



Epsom Girls Grammar School Old Girls Association (Inc)

Minutes of 96th Annual General Meeting

DATE	Monday 12 June, 7 pm
PRESENT	Julie Goodyer (JG), Lynley Sheweiry (LS), Fiona Cottam (FC), Virginia Bishop (VB), Sally Blyth (SB), Katharine Collins (KC), Donna Corse-Scott (DC), Ro Bellamy (RB), Margi Leech (ML), Mary Hall (MH), Tric Milner (TM), Bridgette Sullivan-Taylor ; Rachel Banbury, Gae Griffiths, Carolyn Guthrie, Mary Dunkley, Gaye Bates, Annise Raea, Diana Mabin nee Colgan, Ehlin Young nee Hing, Rosemary Brock nee Turpe, Valda Cammell, Catherine Allbury, Michelle Allbury, Pauline Farra, Jill Cornish, Charmayne Johnstone, Irene Byrne, Kelly Rosie, Kim Stychinsky, Kirsty Cooper, Chris Barnes, Neville Ryan, Katie Noble, Judy Wilson, Siata Tavite, Isabella Tedcastle
APOLOGIES	Gay Roberts, Madeline Gunn, Kim Smith, Glennys McGlashan, Viopapa Annandale Atherton, Dr Margaret Guthrie, Annemarie Hope-Cross, Heather Simpson, Barbara V Nunn nee Brown, Jill Mandeno, Pat (Marsh) Drew, Sue Burrett, Marion Fell (Bear), Nancy Mullins (1952), Leila Corban, Dora Green, Christine Black, Lauraine Jacobs, Lesley Murgatroyd, Chris Gill

Agenda item	Minutes
	<ul style="list-style-type: none"> Welcome – Sally Blyth
Minutes of Previous Meeting (95th AGM)	<ul style="list-style-type: none"> Held Monday, 13 June 2016. Read by Virginia Bishop Accepted as correct: Moved Virginia Bishop, Seconded Julie Goodyer Passed
Matters arising	<ul style="list-style-type: none"> Epsom House Scholarship - noted that there were six applicants this year due to increased advertising etc.
Correspondence In/Out	<ul style="list-style-type: none"> Email correspondence relating to AGM comprised RSVP or apology emails Four items of correspondence received in relation to the proposed changes to the Constitution - to be raised later in the meeting under this agenda item Moved that correspondence be accepted as tabled: Moved Julie Goodyer, Seconded Mary Hall Passed
Treasurers Report	<ul style="list-style-type: none"> Treasurers report read by Julie Goodyer Attached as Annexure A Moved that the Treasurer's Report be accepted Julie Goodyer, Seconded Tic Milner Passed Silver Road badge to be presented to Jessica Beever - absent therefore badge will be posted

	<ul style="list-style-type: none"> • Thank you to Principal Lorraine Pound from OGA Committee acknowledging and in appreciation of Lorraine's contribution and assistance/support at all the events held over Centenary including speaking at all events – Lorraine presented with card and flowers
Archivist's Report	<ul style="list-style-type: none"> • Donna Corse Scott read Archivist's report on behalf of Christine Black • Attached as Annexure B • Julie Goodyer read the citation for the Archivist's Centennial Scholarship presented to Christine Black. A Scholarship of \$2000 was awarded to the Archivist in December 2016 in recognition and appreciation of the extra work put in leading up to and during the Centenary celebrations. Mary Dunkley suggested presenting the Certificate to Christine Black at the forthcoming Franklin Centenary Dinner on 26 June 2017. • Moved that the Archivist's report be accepted Donna Corse Scott, Seconded Margi Leech • Passed
Principal's Report	<ul style="list-style-type: none"> • Principal Lorraine Pound read the Principal's Report • Attached as Annexure C • Moved that the Principal's Report be accepted Lorraine Pound, Seconded Ro Bellamy • Passed
Co-Presidents' Report	<ul style="list-style-type: none"> • Lynley Sheweiry read the Co-Presidents' report on behalf of Co-Presidents Sally Blyth and Lynley Sheweiry • Attached as Annexure D • Moved that Co-Presidents' Report be accepted Lynley Sheweiry, Seconded Mary Hall • Passed
Election of Officers and Committee	<ul style="list-style-type: none"> • Sally Blyth and Lynley Sheweiry – Co-Presidents; Julie Goodyer - Treasurer; Virginia Bishop – Secretary; Patricia Milner - Staff Representative; Donna Corse-Scott- School Liaison Officer; Fiona Cottam; Rosemary Bellamy; Mary Hall; Margi Leech; Katharine Collins; Bridgette Sullivan-Taylor; Annise Raea. Student Representative to be confirmed. • Moved that all nominations for the Officers and Committee be accepted Sally Blyth, Seconded Fiona Cottam • Passed
Honorary Memberships	<ul style="list-style-type: none"> • Gary Colquhoun-Pederick - citation read by Lynley Sheweiry • Pauline Farra - citation read by Patricia Milner • Linda McNeil - citation read by Rosemary Bellamy • Flowers presented to Pauline and Linda and wine to Gary and certificates presented to all. • Moved that all three Honorary Memberships be accepted Julie Goodyer, Seconded Margi Leech • Passed
Approval of budget for next financial	<ul style="list-style-type: none"> • 2018 budget presented by Julie Goodyer

<p>Approval of budget for next financial year</p>	<ul style="list-style-type: none"> • 2018 budget presented by Julie Goodyer • Attached as Annexure E • Moved that the budget for the next financial year be accepted Julie Goodyer, Seconded Fiona Cottam • Passed
<p>Appointment of Accountants to Review Financial Statements</p>	<ul style="list-style-type: none"> • Moved that Crowe Horwath Accountants be appointed to review the Annual Financial Statements and Statement of Service Performance of the Association for the 2017/2018 year. • Moved that the YE 31/3/2018 Financial Statements be reviewed and not audited • Moved Julie Goodyer, Seconded Rosemary Bellamy • Passed
<p>Notice of Motion to Amend EGGSOGA Constitution</p>	<ul style="list-style-type: none"> • A covering letter explaining the proposed changes to the EGGSOGA Constitution together with a copy of the Constitution showing the proposed changes was sent to all members with the Notice of AGM. • Julie Goodyer spoke to the proposed changes and read out the four items of correspondence received addressing the changes. • There was no further discussion regarding the changes. • Julie Goodyer moved that the Constitution and Rules of Epsom Girls Grammar School Old Girls Association Inc. as circulated with the notice of AGM and attached as Annexure F be adopted as the rules of Epsom Girls Grammar School Old Girls Association Inc. in place of the current rules dated 9 June 2014 with effect from the date of passing this resolution, Seconded Fiona Cottam • Passed • Moved that the correspondence relating to the Constitution be accepted Julie Goodyer, Seconded Gaye Bates • Passed
<p>General Business</p>	<ul style="list-style-type: none"> • Sally Blyth spoke to the request from the Development Officer Najira Khanam to organise a small focus group where we ask the Old Girls what they want from the relationship with EGGS and if they would be interested in a mentoring programme for example – to build and maintain a culture of philanthropy. The OGA also proposes to conduct an online survey to seek feedback and ideas as to how the OGA may improve its visibility and involvement with the School. • Mary Dunkley spoke about a past survey that was undertaken by the OGA which she has the results of and will provide to the Committee. • The video message from Helen Clark to the Centenary Gala dinner was replayed to the AGM attendees
<p>Meeting concluded</p>	<p>8:40 pm</p>
<p>Next meeting</p>	<ul style="list-style-type: none"> • The 97th AGM will be held on Monday 11 June 2018 – 6-30 pm for a 7 pm start.

Annexure A

Treasurer's Report EGGS OGA 2016 AGM

The OGA held a number of functions in the financial year from 1 April 2016 to 31 March 2017.

