# CHAPEL HILL STATE SCHOOL

## PARENTS AND CITIZENS' ASSOCIATION

## ANNUAL GENERAL MEETING 2025 MINUTES

**Date: 11 February 2025**
Time: 6:30pm
Location: CHSS Conference Room 2

| AGENDA ITEM | |
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| **Oriel Morrison-Higgins**<br>Opening and Welcome by the Chair | Meeting opened at 6:49pm.<br>The President welcomed the members and visitors to the AGM and gave an Acknowledgement of Country.<br>QUORUM (10) OF EXISTING MEMBERS REACHED: Yes. |
| **Oriel Morrison-Higgins**<br>Attendance and Apologies | Attendance taken and Chair acknowledged apologies.<br>Mel McDonald, Annelyse Strong, Stanley Kierle, Ian Burns. |
| **Eve Jenkins**<br>Confirmation of the minutes of the previous AGM - **Att 1** | The Chair signed the confirmed copy of minutes from the last annual general meeting to be distributed to members. |
| **Motion** | "That the minutes be confirmed as a true and correct record of the last AGM, held 13 February 2024."<br>Moved: Eve Jenkins; Seconded: Rebecca Kierle; Carried |
| Business arising from the minutes of the previous GM | None. |
| **Greer Bystrycki**<br>Receipt and adoption of the Audited Annual Financial Statements and Treasurer's Report - **Att 2** | The Treasurer's Report provided an overview of financial management of the P&C and its subcommittees in 2024.<br>The Treasurer also presented the Compliance Report and P&C Proposed Budget for 2025 at this time for endorsement.<br>See Treasurer's Report for all the detail. |
| **Motion** | "That the Treasurer's Report and the Audited Annual Financial Statement be accepted as a true and accurate summary of the financial year 2024."<br>Moved: Greer Bystrycki; Seconded: Melissa Wheaton; Carried |
| **2024 Achievement Reports** | |
| **Oriel Morrison-Higgins**<br>Receipt and adoption of **President's Annual Report** - **Att 3** | The President reported on the activities of the past year, including:<br>**Subcommittee Annual Achievements Reports for 2024**<br>- Vice President's Achievements– Att 3.0.1<br>- Events Subcommittee 2024 Achievements – Att 3.1<br>- **Buildings & Grounds** Subcommittee 2024 Achievements<br>- **Tuckshop** Subcommittee 2024 Achievements<br>- **Uniform Shop** Subcommittee 2024 Achievements – Att 3.4<br>- **Communications** Subcommittee 2024 Achievements – Att 3.5<br>- **Grants** Subcommittee 2024 Achievements – Att 3.6<br>- **Health and Wellbeing** 2024 Achievements – Att 3.7 |

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| | - **CPR Facilitator** 2024 Achievements – Att 3.8<br>**Discussed:**<br>• **As per President's Annual Report** - **Att 3**<br>• Oriel thanked our school leadership team for the supportive relationship we have between the school and the P&C, built on collaboration, communication, and shared goals.<br>• Oriel **thanked CHSS P&C Treasurer – Greer Bystrycki – and Secretary – Eve Jenkins – for their dedication and hard work over the past two years.** From keeping everything organised to managing finances so smoothly, your contributions have been invaluable. We are so grateful for your support, your time, your effort and your commitment, which have made a real difference to our school community. |
| **Motion** | "That the President's Report be accepted as tabled."<br>Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried |
| Receive applications for membership | Collection of applications for membership renewals and new memberships. |
| **Motion** | "That the membership applications for:<br>Oriel Morrison-Higgins<br>Melissa Wheaton<br>Eve Jenkins<br>Catherine Nichols<br>Amanda Merrick<br>Tammi Levine<br>Rebecca Kierle<br>Stanley Kierle<br>Claudi Bird<br>Carene Hogg<br>Michelle Seymour<br>Mona Hope<br>Trish Okafor<br>Charmaine Threlfall<br>Felicity Burns<br>Cheri Jenkinson<br>Charnelle Cronje<br>Forough Ghasemi<br>Kellie Carmichael<br>Elaine Chuah<br>Alice Cottrell<br>Qin Li<br>Tharuka Prematillake<br>Genevieve Murray<br>Eliza Leslie<br>Caroline Lawless<br>Ian Burns<br>be accepted as tabled." |

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| | Moved: Eve Jenkins; Seconded: Rebecca Keirle; Carried |
| Declare vacancies of existing Executive Committee | **All officer bearers stepped down from their positions.** |
| **Elections** | |
| Election of Executive Committee | Mr Stewart Jones, CHSS Principal, assumed the position of Chair and declared all Executive Committee offices open.<br>**Nomination for President:** Oriel Morrison-Higgins<br>For the position of President, there being no new nominations for the position, Oriel Morrison-Higgins stood for re-election to the position and was re-elected by majority vote.<br>**Nomination for Vice President:** Amanda Merrick<br>For the position of Vice President, there being no new nominations for the position, Amanda Merrick stood for re-election to the position and was re-elected by majority vote.<br>**Nomination for Treasurer:** Caroline Lawless<br>For the position of Treasurer, there was one nomination for the position, Caroline Lawless stood for election to the position and was elected by majority vote.<br>**Nomination for Secretary:** Mona Hope<br>For the position of Secretary, there was one nomination for the position, Mona Hope stood for election to the position and was elected by majority vote. |
| **Motion to change bank signatories to the newly elected Executive** | That Eve Jenkins and Greer Bystrycki be removed and **Caroline Lawless and Mona Hope be added as bank signatories** for Bank of Queensland accounts: 21531282, 20661203, 20661199 and 22003642; and Commonwealth Bank account 06 4152 0090 1180. |
| Confirmation of continuing Subcommittees, appointment of Subcommittee members, and proposal of new subcommittee | It was proposed that all Subcommittees of the P&C Association are reconfirmed as continuing in the coming twelve months, and that Convenors and Subcommittee Members of each Subcommittee be appointed and endorsed, as follows:<br>• **Events Subcommittee**<br>  ○ Convenor: **Trish Okafor**<br>• **Buildings & Grounds Subcommittee**<br>  ○ Convenor: **Claudi Bird**<br>• **Tuckshop Subcommittee**<br>  ○ Convenor: **Michelle Seymour**<br>• **Uniform Shop Subcommittee**<br>  ○ Convenor: **Melissa Wheaton**<br>• **Communications Subcommittee**<br>  ○ Convenor: **Rebecca Kierle**<br>• **Grants Subcommittee**<br>  ○ Convenor: **Genevieve Murray**<br>• **Health and Wellbeing Subcommittee**<br>  ○ Convenor: **Eve Jenkins** |

