tuesday 6th February, 2024. We have maintained 7 classes again this year with a focus on building consistent teaching teams. Despite losing a large enrolment (30 students) from our exiting Year 6 cohort at the end of 2023, we have remained steady with numbers and in fact increased student enrolments in other year levels to hold an increase this year.

Site Improvement Plan (SIP) / Reading Project

Our Site Improvement Plan has been shared and supported by the Local Education Team and our Education Director. Our focus at Marion PS continues in reading improvement and going deeper with the second year of the Partnership commitment to the Dibels Reading Improvement Project. We have also employed an on-site reading coach this year (congratulations Amelia Jones), every Thursday to continue the work with Leadership in developing staff capacity and improving reading outcomes. This is an exciting project and we are seeing great growth and trends for continued improvement in 2024.

External School Review (ESR)

In early Term 2, 2023, Marion Primary School had an External School Review. The directions from the ESR are helping to provide direction and scaffold moving forward.

Budget

The 2024 draft Budget was submitted to Governing Council at the end of 2023. The budget is awaiting some final figures and amounts from the Department and will be ready for final publication and approval before the Governing Council holds it's first meeting in Week 8, Term 1. The school remains in a very stable and sound financial position.

Parent Engagement – Literacy Open Morning

Last year, the Governing Council discussed and spoke about ways to further engage families/parents with the school and in learning. Following discussion, we have made a school commitment to offering a Parent Literacy Open Morning to take place in Week 6, Term 1 – Wednesday 6th March, 2024. This promises to be an exciting morning!

Guy Walmsley

Principal



Governing Council Chairperson's Report – 2023

2023 was my first year elected to Governing Council and the first time I have chaired a Governing Council. With great support from the returning members Trent, Jess G, Mel, and Larissa as well as the school leadership team, at the time, David and Sue I soon found a rhythm as the chairperson and minute taker.

Governing Council met twice a term (weeks 3 and 8). As Chairperson and minute taker, I was responsible for sending out the agenda and running each meeting. In the weeks leading up to each meeting, I would complete and send out the minutes of the previous meeting to all representatives. I took responsibility for Governing Council correspondence and occasionally reviewed and signed some school policies and documents as was necessary.

Marion Primary had a few leadership changes throughout 2023. By the end of Term1 David O'Connell moved to a new role in the Department and we saw Guy Walmsley come into the school as the new Principal. The transition was smooth and seamless and I think this can be partially attributed to the open and honest communication that David and Guy had with the Governing Council.

At the end of Term 3 Sue Sifa finished up as Deputy Principal and we saw Georgina Sprigg stepping in for Term 4. Again, thanks to open and honest communication, this transition was smooth. Marion Primary has seen Georgina in the Deputy role in the past so we knew we were in good hands.

Our finance and OSHC sub-committees were headed by Trent McNamara with amazing work and support from Melissa Harris and Robyn Shanahan. A challenge in 2023 was working on aspects of OSHC feasibility. OSHC were not immune to the pressures of rising costs and this team worked very hard with support from the Governing Council to reduce those costs and support rostering ensuring our OSHC remains viable into the future.

A couple of other Governing Council achievements for 2023 I'd like to highlight are:

- The organisation of the Working Bee held mid-year to weed the school boundary and clean up the vegetable garden. This was followed up with Guy arranging Bunnings Warehouse to donate seedlings and run lessons with students to learn about growing vegetables. I'm extremely proud that the garden is still going and lovingly cared for by students, staff, and our school community.
- The Governing Council discussed and provided some feedback about the end of year Concert which resulted in a successful location change to the oval.

Focus for 2024

In 2024 I'd like to put a focus on looking at ways we can continue to foster Parent Engagement - I'd like to touch on the Literacy Open Morning coming up in Term 1 and encourage parents to get involved. I see this as a good start to get caregivers back into the classroom like we were pre Covid and restrictions.

In closing, thank you to the 2023 Governing Council representatives for your time and effort. I look forward to working with the 2024 Governing Council to improve our school for its students and our community.

Jess Coles
Governing Council Chairperson



Finance Reports – 2023

Marion Primary School

Marion PS finished 2023 in a sound financial position with end of year cash/investment figure of \$372,722.50.

Commitments of note finalised in 2024:

1. \$15,420 – Schools IT Device Program (second of three instalments)
2. \$3,974 – Replacement photocopier for the library (first of two instalments)
3. \$750 – put aside for replacement of furniture (replaced reception chairs)

Revenue

2023 revenue was above our approved budget by a total of \$335,481.22. The main factors for this increased income were –

1. \$50,000 in new funds held on behalf of our partnership for the portfolios Reading Coach
2. \$58,782 received for 2022 TRT supplementation
3. \$59,176 received for 2021 TRT supplementation
4. \$12,468.62 Self-Regulation Service Funding
5. \$10,000.00 Student Wellbeing Boost
6. Additional IESP funding (primarily category 9)
7. \$8,647.20 received in fund raising
8. \$31,453.67 remaining portfolio funds from 2023

We collected a total of \$33,867.25 in Materials and Services Charges, slightly over-budget from the predicted amount of \$31,000. We had 58 students approved for school card 13 more than what was forecasted. Our final debtors reported a balance outstanding of \$2,911.40 with only three families being sent to our central debt collection agency for pursuing.

At the end of 2023 the Governing Council voted to increase the 2024 Materials and Services Charges by \$10.00 per child to \$320.00. The community online poll to make this legally recoverable was successful.

Expenditure

2023 expenditure was over our approved budget by \$228,941.63.