These included:

- Our 2016 Annual Morning Tea and 1946 and 1956 luncheon reunion
- 2016 Graduation Dinner at Ellerslie Event Centre in December
- A decade reunion for 1986 third formers in November 2016
- Our first Hamilton based reunion afternoon tea in October 2016

The Graduation Dinner was a well-attended and successful event and we again made just over \$9,300 profit on ticket sales after expenses. We also had good memorabilia sales of over \$1,000 at the Graduation dinner. We presented 3 Graduation Scholarships of \$600 each at the dinner and presented the Head Prefect with a Graduation ring. This year being the Centenary year we are hoping that with our fundraising, donations and grant applications we can award 10 x \$600 Grad Dinner Scholarships and also a further 10 x Scholarship – 5 for staff and 5 for students at our senior and junior prize givings. The amounts are still to be confirmed but we would like these one off scholarships to be \$1,000 each. We are also proud of the efforts of our Tongan alumnae who fundraised over \$1500 in donations during the Centenary to go towards a range of one off Senior and junior scholarships for our Tongan students this year. They also raised further \$1,000 to go towards the future planting of the School's Centennial tree. So if you are planning on making a donation to the OGA this year please earmark it for Centenary Scholarships.

Memorabilia sales have continued to be a good source of income at approximately \$2,149 this year. We were not able to sell our OGA memorabilia stock at the Centenary events as the Centenary committee designed the lovely new Centenary memorabilia which is available for you to purchase tonight. Our OGA memorabilia is timeless whereas some of the Centenary memorabilia needs to be sold during this the Centenary year to help the overall Centenary events budget break even.

We continue to donate over \$4000 to the School towards School prizes including our Old Girls Association Service Awards of \$30 each for the junior school tutor group leaders. The number of these awards varies each year depending on the number of tutor groups but totals approximately \$1080.

The sponsorship we have secured from the Epsom House caterer Compass Group for the OGA Hostel Scholarship continues again this year which means that we do not need to pay the \$2,500 for the Hostel Scholarship from the Scholarship capital fund corpus and income. Last June 2016 we invested our Hostel Scholarship fund of \$26,040 in the EGGS Foundations Forsyth Barr fund. As at 31 March 2017 the investment value was reported as 27,519 which is the amount reported in our YE 31/3/2017 Statement of Service Performance. This is roughly a 5.5% return on investment which is above the Bank term deposit rates we would be able to obtain for 12 months which are approximately 3.6% currently. The EGGS Foundation acts as a bare trustee for the OGA in facilitating this investment and reports to us quarterly on the value. We need to remember that the returns can increase and decrease with the market but the Forsyth Barr fund seems to be returning above term deposit rates.

We again donated \$3000 to the School last year towards the cost of running the EGGS Archives. At the last 2 AGMs the issue has been discussed about increasing this amount and at its December 2016 committee meeting the Committee resolved to make an immediate payment of \$2,000 to the Archivist as a Centennial Scholarship in recognition of Christine's excellent service to Archives to ensure that Christine had access to sufficient funds for the Archival displays for the Centenary. We would now like to present Christine with her Centennial Scholarship Certificate.

Many of you will have attended the wonderful Centenary events held from 5 – 9 April with more to be held throughout the year. Franklin Branch are holding their Centenary dinner on 26 June so if you want details of that I have some registration forms here.

The OGA provided \$10,000 of seed funding to the School to assist with the pre- Centenary accounts that needed to be paid before income started coming in during last financial year. This was paid from the 90th Jubilee Term Deposit Fund which was specifically set aside for this purpose. The School has managed all the Centenary accounts and also carried the risk for the success or otherwise of the Centenary events including underwriting the cost of purchasing all the Centenary memorabilia. This has saved the OGA treasurer (me) the work and responsibility of managing the funds for this huge undertaking of some 10 events over 5 days. It was agreed between the key Centenary stakeholders that if there is any profit made on the Centenary, then this will first be applied to refunding the seed funding contributed by the key stakeholders who were the BoT, the OGA and the PTA. However at this early stage after the events with accounts still coming in and with Centenary memorabilia still to be sold through the year it is looking unlikely that any stakeholder seed funding will be able to be refunded. So this payment will most likely be treated as a donation from the OGA towards the School's costs of running the Centenary. This fully aligns with the purpose that it was set aside for from the 90th Jubilee in any event.

Last year in May 2016 we tried to run the successful 2015 Scriptor Series events again but our first planned event had to be cancelled for low ticket sales this time so we did not plan any further events as everyone was busy working on the Centenary planning.

We now have 10 Old Girls signed up to our Silver Road Donors Club. These generous Old Girls are for-going the cost of a coffee per week and donating a monthly amount of at least \$10. Most have now been running for over 12 months and have received their limited edition Silver Road Club badges. These badges are presented to anyone who continues their Silver Road Club donations for 12 months or makes a donation of \$120 or more per annum. We have one new Silver Road club badge to award to Jessica Beaver tonight if she is here – otherwise I'll post it.

Our former Treasurer Helen Trainer continues to give me telephone assistance when I have any queries. Our new Charities format of Statement of Service Performance was a little easier to prepare this year as were able to use a lot of the wording from last year which was our first time that we reported under the new Charities reporting format. We decided to stick with a review only of our accounts this year as the School ran all the Centenary accounts and the justification to pay the higher audit fees versus review fees did not seem to be there. The review costs for this year are \$1,200 plus GST and disbursements totalling \$1449. We also agreed to pay a further \$350 plus GST to have Crowe Horwath finalise out accounts to get them into the right format. The assistance we have had from Crowe Howarth again this year has been most helpful in finalising our accounts in time for the AGM. Last year we were only required to report our actual performance under the new format but this year have had to complete the budget for the current year and include the previous year's figures.

If anyone would like to talk to me about assisting with the OGA's financial matters see me after the meeting.

The OGA has been working to complete the documentation to become the Trustees through eggs over trustee Ltd, on a new endowment trust and sub trust to manage future scholarships. The current sub trust manages the Kathleen Mandeno scholarship which is funded by Jill Mandeno. I am pleased to announce that Jill has now transferred income earning shares to the SunTrust so that it can be self-funding into the future.

I move that the Financial Statements and Statement of Service Performance for the year ended 31 March 2017 as reviewed by Crowe Howarth is accepted.

Just before I finish – as Chairperson of the Centenary Committee I, with Lorraine Pound, have sent thank you cards to all those who helped on the Committee. I'd just like to acknowledge Lorraine and present her with a thank you card from the Committee for the

amazing job she did in supporting the Committee and coming to our meetings and then fronting and speaking at all the events. Having only stepped into the Principal's role a year before the Centenary I feel that we were so lucky to have Lorraine as Principal during the Centenary year with her knowledge of and experience at the school over many years and her wonderful leadership and communication skills. So Lorraine please receive your thank you card and these flowers.

EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Performance Report

**For the year ended:
31 March 2017**

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INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Committee of Epsom Girls Grammar School Old Girls Association Incorporated

Report on the Performance Report

We have reviewed the accompanying performance report of Epsom Girls Grammar School Old Girls Association Incorporated, which comprises the entity information, statement of service performance, the statement of receipts and payments for the year ended 31 March 2017, and the statement of resources and commitments as at 31 March 2017, and the statement of significant accounting policies and other explanatory information.

Committee's Responsibility for the Performance Report

The Committee are responsible on behalf of the entity for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

- (c) for such internal control as the Committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400 (Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Our firm provides accounting services to Epsom Girls Grammar School Old Girls Association Incorporated. The firm has no other relationship with, or interests in, Epsom Girls Grammar School Old Girls Association Incorporated.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe:

- a) that the performance report on pages 3 to 13 does not present fairly, in all material respects;
- the entity information for the year then ended; and
 - the resources and commitments of Epsom Girls Grammar School Old Girls Association Incorporated as at 31 March 2017 and its receipts and payments for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit).



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
31 March 2017

Legal Name of Entity:	EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED
Other Name of Entity:	EGGS OGA
Type of Entity and Legal Basis:	Incorporated Society and Registered Charity
Registration Number:	CC No: 46247

Entity's Purpose or Mission:

The objects of EGGS OGA are:

- (a) to promote the interests of the School;
- (b) to keep Alumni in touch with, and maintain their interest in the School;
- (c) to secure the co-operation of Alumni in furthering the interests of the School including by providing role models and mentors;
- (d) to benefit and support the advancement of education and achievement of students at the School including the offer of scholarships and prizes for proficiency in all fields and by any other means;
- (e) to benefit and support the School Community. In carrying out the above objects the Association intends to fulfil a 'charitable purpose' in accordance with the meaning of this phrase in section 5 of the Charities Act 2005 and shall in all activities provide a public benefit.