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| | The P&C additionally confirmed the following volunteer Convenor roles:<br>• **Cath Nichols:** Class Parent Representative (CPR) Facilitator<br>• **Tammi Levine:** OHSC Liaison<br>**Discussed:**<br>**We will need more volunteers for executive roles and convenor roles in coming years to ensure the continuity and success of the P&C ongoing.** We are hopeful that more volunteers will express their interest in these roles in 2025. A good transition will then help incoming members to feel confident and supported in their roles, ensuring the P&C remains strong and continues to support the school community effectively. |
| **Motion** | "That the current (Events, Buildings and Grounds, Tuckshop, Uniform Shop, Communications, Grants, Health and Wellbeing) subcommittees be accepted to continue, with proposed convenors, as above."<br>Moved: Eve Jenkins; Seconded: Tammi Levine; Carried |
| Appointment of the Association's Auditor | The Treasurer provided a recommendation for the auditor who will audit the Association's books at the end of the coming year. |
| **Motion** | "That the Association's Auditor be appointed as Mr Anthony Hallam, Chartered Accountant (CA)."<br>Moved: Greer Bystrycki; Seconded: Cath Nichols; Carried |
| Adoption of the Student Protection Risk Management Strategy – **Att 4** | The Student Protection Risk Management Strategy was adopted. |
| **Motion** | "That the Student Protection Risk Management Strategy (**Att 4**) be adopted as tabled."<br>Moved: Eve Jenkins; Seconded: Amanda Merrick; Carried |
| Adoption of Model Constitution – **Att 5** | The CHSS P&C Constitution for 2025 was adopted. |
| **Motion** | "That the Model Constitution be adopted as tabled. Continue quorum numbers for AGM = 10, General Meeting = 7 & Special Meeting = 7."<br>Moved: Eve Jenkins; Seconded: Greer Bystrycki; Carried |
| Close | Meeting closed at 7:21pm. Note: The date of the next AGM is set at the general meeting prior to the AGM. |

**Confirmation of Minutes**
**Chair: Oriel Morrison-Higgins**

**Signature: _____ Date: _____/_____/_____**

# CHAPEL HILL STATE SCHOOL

## PARENTS AND CITIZENS' ASSOCIATION

## ANNUAL GENERAL MEETING 2025 ATTENDANCE REGISTER

## 11 FEBRUARY 2025

STRIVING FOR EXCELLENCE

| Name | Present | Apology |
|---|---|---|
| **Staff Leadership Team** | | |
| Stewart Jones (Principal) | X | |
| Tal Mitchell (Deputy Principal) | X | |
| Mel McDonald (Deputy Principal) | | X |
| Paula Morton (Deputy Principal) | X | |
| Naomi O'Kearney (Head of Student Support Services) | | X |
| Carolyn Harris (Chaplain) | X | |
| Annelyse Strong (Business Admin) | | X |
| **Honorary Life Members** | | |
| Jane Fountain | X | |
| Melanie Venz | | |
| Robyn Arthur | | |
| Val Balnave | | |
| **2024 Members Below** | | |
| Oriel Morrison-Higgins | X | |
| Amanda Merrick | X | |
| Greer Bystrycki | X | |
| Eve Jenkins | X | |
| Alice Cottrell | X | |
| Amber O'Neill | | X |
| Barbara Reid | | |
| Catherine Nichols | X | |
| Claudi Bird | X | |
| Genevieve Murray | | X |
| Georgia O'Malley | | X |
| Ian Burns | | X |
| Melissa Wheaton | X | |
| Michelle Seymour | | X |
| Rebecca Kierle | X | |
| Robert Canning | | X |
| Sam Bysouth | | |
| Tammi Levine | X | |
| Tom Mittelman | | |
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| Alina Dini | | |
| Ana Silva | | |
| Binny De Saram | | |
| Carene Hogg | | |
| Caroline Lawless | X | |
| Caitlin Crow | | |
| Dheeraj Lenka | | |
| Divna Haslsm | | |

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|---|---|---|
| Emily Hall | | |
| Felicity Burns | X | |
| Jennifer Oates | | |
| Jonathan Chuong | | |
| Jonathan Strugnell | | |
| Katrina Swalwell | | |
| Laura Pyke | X | |
| Lauren Purves | | |
| Natalie O'Beirne | | |
| Nicola Krahe | | |
| Randhika Karunatillake | | |
| Sarah Pham | | |
| Simon Gill | | |
| Stanley Kierle | | X |
| Sud Tjiputra | | |
| Tharuka Prematillake | | |
| Tristan Dieben | | |
| Zee Ngasiran | | |
| **Visitors** | | |
| Mona Hope | X | |
| Faith Vallati | X | |
| Amy Walden | X | |