

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 13th February 2018

Recorded by: Jess Anderson (Secretary)

Item

Notes

Annual General Meeting 2018

Open and welcome

Meeting commenced at: 7:04pm
Apologies – Melissa Braun; Jade McCleave; Carl Robertson; Ian Ruthenberg; Sally Ruthenberg; Jane Hallam; Jody Stephens
Welcome prospective members and Mrs Christine Wood (Acting Principal)

Previous minutes acceptance

Motion: That the previous AGM minutes from 2017 be accepted as true and accurate record of the previous Annual General meeting. **Moved:** Leah Woodward **Seconded:** Carmen Spry **Passed.**

- No business arising out of the previous AGM minutes

Executive Reports

President's report

Motion: to accept and approve all applications for membership **Moved:** Ken Allen **Seconded:** Octavia Vaughan **Passed.**

Ken read through details of President's Annual report (circulated).

Motion: that the committee have received and adopted the President's Annual Report **Moved:** Ken Allen **Seconded:** Sally Bryant **Passed.**

Treasurer

Provided by Leah Woodward

- \$105,000 P&C funds raised in 2017
- \$82,000 funds spent in 2017
- \$165,000 opening balance for 2018

Motion: that the P&C have received and adopt the audited Annual Financial Statement and Treasurer's report. **Moved:** Leah Woodward **Seconded:** Viktoria Rice Allen **Passed.**

Motion: That funding of \$385 + GST be approved for the nominated Auditor. **Moved:** Leah Woodward **Seconded:** Octavia Vaughan **Passed.**

Chairperson

Election of Executive Committee 2018

Stewart Jones

Nominations for President: Viktoria Rice-Allen

Moved: Christine Wood **Seconded:** Jess Anderson **Passed.**

Nominations for Vice President: Octavia Vaughan; Lara Giunta (shared position)

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	<p>Moved: Christine Wood Seconded: Jess Anderson Passed.</p> <p>Nominations for Secretary: Binny De Saram Moved: Christine Wood Seconded: Viktoria Rice-Allen Passed.</p> <p>Nominations for Treasurer: Leah Woodward Moved: Christine Wood Seconded: Jess Anderson Passed.</p> <p>Motion: to change bank signatories (as required) to the newly elected Executive Officers and to remove the details of outgoing Executive – Kenneth Allen; Dean Newbery; Jade McCleave; Nancy Eluigwe; Jess Hamilton; Jody Stehens Moved: Viktoria Rice-Allen Seconded: Dean Newbery Passed.</p>
Appointment of Subcommittee Members 2017	
Buildings & Grounds	Brett Cowan Matt Butcher Sally Herrett Melanie Venz David Fearn
Fundraising (Events)	Nissa Venton Octavia Vaughan Cassie Wood Craig Wardell
Tuckshop	Jess Anderson Sally Bryant Shaan Mitchell (Employed convenor) Viktoria Rice-Allen (President)
Fete	Octavia Vaughan Belinda Fox Carl Robertson Lara Guinta Cal Winckel Dean Newbery
Grants	Monique Maize

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Uniform Shop	Ruth Bradbury; Leah Woodward; Dean Newbery
Band/Choir Uniforms	Belinda Fox; Sally Herrett
OHSC Liaison	Cal Winckel
Class Rep Facilitator	Nissa Venton
Book Keeper	Leah Woodward
School Banking	
Digital Communications	Viktoria Rice-Allen / Lara Guinta / Octavia Vaughan – Social Media (Facebook P&C page) Octavia Vaughan – Website Whole of school comms list – Octavia Vaughan Cassie Wood
Flexischools Management	Sally Bryant
Further Business	
Auditor	Motion: That the P&C committee agrees to appoint an Auditor Moved: Viktoria Rice-Allen Seconded: Sally Herrett Passed.
Student Protection	Motion: That the P&C committee agrees to adopt the Student Protection Risk Management Strategy 2018 Moved: Viktoria Rice-Allen Seconded: Belinda Fox Passed.
P&C Constitution	Note: Changes to the 2018 P&C Qld Constitution are based around information on School Councils, other advice is rolled over to 2018.
Honorary Life Membership	Nil
General Business	
New Items	1. Nil
Close out	
Thanks and close	Meeting concluded at 7:56pm

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AGM Attendance Register – 13th February 2018 (29 adults present)

Present	Apology	Name
X		Viktoria Rice Allen
X		Octavia Vaughan
X		Lara Guinta
X		Binny Da Saram
X		Leah Woodward
X		Matt Butcher
X		Ben Purssey
X		Belinda Fox
X		Cassandra Wood
X		Dean Newbery
X		Sally Herrett
X		Astrid Whitbread
X		Melanie Venz
X		Sally Bryant
X		Jess Anderson
X		Cal Winckel
X		Nissa Venton
X		Sarah Hart
X		Monique Mayze
X		Ken Allen
X		Glen Sheppard
	X	Carl Robertson
	X	Jade McCleave

Present	Apology	Name
X		Val Balnave (Hn Life Member)
X		Tal Mitchell (Snr Deputy Principal)
	X	Rysia Pritchard (Jnr Deputy Principal)
	X	Janet Hoek (Jnr Deputy Principal)
X		Christine Wood (Acting Principal)
X		Lyndal Dobbs (Business Admin)
X		Meagan Schoeffel (Helping Hands)
X		Erin Schen (Helping Hands)
X		Rachel Palmer (Chaplain)
	X	Sally Ruthenberg
	X	Ian Ruthenberg
	X	Jane Hallam
	X	Jody Stephens
X		Ruth Bradbury
	X	Melissa Braun
X		Belinda Fox
X		David Fearn
X		Brett Cowan
X		Carmen Spry
X		Craig Wardell