Entity Structure:

Membership of the Association is either by Ordinary Membership or by Honorary Membership.

Ordinary Membership is for any person who has been a student or member of the staff at Epsom Girls Grammar School. The rules in the Constitution in no way prejudice or alter the position of any person who has become a Member, Associate Member, Patron or Honorary Life Member of the Association prior to 14 June 2010.

Honorary Membership is created as follows: The Annual General Meeting or any Special General meeting convened for that purpose may on the recommendation of the Committee award Honorary Membership to any Member or other person whom it wishes to distinguish for their services to the School, Association or in a related field, and who is willing to accept the honour. An Honorary Member has the same rights as an ordinary Member.

Management of the Association: The Association is administered and managed by a Committee and Officers. From the end of each Annual General Meeting (AGM) until the end of the next, the Association is administered and managed by the Committee elected at the AGM of the Association. The Committee has full executive powers to carry out the objects of the Association subject to the Rules in the Constitution and the resolution of any General Meeting. The Committee may exercise all the Association's powers other than those required by statute or the Rules to be exercised by the Association in General Meeting.

The Committee comprises 10 members including the Offices of President, Treasurer and Secretary. Officers and members of the Committee are elected at the AGM and hold office until the next AGM in accordance with the provisions set out in the Constitution. The Committee requests the School to appoint a current staff member as a liaison person to attend Committee meetings. The Committee can set up sub-committees of one or more Members and any other person(s) for any purpose relating to the conduct of the affairs of the Association so as to further its objects. All Officers and Committee Members are volunteers.



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
31 March 2017

Main Sources of the Entity's Cash and Resources:

The running expenses and activities of the Association are generally funded by donations and charges made for specific events that are held to cover costs and generate a small amount of surplus income.

The Association also sells a small range of memorabilia to fundraise for its activities.

Other types of fundraising include running raffles and silent auctions at events.

The Association also earns some interest income on Bank Term Deposits and other fund investments that support Scholarships.

Main Methods Used by the Entity to Raise Funds:

- (1) By the creation of a Silver Road Club where Members who set up an automatic payment of donations for \$10 or more per month to the Association and keep this running for 12 months or more receive a Silver Road Club badge. The badge is presented at an AGM.
- (2) Holding a Graduation Dinner for Year 13 Leavers and their Parents in December each year which makes a profit on ticket sales after expenses.
- (3) Sale of Memorabilia Items throughout the year at functions and events.
- (4) General donations from Members when requested from time to time in our newsletter issued three times a year.

Entity's Reliance on Volunteers and Donated Goods or Services:

The Association relies wholly on volunteers to carry out its functions and fulfil its objects. The Committee members and officers (and some past committee members) volunteer their time to attend committee meetings which are held approximately every two months to plan for and organise the Association's regular functions and fundraising activities such as the Annual Morning Tea and School tours, decade reunions, Founders Awards, Annual General Meeting, Annual Dinner or cocktail function (in the years when this is held) and Graduation Dinner.

An officer (usually one of the Co-Presidents) attends the two monthly Epsom Girls Grammar School Foundation meetings at the School as an observer to keep in touch with the School. Officers and/or Committee members attend (and sometimes speak at) School functions representing the Association such as at School prize givings, special School assemblies, official School functions, as well as at functions held by the Association's branches in Franklin, Tauranga and this year in Hamilton.

Members of the Committee are also involved on the School's Centenary Committee and have helped to organise the School's Centenary celebrations



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Entity Information



"Who are we?"; "Why do we exist?!"

For the year ended:
31 March 2017

Additional Information

The Association has provided support to the Epsom Girls Grammar School's Capital Campaign to raise funds for the Joyce Fisher Sports Centre which was the main building project for the School's Centenary in 2017. In the year ended 31 March 2016 the Association also provided seed funding of \$10,000 towards the School's Centenary and a donation of \$10,000 towards upgrading the School grounds for the Centenary celebrations.

Contact details

Physical Address:	c/- Epsom Girls Grammar School, Silver Road, Epsom, Auckland, 1023
Postal Address:	P.O.Box 26 276, Epsom, Auckland 1344
Phone/Fax:	Answer Phone In EGGS OGA Office in Archives Room at School 970 6762; Secretary 027 296 5294.
Email/Website:	oga@eggs.school.nz; OGA tab on www.eggs.school.nz
	https://www.facebook.com/EGGSOGA ; Linked In: "Epsom Girls' Grammar Alumnae - Old Girls"
	https://twitter.com/EGGSOldGirls



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Statement of Service Performance

"What did we do?"

For the year ended

31 March 2017

Description of the Entity's Outcomes:

During the year ended 31 March 2017 Financial Year the Association's Committee was mainly involved on the School's Centenary Committee planning for the Centenary events held from 5 - 9 April 2017. It also awarded 3 Founders Awards to high achieving past students and brought these women back into the School to speak to the current students at a special assembly. It financially supported the continued provision of the School Archivist who is herself an Old Girl. An Annual Morning Tea and Decade Reunions for 1946, 1956, and 1986 third formers were held or those year groups were supported to hold these. A Graduation Dinner was held for the 2016 Year 13 Leavers.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual	Budget	Actual
	This Year	This Year	Last Year
Donation and seed funding provision to Epsom Girls Grammar School for the Centenary	\$0	0	\$20,000
Donation for EGGGS Archivist's expenses	\$5,000	3000	\$3,000
Donation towards EGGGS School prizes and year 9 and 10 Service Awards for 2015 prizegiving	\$4,080	4080	\$4,360
3 Graduation Dinner Scholarships awarded at \$600 each (2 awarded and 1 carried forward) (budgeted 10 at \$600 each for Centenary year)	\$1,200	6000	\$1,200
Hostel Scholarship of \$2,500 towards fees (awarded to a 2017 year 9 hostel student). The OGA has currently secured sponsorship to cover the cost of this scholarship from Compass Group, the Epsom House Hostel Caterers.	Nil as sponsored	Nil as sponsored	Nil as sponsored
Annual Morning Tea and School Tours followed by 70 years on and 60 years on Luncheon	One held	One	One held
Scriptor Series Events or other fundraising function	None - cancelled for low ticket sales	One	Four held
Founders Awards Assembly - three recipients	One held	One	One held
Annual General Meeting - two Honorary Memberships awarded	One held	One	One held
Newsletters	Three Published	Three	Three Published
Social Media - Linked In, Facebook page and EGGGS Centenary page updated weekly and OGA Website Tab on School website updated after each newsletter is published	Social Media	Social Media	Social Media
Graduation Gala Dinner	One held	One	One held
50 years on and 40 years on Reunions	One each held	One	One each held



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Statement of Service Performance

"What did we do?"

For the year ended

31 March 2017

Additional Information:

Feedback from 2016 Founders Award Recipients - "I have been home about an hour and the flowers are sitting in a large vase on the dining room table. They are beautiful. Thank you so much." Judge Heather Simpson - 2016 Founders Award Recipient;

"Thank you for a splendid occasion" Anne Norman - 2016 Founders Award Recipient.

"I am aiming to be in New Zealand in the near future and it would be great to come into the school and talk to the girls." - Michele Cox - 2016 Founders Award Recipient - presented by video link.



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

31 March 2017

	Notes	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Operating Receipts				
Fundraising receipts	2	70,754		62,017
Grants and donations	2	4,808		3,172
Interest, dividends and other investment income receipts	2	2,196		2,597
Total Operating Receipts		77,758	-	67,786
Operating Payments				
Payments related to fundraising	3	55,593		46,568
Payments related to providing goods or services	3	3,650		2,355
Grants and donations paid	3	12,360		29,740
Total Operating Payments		71,603	-	78,663
Operating Surplus or (Deficit)		6,155	-	(10,877)
Capital Payments				
Purchase of investments		(27,519)		
Increase/(Decrease) in Bank Accounts and Cash		(21,364)	-	(10,877)
Bank accounts and cash at the beginning of the financial year		50,182		61,059
Bank Accounts and Cash at the End of the Financial Year		28,818	-	50,182
Represented by:				
Cheque account(s)		3,516		1,482
Savings account(s)		19,129		17,106
Term Deposit account(s)		6,173		31,594
Total Bank Accounts and Cash at the End of the Financial Year		28,818	-	50,182



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Statement of Resources and Commitments

"what the entity owns?" and "what the entity owes?"