1. This was primarily due to our salaries being offset against the additional IESP funding we received. We were able to upgrade x2 SSO1 staff members to SSO2 classifications.
2. Expected TRT supplementation will be received next year to cover staff sick leave.
3. Reading Coach wages were not added into the staff expenditure but have offset against the received portfolio revenue received from Happy Valley PS.



2023 has been a positive year for Marion Primary School with a strong starting cash position going into 2024. We still have ongoing commitments to complete the remaining instalment for the school's IT program and the final payment for our new photocopier, and we would like to consider some IT device upgrades for staff.

Out of School Hours Care (OSHC)

Marion PS OSHC had a challenging year with funds remaining in the bank account of \$45,132.85. We did have to transfer funds from the OSHC SASIF account to our operating account, for the first time in over a year, to complete our staff expense commitments. We had a slow start to the year with our before school care numbers especially, being well under what we predicted. The annual wage increase already set by the department was nearly double and this had a huge impact on our staff expenses. A new Educational Leader Allowance was also introduced for OSHC directors that was not factored into the initial budget. We did budget to replace some minor equipment which went towards purchasing a new dishwasher. We also invested in some additional staff training.

We originally budgeted to make a profit of \$5,919.72 but reported a loss of \$14,293.60

Income

Budget Income - \$206,170.00

Actual Income - \$174,081.95

Income under budget - \$32,088.05

Expenses

Budget Expenditure - \$200,250.08

Actual Expenditure - \$182,455.83

Expenditure under budget - \$17,794.45

Although we overspent in salaries due to the wage increase, OSHC was able to keep other expenditure across the board low, against what we were anticipating, to reduce the impact of this.

In planning our budgets for 2024, we decided that we needed to increase our fees across the board effective 1 Jan 2024. Over these discussions, we also made some adjustments to staffing timetables. We anticipate with these new measures in place, 2024 will be a profitable year.

Melissa Harris

Finance Officer

Grounds Report

The focus on grounds and the way it is being presented to members of both the school, and broader, community was a focus of 2023. There has been constant work and feedback on the hygiene of the school and areas for improvement. This has been done in conjunction with cleaning crews and has made a positive difference overall to the experience for the students. There has also been discussion and investigation around the way rubbish and other materials (recycling, composting etc) is being disposed of and if there is a



'greener' and more cost-effective way to this. These are ongoing issues that are being discussed and refined throughout GC meetings.

We had great success at the Working Bee held in 2023 which was well attended by staff and families who worked hard to plant hedges, set up garden beds and give the yard a general tidy up. The hedge plants have taken well and we look forward to seeing them continue to grow and flourish. Clearing and establishing the gardens bed has enabled the students to plant vegetables and further use these spaces as a practical element which has been included in the curriculum of our students.

Jess Griffiths

Governing Council Representative – Grounds Subcommittee

Sports Report

The main focus of the Sports Committee for 2023 was to review and update the 2016 Sports Policy which had been partially reviewed in 2019, but never finalised. We were pleased to be able to complete a full review of the outdated document to ensure up to date guidance to coaches, team managers, parents/caregivers, participating children and the school community regarding expectations, organisation and management of sporting teams at Marion Primary School.

More generally, the Sports Committee also acts as a point of contact for coaches, team managers, parents/caregivers and school sport participants to allow for open communication between school sporting teams and the Sports Committee, who then report regularly to governing council. If there are areas of concern or where assistance is required, these can be escalated to leadership for resolution.

The Sports Committee also strives to keep on top of what is of interest to Marion Primary School students in terms of sports and activities, and make enquiries to enable us to offer new and different sports for students to be involved with wherever possible.

Melanie Neuling

Governing Council Representative – Sports Subcommittee

Fundraising Report

2023 was a fantastic year for the fundraising committee. A small but dedicated group of five parents and two staff oversaw eleven fundraisers, raising a total of over \$6500 for our school.

We began and ended the year with sausage sizzles (Sports Day and End of Year Concert) and raffles (Easter and Christmas), and kept busy in between with gift stalls for Mothers Day and Fathers Day. It's always a delight to see how thoughtfully the students select gifts for their loved ones! For something different, we hosted a disco night in Term Two. It was a great success and led to many happy but exhausted children, especially those in Junior Primary!

Our hardworking teachers organised the traditional Marion PS class stalls and Crazy Camel artwork fundraisers in term three. Both events are popular with the students, and we thank Zoe Stone and Georgina Sprigg for being the driving force for these.



Our hope as a group is that we can build on the success of 2023, welcome new members to the committee, and continue to raise much needed funds for new equipment for Marion PS in 2024.

Larissa Genat

Governing Council Representative – Fundraising Subcommittee

OSHC Report

Our OSHC program offers a wide variety of activities including art, craft, sport, excursions, incursions, computers, Wii, Nintendo Switch, Imaginary play, games and building activities. We provide opportunities to learn about the environment, sustainability, social skills, life skills, health and well-being and promote a sense of belonging.

Marion Primary School OSHC and vacation care is approved to accept 39 children at each session.

Changes to the school operating hours last year have changed OSHC operating hours for Before School Care finishing at 8:25am instead of 8:30am and the start time of After School Care to 3:05pm instead of 3:15pm.

Improvements at the service have included the purchase and installation of a dishwasher to smoothly implement the new SA Health Food Safety guidelines for all food handling businesses.

The staff team have done a brilliant job over the last year providing a fun, safe and inclusive environment to the school and local community.

Robyn Shanahan

Director