As at

31 March 2017

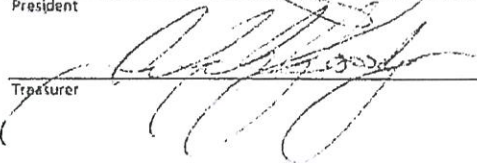
SCHEDULE OF RESOURCES		This Year \$	Last Year \$
Bank Accounts and Cash (from Statement of Receipts and Payments)		28,818	50,182
Money Owed to the Entity			
Description	Amount		
Interest receivable	-		294
Prepayments	500		500
Seed Funding for Centenary to be repaid from profits on Centenary (Centenary made a loss)	-		10,000
Other Resources			
Description and Source of Value	Cost or Current Value		Cost or Current Value
Computers	38		54
Forsyth Barr Investment Hostel Scholarship Fund	27,519		

SCHEDULE OF COMMITMENTS		This Year \$	Last Year \$
Money Payable by the Entity			
Description	Amount		Amount
Accruals	2,300		1,600

The Performance Report has been authorised by the Committee



 President



 Treasurer

8/6/2017
Date

8/6/2017
Date



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Notes to the Performance Report

**For the year ended
31 March 2017**

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation

EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Forsyth Barr Investment Held Scholarship Fund

The Epsom Girls Grammar School Old Girls Association Incorporated has placed amounts with Forsyth Barr with regard to an investment portfolio. This asset is recorded at the current value at the amounts invested with Forsyth Barr.



EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Notes to the Performance Report

**For the year ended
31 March 2017**

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Graduation Dinner	52,645	49,702
	Graduation Rings	2,976	2,565
	Morning Tea and Reunions	13,033	997
	Memorabilia Sales	2,149	2,366
	Scriptor Series Functions	(49)	6,387
	Total		70,754

Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations	Donations	4,663	2,812
	Foundation Sports Centre Donations	145	360
	Total	4,808	3,172

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment	Interest	2,196	2,597
	Total	2,196	2,597

Receipt Total		77,758	67,786
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EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Notes to the Performance Report

For the year ended
31 March 2017

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to fundraising	Graduation Dinner	43,140	39,377
	Graduation Rings	2,771	2,427
	Scriptor Series	-	2,833
	Morning Tea and Reunions	9,682	921
	Memorabilia	-	1,010
	Total		55,593

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to providing goods or services	Audit Expense	2,334	1,507
	Bank Fees	85	110
	Secretarial Expenses	874	381
	Annual Return	51	51
	Newsletter Production Costs	306	306
	Total		3,650

Payment Item	Analysis	This Year \$	Last Year \$
Grants and donations paid	EGGS Archives	5,000	3,000
	EGGS School Prizes	4,080	4,360
	Year 13 Graduation Scholarships	1,200	1,200
	EGGS Centenary Gardens Donation	-	10,000
	Student Uniform	-	355
	EGGS Centenary Donations/Seed funding for Centenary	1,940	10,000
	Sport Centre Plaque (Bay of Plenty Branch)	140	360
	Founders Awards	-	465
	Total		12,360

Total Payments		71,603	78,663
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EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION INCORPORATED

Notes to the Accounts

**For the year ended
31 March 2017**

Note 4 : Additional Notes to the Accounts

1. Commitments of Capital Expenditure

There were no capital commitments at balance date (2016: nil)

2. Contingent Assets

There were no contingent assets at balance date (2016: nil)

3. Contingent Liabilities

There were no contingent liabilities at balance date (2016: nil)

4. Related Parties

There were no related party transactions for the 12 months ended 31 March 2017 (2016: nil)

5. Subsequent Events

There were no significant post balance date events (2016: nil)



Annexure B

Archives report for EGGSOGA 96th AGM on 12 June 2017

The archives has had a busy and interesting year with the focus very much on the Centennial. There have been several projects supported by archives which were successfully finished by the Centenary week.

Firstly, the 100 Wonderful Women project which was conceived by a Year 13 student in 2015 and worked on steadily through last year was completed and produced as an excellent visual presentation as a tribute to a range of Old Girls from different eras and different after school lives. I'm sure all those of you who saw it were very impressed with the work these students have done.

Secondly, the Archives was the main source of images for the book 'Educating Women of Integrity'. A wide range of date and subject was required to reflect the interesting and complex history of the School. Pauline Farra, the author, also used a range of documents and general information.

The Archives produced two displays for the days of the Centenary celebrations with a history of the uniforms in the Administration building and an overview of sport and physical education through the decades in the Joyce Fisher Sports Centre.

Many extra research queries have been handled since the start of the school year, mostly successfully. Some very interesting donations have been made this year and the Archives continues to benefit from the growing range of material available.

The archives has been operating as usual and is open on Wednesdays from 10.00-2.00 pm. Visitors are welcome but it is best to phone or email in advance to make a time.

Email archives@eggs.school.nz or Ph 09 970 6723

Christine Black
Archivist

Annexure C

Principal's Report to the Epsom Girls Grammar School Annual General Meeting – 12 June 2017

Co-Presidents Sally and Lynley – thank-you for the opportunity to report to the Old Girls Association here tonight at the 2017 Annual General Meeting. It is a real pleasure to report on the previous year. The Graduation Dinner last December was a very successful occasion with recent alumnae again adding an extra very positive dimension. The OGA's commitment to this event is appreciated by all. Something was in the air that night I think Mary as memorabilia fair flew in to the hands of the many there.

2016 NCEA results of 92% at Level 1; 96.3% at Level 2 and 90.9% at Level 3 are a real credit to the students and to their teachers. Students gained a total of 72 Scholarships across 23 different subject areas (70 Scholarships and 2 at Outstanding level). High NCEA endorsement rates also mean that a large number of students have been able to meet the full range of university rank score requirements. We are also very pleased that more than 40 tertiary financial scholarships were awarded at last year's senior prize giving – giving that crucial hand up in a time of substantial tertiary fees.

Turning to 2017 – happy 100th birthday EGGs! In the special Birthday Assembly on Monday 13th of February (one day after the first day of the 12th in 1917) we started the year recognising some enduring truths about this fine school. This is an extract from what I said that day in the Marjory Adams Hall:

In all of the Annual Reports that I have read as a snapshot of the school in its first ten years and then as it approached 50 years, – there's a common theme - EGGs has always wanted the best for students, and EGGs has always wanted our own facilities – whether it was specialist classrooms and laboratories, a Hall, swimming pool, courts, playing fields or gyms. EGGs lobbied the Ministry and they kept at it; they fundraised – parents, students, staff and businesses donated; Boards, the Old Girls Association and PTA helped; – it sounds familiar today, as we think about the latest developments – The Joyce Fisher Sports Centre and the courts.... The Hall is also a good example of this joint venture model – everyone collaborating – fundraising went on over a number of years, including the school's first mufti day – suggested by the students; the clock with the lion rampant and the school motto, had been given by the pupils in the 1930s; the blue chairs on the stage were donated by the Old Girls Association in the early 1950s and this is the lectern that they added in 1956. The EGGs community does things together to make things happen...

As you can see the OGA is very much at centre stage, literally in the case of the Hall furniture, and has been since 1921. Current students see the results of the efforts of the Association all around them, and in this centennial year I am enjoying doing a bit of research in order to make some of those contributions come alive so that current students can appreciate the important and lasting legacy aspect of the OGA.

The latest joint venture, of course, has been the centenary itself. I would like to report that the Board of Trustees are in awe of what has been achieved for the School's Centenary, as articulated to me by Chris Iles at the end of the final event - EGGSFEST. The dedication of the centenary committee over the last 5 years has been tremendous. Julie's leadership of the committee, supported by a strong OGA team of Co-Presidents Sally and Lynley, Ro, and Mary as our stalwarts; Margi, Neville, Leslie, Jessie and Maria participating as time allowed resulted in a very successful collaboration to produce a mammoth programme of 10 events over 5 days - 5-9 April. From the staff, and of course she is also an Old Girl, Nicola also worked and is still working with a student group led by Charlotte Rose and then Annabelle leading to the appointment of centenary prefects Natassia and Casey last year, up to this year with Connie and Evelyn being the Centenary Prefects who lead the centenary student committee. Tric, Najira and Tim, as well as Karyn as time allowed, rounded out the staff team. Then of course we have had a current parent - Gary - not a staff member; not an Old Girl – yet that statement won't remain true for even one more hour - , - Gary has been with us on the entire journey – an extraordinary commitment from a parent that the committee has really appreciated.

Of course we have with us tonight Pauline, who although not a member of the committee deserves special mention for her authorship of the centennial history and I know we will hear more about that shortly. Pauline has done a magnificent job over two years to produce a wonderful book.

As you will understand, although we can count the number of meetings held, it seems to me impossible to quantify the amount of considered thought and inventiveness; the number of

conversations, emails, further refining conversations, more emails, queries, answers, further queries, robust debate, accord, settled plans, changes of plan when circumstances dictated that, openness, flexibility and amazing efforts of all on the committee. That is not easily achieved – it is a real feat. And the OGA should be justly proud of their substantial part in all of this. We have lived this for five years. It's really difficult to single out, tonight, particular contributions from individual people as there are so many who did so much and it would take the whole evening. But I think the time is right for formal acknowledgement that the OGA membership can see, in detail of the individual contributions of all members of the committee, many of whom are sitting in this room tonight - passionate and committed Old Girls of the School and I will further that discussion with Sally, Lynley and Julie.

Truly, it has been a fabulous enterprise. We made it our own, with students, recent former students, a strong OGA core, alumnae, Gary – who gets his own category - and staff bringing together a range of skills and inestimable amounts of goodwill to produce a once in a lifetime experience for thousands of people. Of course, here, as well as the committee, I am referring to the huge number of volunteers and business partners who were part of every event. The centenary has engaged so many people who showed and who continue to show their absolute support for this school – Epsom Girls Grammar School – proudly 100 and looking forward to a bright future. And of course we are continuing to celebrate 100 years with the centenary student committee preparing for events in the second half of the year.

Part of that will be a student 100-a-thon and this will be part of a joint venture with the OGA – current and past students fundraising together to support student and staff centennial scholarships – to support that crucial relationship that so many at the centenary events talked about – that relationship that is the daily business of learning – students and teachers working together. I found it very humbling listening to so many women talking about that teacher, or those teachers, who inspired them, cared for them, saw their potential, and encouraged them. So these scholarships will provide opportunity - for teachers to attend professional development and for students to participate in learning opportunities – curricular and co-curricular. We're really looking forward to launching this soon and I think it is going to be something that alumnae will feel is close to their hearts.

To other matters - and yes we have been running a school as well as enjoying being 100 – Restorative practice is a key implementation project in the School with a significant proportion of the staff now having completed either two or four days of training since this initiative began late in 2014. It is something from which we are seeing daily benefits and is a natural progression as part of the EGGGS culture of constructive relationships policy. This year we also held a parent session which was attended by almost 200 people.

We have also just had a Teacher Only Day with Nathan Mikaere Wallis as our keynote speaker. His expertise is the brain – from conception to adult. We opened up an afternoon slot to our Community of Schools intermediates' and primaries' staff and the parents' evening session to those schools' parents also. More than 300 parents attended and he proved a very popular choice.

Turning to building projects, we are now at the point of officially opening the courts. Brenda will be helping us to christen them with some shots with the current Tennis Captain, and some of our representative netballers will officially christen the hoops. The Old Girls Association has been closely involved in the whole Joyce Fisher Sports Complex project and this last year has been a great opportunity to continue to sell the EGG Plaques in support of the court furniture, which is looking beautiful as well as very functional. I would like to make official thanks tonight to the OGA for the whole EGG Plaque campaign.

The Founders Award assembly will be held on the morning of the 20th of June and I would like to thank Sally, Lynley, Tric, Nicola, Connie, Evelyn and their committee in anticipation of what is a wonderful annual opportunity to recognise alumnae who have made such significant contributions in their fields. Please remember that we can save seats if you would like to attend that special assembly – just let us know.

Per Angusta Ad Augusta

Annexure D
EGGS OGA ANNUAL GENERAL MEETING 2017
CO-PRESIDENTS' REPORT

We have shared the role of Co-President over this past year and have enjoyed working together, dividing the various tasks and balancing our strengths. We're pleased to present our Co-Presidents' Report for 2016/2017.

Firstly, we'd like to acknowledge the OGA Committee, a hard-working and diverse team of dedicated women who are committed to the Association and to the School and its students. Thanks to all Committee members, and everyone else who helps us out in so many ways.

The main focus over the past year has been the Centenary and we held a series of very successful events over the period 5th to 9th April which we hope many of you were able to attend and enjoy. A highlight was the Gala Dinner at the Langham where our excellent guest speaker was Founder Lisa Harrow. We also had the privilege of a special video message from Helen Clark who was unable to attend in person. It was an elegant and memorable occasion. A number of OGA Committee members were also on the Centenary Committee, which was chaired by Julie Goodyer. A huge amount of effort and hours were dedicated to planning and organising the various events. It was great to meet and reconnect with so many Old Girls from all eras of the School's history during that special week in April.

Not only do we enjoy reconnecting with students from our own school years, we really love supporting and liaising with current students. It was great to see such enthusiasm throughout the Centenary events from the girls and we look forward to continued collaboration at every stage of the EGGs experience.

Meanwhile, various reunions have been held over the past year including an afternoon tea in Hamilton, a luncheon in Tauranga, a visit to the school by a group of Old Girls from Tauranga, and a dinner in Franklin. This year the Franklin branch will hold its AGM and dinner on Monday 26th June, everyone is welcome.

Several 20, 30 and 40-years-on reunions also took place towards the end of last year. This year, the Centenary provided an opportunity for Old Girls to get together in a broader sense than the decades-on pattern. Events were held in London, New York and Singapore and recognition of the Centenary will continue throughout the year.

The OGA puts high attention on enabling Old Girls to get together whenever and wherever possible, no matter how recently or long ago they left the school, and we especially welcome graduates to become "new" Old Girls. We'll always help out if you'd like to organise a reunion for your own year group.

The OGA will itself mark 100 years of existence in 2021 and thoughts are already forming around how this will be acknowledged. We'll keep you well informed.

FOUNDERS' ASSEMBLY

On Tuesday 20th June, the OGA will have the pleasure of honouring three past students as Founders of the School at a special Founders Assembly.

This year's recipients are:

Dr Erica Whineray – Medicine

Dr 'Ana Maui Taufe'ulungaki – Academics and Politics

Mavis Fenelon – Community Service

It is always wonderful to acknowledge special Old Girls who have achieved highly in their chosen fields and this year's recipients certainly fulfil the criteria, across three very different domains.

COMMUNICATION AND MEMBERSHIP

Our newsletter, which comes out three times a year and goes to more than 6,000 old girls, continues to deliver news about current happenings within the school and OGA and is our main form of communication. We also run a Facebook page and send out regular emails so all Old Girls are informed of news and events.

We are planning to organise a small focus group to find out how we might further enhance the relationship between Old Girls and EGGs. If anyone is interested in joining this focus group, please let us know.

CONSTITUTION

Our EGGs OGA Constitution, which was updated in 2010, is a living document that has undergone a recent review in light of the new Incorporated Societies Act. This will be discussed later in the agenda.

GRADUATION DINNER

The 2016 Graduation Dinner for Year 13 leavers was held at Ellerslie Events Centre on 2nd December. This was again organised with finesse by Donna Corse-Scott and we'd like to thank Donna for a great effort in bringing to life a grand occasion. The Grad Dinner is always a highlight in the calendar, and is a sparkling occasion where the girls can celebrate the end of their high school education with their families.

Planning for this year's event is now under way. Each year we bring in a few new touches and this year will be no exception. The OGA offers several scholarships to graduates each year and at this year's event, being the Centenary year, we propose offering ten.

THANKS

We'd like to thank Julie Goodyer for her sterling efforts in the joint role of Secretary/Treasurer, as well as being Chair of the Centenary Committee. She puts in countless hours to ensure the organisation is on track with financial, legal and compliance issues.

We'd also like to thank Tric Milner, our school rep, who provides exceptional support and Virginia Bishop who whips up our minutes as if by magic.

A vote of thanks must also go to Ro Bellamy for all the incredible work she has done in the school grounds, which looked fantastic for the Centenary. Ro has spent many hours putting her green fingers to work and the grounds and gardens are a shining tribute to her labour of love.

Thanks also to all OGA members for your support and encouragement, here's looking forward to another great year, where we go from strength to strength.

Per Augusta Ad Augusta

Sally Blyth & Lynley Sheweiry

Co-Presidents 2016/17

Annexure E

Epsom Girls Grammar School Old Girls Association Inc

Budget For the Year Ended 31 March 2018

Income	YE 31/3/18	YE 31/3/17
Graduation Dinner	10,000	9500
Donations	2500	1400
Donations Tongan Scholarships	1900	0
Silver Road Club Donor Automatic Payments	1200	1200
Functions	1300	3000
Memorabilia Sales	2900	2300
Interest Received	900	2200
Graduation Ring Sales	100	130
EGGS Pascoes Silver Charm Sales	1000	0
Grant applications	5000	0
	21,800	19730
Expenses		
School Prizes	3000	3000
Tongan Centenary Scholarships (6)	1900	0
Tongan Centennial Tree donation (6)	1000	0
School OGA Service Awards (4)	1080	1360
Hostel Scholarship (1)	0	0
Graduation Scholarships x 10 (5)	6000	1800
Centenary Scholarships (7)	10,000	0
Newsletters x 3	400	400
Secretarial	600	450
Seed Funding Centenary (2)	0	0
Review of Accounts/Audit	1900	1900
Gifts	200	200
Achives donation (3)	3000	3000
Gold EGG plaque for 95th Ann	2500	2500
Presidents' Discretionary Fund	500	0
Other expenses	250	250
	32330	14860
Net Cash Flow	-10530	4870

Notes

1. Compass has agreed to sponsor Hostel Scholarship for 7 years so Fund can be invested in a long term investment and OGA does not need to pay out on Scholarship.
2. Term Deposit of Profit from 90th Jubilee of \$15,293.05 was used to pay \$10,000 seed funding at \$2000 pa for 5 years in Feb 2016.
3. Paid in 2 Instalments at beginning and end of year - Committee to review whether this needs increasing. (Note paid one off Centennial Scholarship to Archivist of \$2,000 in YE 31/3/2017)
4. Varies depending on the number of Year 9 and 10 Tutor Groups in each year.
5. For the last 2 years 3 Schols awarded but only 2 taken up as gap years taken.
6. Tongan donations made during lead up to Centenary week cover this
7. Grant application for \$5,000 and \$5,000 from Balance of 90th Jubilee fund to cover this pending donations and fundraising)

Annexure F
EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION
INCORPORATED
CONSTITUTION AND RULES
AS AMENDED AT AGM ON 9 JUNE 2014
Recommended Amendments for AGM on 12 June 2017

1. NAME
2. LEGAL STATUS
3. DEFINITIONS
4. OBJECTS
5. POWERS
6. MEMBERSHIP
7. TERMINATION OF MEMBERSHIP
8. SUSPENSION OF MEMBERSHIP
9. DONATIONS
10. MEMBERS LIABILITY
11. COMMITTEE
12. RETIREMENT AND ELECTION OF OFFICERS AND MEMBERS OF COMMITTEE
13. DUTIES OF TREASURER AND SECRETARY
14. MEETINGS
15. ALTERATION TO RULES
16. COMMON SEAL
17. REGISTERED OFFICE
18. FINANCIAL YEAR
19. WINDING UP

1. Name

The name of the Association is:
EPSOM GIRLS GRAMMAR SCHOOL OLD GIRLS ASSOCIATION
INCORPORATED.

2. Legal Status

2.1 The Association was incorporated on 21 December 1943 under the Incorporated Societies Act 1908. This amended Constitution and Rules of the Association were adopted by way of amendment on 12 June 2017.

3. Definitions

3.1 In these rules unless the context requires otherwise:

- (a) **“Alumni”** means all past students and staff of the School;
- (b) **“Association”** means Epsom Girls Grammar School Old Girls Association Incorporated;
- (c) **“Committee”** means the Committee (including Officers) elected at the Annual General Meeting of the Association;
- (d) **“Member”** means any Alumnus who becomes a Member of the Association in accordance with Rule 6;
- (e) **“Officer”** means any of the President, Treasurer or Secretary and if appointed the Vice President or two Co-Presidents;
- (f) **“School Community”** means present and past students, their parents and caregivers, present and past staff and friends of the school including any groups or societies who have a close association with assisting the learning provided by the school;
- (g) **“the School”** means Epsom Girls Grammar School.

4. Objects

4.1 The objects of the Association are:

- (a) to promote the interests of the School;
- (b) to keep Alumni in touch with, and maintain their interest in the School;
- (c) to secure the co-operation of Alumni in furthering the interests of the School including by providing role models and mentors;
- (d) to benefit and support the advancement of education and achievement of students at the School including the offer of scholarships and prizes for proficiency in all fields and by any other means.
- (e) to benefit and support the School Community.

4.2 In carrying out the above objects the Association intends to fulfil a 'charitable purpose' in accordance with the meaning of this phrase in section 5 of the Charities Act 2005 and shall in all its activities provide a public benefit.

5. Powers

5.1 Subject to Rules 4.1 and 4.2 above in addition to its statutory powers the Association:

- (a) May use its funds to pay the costs and expenses of furthering or carrying out its objects, and for that purpose may employ such people as may seem expedient;
- (b) May purchase, lease, hire or otherwise acquire, may exchange, and may sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objects as may seem expedient;
- (c) May invest in any investment that is in accord with the investment strategy approved by the Association from time to time in General Meeting which shall be in accordance with the prudent person principle provision of the Trustee Act; and
- (d) Shall have power to borrow or raise money by debenture, bonds, mortgage, and other means with or without security, provided that such borrowing is in accord with principles decided by the Association from time to time in General Meeting. Any specific proposals for borrowing shall be subject to a resolution of a General Meeting, and written notice of the proposal(s) shall be given to the Members at least 21 clear days in advance in accordance with Rule 14.2(c) and (d).
- (e) May incorporate and hold the shares in a company to be appointed the trustee of a charitable trust.

5.2 The Association shall only expend any money to further objects recognised by law. Other than as provided in Rule 5.4 the Association shall not expend any money for the sole personal or individual private financial benefit or profit of any Member or other person.

5.3 Any income, benefit, or advantage must be used to advance the charitable purposes of the Association.

5.4 Any transactions between the Association and any Member, Officer or member of the Committee, or any associated persons, shall be at arm's length and in accordance with prevailing commercial terms on which the Association would deal with third parties not associated with the Association, and any payments made in respect of such transactions shall be limited to:

- (a) a fair and reasonable reward for services performed;
- (b) reimbursement of expenses properly incurred;
- (c) usual professional, business or trade charges; and
- (d) interest at no more than current commercial rates.

5.5 Any personal property of the Association may be kept at the School for reasons of security, and any such property remains the property of the Association.

6. Membership

6.1 Ordinary Membership

- (a) Any person who has been a student or member of the staff at Epsom Girls Grammar School is eligible to be a Member of the Association.
- (b) An eligible person applies to become a Member of the Association by lodging a membership application with the Secretary in the prescribed format.
- (c) Membership will be effective from the date of receipt of an eligible application by the Secretary.
- (d) Members agree to abide by the Rules of the Association a copy of which may be obtained from the Secretary upon request and which are also available on the website of the Incorporated Societies Register.
- (e) The Rules outlined in this Constitution shall in no way prejudice or alter the position of any person who has become a Member, Associate Member, Patron or Honorary Life Member of the Association prior to 14 June 2010.

6.2 Honorary Membership

The Annual General Meeting or any Special General meeting convened for that purpose may on the recommendation of the Committee award Honorary Membership to any Member or other person whom it wishes to distinguish for their services to the School, Association or in a related field, and who is willing to accept the honour. An Honorary Member has the same rights as an ordinary Member.

6.3 Should an Honorary Member wish to stand for the position of an Officer of the Association they must have been a member of the Committee for at least 12 months and must seek the approval of a majority of the Committee no later than the Committee meeting immediately preceding the AGM or SGM.

7. Termination of Membership

7.1 Any Member may resign their membership by giving to the Secretary notice in writing to that effect. Unless otherwise stated such notice shall take effect from the date received.

8. Suspension of Membership

8.1 The Committee may suspend the membership of a Member from whom they have been unable to obtain current contact details for a period of two years provided that such membership will be re-instated upon the Member providing current contact details.

9. Donations

9.1 The running expenses and activities of the Association will generally be funded by donations and charges for specific events.

9.2 Members may be asked to make annual donations to fund the Annual General Meeting approved budget for the operating expenses of the Association.

9.3 Members may from time to time be asked by the Committee to make a donation for a specific purpose that is in accordance with the objects of the Association.

10. Member's Liability

10.1 The liability of Members shall be limited to any debts they may have incurred to the Association.

10.2 Members shall not be liable for the obligations and contracts of the Association.

10.3 No Member including any past Member shall have any claim of any nature whatsoever to any assets of the Association.

11. Committee

11.1 From the end of each Annual General Meeting until the end of the next, the Association shall be administered and managed by the Committee elected at the Annual General Meeting of the Association. The Committee shall have full executive powers to carry out the objects of the Association subject to these Rules and the resolution of any General Meeting. The Committee may exercise all the Association's powers other than those required by statute or these Rules to be exercised by the Association in General Meeting.

11.2 The Committee shall comprise at least 10 members including the Officers with a maximum of up to 16 members. The Officers are the President, Treasurer and Secretary. A Vice President may also be appointed as necessary and if appointed shall also be an Officer. Two Co-Presidents may be appointed if so desired and will hold office in place of a President and Vice-President.

11.3 Officers and members of the Committee shall be elected at the Annual General Meeting of the Association and hold office until the next Annual General Meeting in accordance with the following provisions:

(a) All nominations for Officers and members of the Committee shall be signed by two Members of the Association and endorsed with the signature of the nominee. The nomination form shall specify whether the nomination is for an Officer position or a member of the Committee. An unsuccessful nominee for an Officer position remains eligible for election as a member of the Committee subject to Rule 12.2.

(b) Nomination of candidates must be received by the Secretary 28 days before the Annual General Meeting.

(c) If no nomination is received for the Office of President before or at the AGM the Committee shall appoint a President at its first meeting after the AGM.

(d) Should there be fewer nominations than there are vacancies the Committee may make additional nominations and/or accept nominations made in the course of the Annual General Meeting.

- (e) If there are more nominations than vacancies the Committee shall be elected by secret ballot.
- 11.4 Should any vacancy occur during the term of office of the Committee then the Committee may appoint any Member of the Association to fill such vacancy until the next Annual General Meeting.
- 11.5 The Committee may request the School to appoint a current staff member as a liaison person to attend Committee meetings. The School liaison person need not be a Member of the Association.
- 11.6 The Committee may set up sub-committees and working parties of one or more Members and any other person(s) for any purpose relating to the conduct of the affairs of the Association so as to further the objects of the Association. Each sub-committee and working party shall periodically report back to the Committee as directed by the Committee.
- 11.7 Each Officer or member of the Committee shall within one calendar month of submitting a resignation or ceasing to hold office deliver to the President or that Officer's successor all books, papers and other property of the Association possessed by them.
- 11.8 No member of the Committee shall be liable for the acts or defaults of any other member of the Committee or any loss occasioned thereby, unless occasioned by their wilful default or their wilful acquiescence.
- 11.9 The Committee and each of its members shall be indemnified by the Association for all liabilities and costs incurred by them in the proper performance of their function and duties, other than as a result of their wilful default.

12. Retirement and Election of Officers and Members of Committee

- 12.1 All Officers of the Committee ~~must retire every two years, but~~ are eligible for re-election and re-election for up to a maximum of six consecutive years unless the Committee approves an extension of an Officer's term in office at a Committee meeting prior to the AGM.
- 12.2 An Officer retiring as President at an AGM should if possible remain on the Committee for at least one year as the immediate Past President to ensure a smooth transition of the Association's management to the incoming President. At least half the members of the Committee (other than Officers) must retire every year by rotation but are eligible to be re-elected. No Committee member may serve on the Committee for a period exceeding six consecutive years but after six consecutive years they remain eligible for election as an Officer.
- 12.3 If there is no member of the Committee willing to stand as President the AGM may appoint two members as Co-Presidents to jointly perform the Officer position of President.

13. Duties of President, Treasurer and Secretary

13.1 President

- (a) All Committee meetings and the AGM shall be chaired by the President (or if applicable one of the Co-Presidents) and in the President's absence by another Officer, or in the absence of all of them by some other Committee member elected for the purpose by the meeting.
- (b) The President/Co Presidents shall, in addition to all other duties described in this Constitution and Rules, generally supervise and direct the affairs and business of the Association having considered all available information from, and discussions with, the Treasurer, Secretary and/or Committee members.
- (c) Without limiting their role the President/Co-Presidents shall:
- set the agenda and give notice of all meetings of the Association in accordance with these Rules;
 - authorise all payments in consultation with the Treasurer;
 - liaise with Treasurer and/or Secretary and other Committee members as required (including by meeting, email correspondence or telephone discussion where there is no timely Committee meeting planned);
 - undertake official correspondence as necessary with copies of all correspondence sent to the Secretary;
 - contribute to the OGA and School newsletters, as required;
 - appoint and oversee any sub-committees as required;
 - liaise with the School Principal and other staff of the School as required;
 - attend official School and OGA functions and other community events;
- (d) The President or other appointed Officer or Committee member will attend the Epsom Girls Grammar School Foundation meetings, and other meetings associated with the School, as appropriate and report back to the Committee.

13.2 Treasurer

- (a) The Treasurer shall maintain or procure the maintenance of bank accounts in the name of the Association and receive or procure the receipt of moneys on behalf of the Association and deposit or procure the deposit of said moneys to the credit of the Association into such trading bank and/or savings bank account of the Association as the Committee may direct within seven days of receipt.
- (b) The Treasurer shall keep or procure the keeping of such books of account as may be necessary to provide a true record of the Association's financial position to each Committee meeting, and shall present or procure the presentation of an Annual Financial Statement (Income and Expenditure Account and Balance Sheet) to the Annual General Meeting. The Treasurer

shall prepare or cause to be prepared for the AGM a Statement of Service Performance under the Charities Act 2004 or any replacement for this Act and file this with DIA Charities Services or its successor.

- (c) The Treasurer shall prepare or procure the preparation of a budget for the next financial year for approval at the Annual General Meeting.
- (d) The Treasurer shall submit or procure the submission of all accounts to be passed by the Committee before payment on behalf of the Association is made and any cheque or withdrawal form or internet banking payment shall be signed (or in the case of internet banking electronically authorised) by two members of the Committee designated for this purpose by the Committee, one of whom shall be an Officer.
- (e) The Treasurer shall forward the Statement of Service Performance and Annual Financial Statement of the Association to the Charities Commission promptly following approval by the Members at an Annual General Meeting.

13.3 Secretary

- (a) The Secretary shall oversee the keeping of the database comprising a Register of the Members.
- (b) The Secretary shall hold the Association's records, documents and books and keep a record of the minutes of meetings. A Committee member may be appointed to perform the role of Minutes Secretary to take the minutes of Committee meetings.
- (c) The Secretary shall deal with and answer all general email and written correspondence and perform such other duties as directed by the Committee.
- (d) ~~The Secretary shall give notice of all meetings of the Association in accordance with these Rules.~~

14. Dispute Resolution

14.1 Complaints and Disputes about conduct of the Association's business

- (a) In the event of any complaint or dispute about the conduct of the Association's business or in respect of compliance with any of the Association's rules or policies, the Committee shall endeavour at all times to resolve these issues through open and honest discussion. In order that issues arising from any complaint or dispute can be dealt with promptly and fairly, it is important that these matters are brought to the Committee's attention as soon as possible.
- (b) In the first instance a complaint or dispute should be communicated in writing to the President or a Co-President. If the complaint or dispute relates to the conduct or actions of the President or Co-President then the communication should be made to another Officer on the Committee.

- (c) In the event that any complaint or dispute is not able to be resolved by direct discussion between the complainant and the Officers then any of the procedures set out in Schedule 1 can apply.

14.2 Complaints and Disputes about a Member's conduct

- (a) In the event of any complaint or dispute resulting in any disciplinary procedure regarding alleged misconduct of a member in respect of any of the Association's rules or policies, the Committee shall endeavour at all times to resolve these issues through open and honest discussion. In order that issues arising from any complaint or dispute can be dealt with promptly and fairly, it is important that these matters are brought to the Committee's attention as soon as possible.
- (b) In the first instance a complaint or dispute should be communicated in writing to the President or a Co-President. If the complaint or dispute relates to the conduct or actions of the President or Co-President then the communication should be made to another Officer on the Committee.
- (c) In the event that any complaint or dispute is not able to be resolved by direct discussion between the complainant and the Officers then any of the procedures set out in Schedule 1 can apply.

15. Meetings

15.1 Committee Meetings:

- (a) The Committee shall hold its first meeting within one month of the Annual General Meeting, and thereafter at such times and places and in such manner as it thinks fit and as convened by the President.
- (b) A quorum at any Committee meeting shall comprise a majority of members of the Committee. Where less than a majority is present essential business only shall be transacted.
- (c) All Committee meetings shall be chaired by the President and in the President's absence, by another Committee member elected for that purpose by the meeting. The Chairperson shall have a deliberative vote only.
- (d) Other than as prescribed by these Rules or by statute the Committee may regulate its proceedings as it thinks fit.
- (e) The Secretary shall record minutes of all Committee Meetings in a minute book open to inspection by any Member, and all such minutes when confirmed by the next meeting and signed by the Chairperson of that meeting shall be *prima facie* evidence that that meeting was duly called and shall *prima facie* be a true record of what occurred at that meeting.

15.2 Annual General Meetings

The Annual General Meeting of the Association shall be held in the month of June in each year at a date and time to be fixed by the Committee and in accordance with the following:

- (a) The date of the Annual General Meeting shall be advertised no less than 3 months prior to the date of the Annual General Meeting.
- (b) Written notice of any resolutions to be discussed at the Annual General Meeting shall be received by the Secretary in writing at least 28 clear days prior to the meeting.
- (c) Each Member of the Association shall be given not less than 21 clear days' notice of such meeting posted to their last known address or emailed to their last known email address.
- (d) Such notice will include details of the business to be transacted, an alphabetical list of candidates for election, a copy of the Annual Financial Statements to be presented, a budget to be approved for the next financial year and a copy of any motions of which notice has been given.
- (e) The Annual General Meeting will receive from the President a report on the activities of the Association in the previous year and from the Treasurer the duly audited or reviewed Annual Financial Statements (Income and Expenditure Account and Balance Sheet and Statement of Service Performance) for the preceding financial year.
- (f) The Annual General Meeting will elect the Officers and Committee.
- (g) The Annual General Meeting may appoint an auditor (or other professional) to provide a statement of verification of the Annual Financial Statements for the ensuing financial year.
- (h) The Annual General Meeting will decide upon any motions.
- (i) The Annual General Meeting will consider any other relevant business.

15.3 Special General Meetings

- (a) A Special General Meeting of the Association may be called by a resolution of the Committee or if so requested in writing to the President and the Secretary by at least 15 Members of the Association.
- (b) Except for Rule 14.2 (a) the same rules of notice as apply for Annual General Meetings shall apply for Special General Meetings.

15.4 Conduct of General Meetings

- (a) At all General Meetings of the Association, the Chair shall be taken by the President, or failing the President then by the Treasurer or Secretary or failing them then by a member of the Committee elected by vote of those present at the meeting.
- (b) On each matter put to the vote at a General Meeting, one vote may be cast by each Member including the Chairperson.

- (c) At all General Meetings of the Association, ~~30~~ 20, Members shall form a quorum. Should a quorum not be present within 30 minutes of the time for which the meeting was called the meeting shall be adjourned to a new date to be notified by the existing Committee in accordance with Rule 14.2 (c).
- (d) At all General Meetings (unless otherwise requested by a majority of Members) all resolutions shall be decided by voices or by a show of hands and a declaration by the Chairperson that a resolution has been carried by a particular majority shall be conclusive.

16. Alteration to rules

- 16.1 These Rules may be amended or replaced by the vote of two-thirds of the Members present voting upon a motion to that effect at an Annual General Meeting or a Special General Meeting called for the purpose, notice of which Annual or Special General Meeting shall have contained full details of the change(s) proposed and shall in all other respects comply with the rules for calling a General Meeting.
- 16.2 The Secretary shall advise the Charities Commission of any alteration to these rules.
- 16.3 No amendment may be made which would :
 - (a) Alter the exclusively charitable nature or tax exempt status of the Association or result in the Association's removal from the register of Charitable Entities under the Charities Act 2005, or
 - (b) Conflict with the provisions of the Charities Act 2005; or
 - (c) Alter the rules restricting the objects of the Association to objects or purposes within New Zealand; or
 - (d) Imperil the Association's status with the Inland Revenue Department as a donee organisation; or
 - (e) Alter the rules of the Association precluding Members from obtaining any personal benefit or profit from their membership, or
 - (f) Alter the rules as to winding up.

17. Common seal

- 17.1 The Association shall have a Common Seal which shall be held by the Secretary. The Common Seal shall be affixed to an instrument or document only when authorised by the Committee and in the presence of the President plus one other Officer or Committee member.
- 17.2 Where a document is not required by statute to be executed under Common Seal it may be signed by the President and one other Officer or Committee member signing on behalf of the Association.

18. Registered office

18.1 The ~~R~~registered office of the Association shall be care of the Administration Office of Epsom Girls' Grammar School, Silver Road, Epsom or such other place designated by the Committee.

19. Financial Year

19.1 The financial year of the Association shall commence on 1 April each year and end on 31 March of the following year upon which day the accounts of the Association shall be balanced.

20. Winding up

20.1 The Association may be dissolved in a General Meeting convened for the purpose, by the vote of two-thirds of the Members present voting upon a motion to that effect.

20.2 In the event of such dissolution either by vote of the Association's Members, or by the Registrar of Incorporated Societies, all surplus assets after the payment of all costs, debts and liabilities, shall subject to any trust affecting them, be applied to benefit and support the advancement of education within New Zealand in accordance with the objects of the Association in a manner decided by the Association in General Meeting, or as directed by the Registrar but no distribution shall be made to any Member.

20.3 Clause 20.2 should be first implemented by considering whether the surplus assets can be applied to benefit and support the advancement of education at Epsom Girls Grammar School and the surplus assets may be applied to any not-for-profit entity that is a registered Charitable Trust or Charitable entity which benefits Epsom Girls Grammar School.

The changes shown underlined and in strike through in the Constitution and Rules of the Epsom Girls Grammar School Old Girls Association Incorporated came into force by resolution of the Annual General Meeting of Members held at Epsom Girls Grammar School, Silver Road, Epsom on 12 June 2017. This amended Constitution and Rules remains in force until altered in accordance with the provisions of this document.

Co-President _____

Co-President _____

Secretary/Treasurer _____

SCHEDULE 1
Dispute Resolution Procedures

The following procedures can be used to resolve a complaint or dispute:

For complaints or disputes about the conduct of the Association's business:

- negotiate and resolve the complaint or dispute.
- appoint a mediator and participate in mediation.
- reach agreement and have the mediator sign the agreed settlement which will be binding.

If mediation does not resolve the problem, take the problem to the next AGM or to a SGM which can be convened to discuss the issue.

For complaints and disputes about a member's conduct:

If the Association considers a complaint, or institutes a disciplinary procedure of any kind, regarding alleged misconduct of a member, the member has the right to be heard before the complaint or procedure is resolved or any outcome is determined.

A member will be given the right to be heard as follows:

- the member will be fairly advised of all allegations concerning them, with sufficient details and time to enable the member to prepare a response; and
- the member will be given a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
- an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing;
- the Committee shall appoint three Committee members including at least one officer as the decision maker;
- the decision maker shall exclude any Committee member who is party to or the subject of any complaint or dispute;

If the whole Committee is involved in the dispute the Committee shall ask the Principal of Epsom Girls Grammar School to be the decision maker or alternatively to appoint a decision maker from either the Senior Management Team or the Board of Trustees of Epsom Girls Grammar School.

