CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

ANNUAL GENERAL MEETING 2025 AGENDA

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

AGENDA ITEM		
Opening and welcome by the Chair	Oriel Morrison-Higgins President	Meeting opens, welcome to members and introduction of any special visitors, agenda adopted. Chair requests any other items of business that members or visitors may wish to discuss later. The order of business to be conducted at the AGM of the Association is undertaken in the following order as per Section 21.3.9 of the Constitution.
Attendance and Apologies	Oriel Morrison-Higgins President	Attendance taken, Chair acknowledges apologies (written or verbal) and asks members whether any other apologies have been tendered.
Confirmation of the minutes of the previous AGM - **Att 1**	Eve Jenkins Secretary	Any corrections to the previous AGM minutes are noted on the original copy. The Chair signs the confirmed copy of minutes from the last AGM.
Business arising from the minutes of previous AGM	Eve Jenkins Secretary	None.
Receipt and adoption of the Association's audited annual financial statements and Treasurer's Report – **Att 2**	Greer Bystrycki Treasurer	The Treasurer's Report will provide an overview of financial management of the P&C and its subcommittees in 2024. The Treasurer will also present the Compliance Report and P&C proposed budget for 2025 at this time for endorsement.
Receipt and adoption of President's Annual Report - **Att 3**	Oriel Morrison-Higgins President	The President reports on the activities of the past year, including **Subcommittee Annual Achievements Reports**
Receive applications for membership	Eve Jenkins Secretary	Renewal of existing memberships and new memberships.
Declare vacancies of existing Executive Committee	Stewart Jones Principal	All officer bearers step down from their positions.
Election of Executive Committee	Stewart Jones Principal	The Principal assumes the Chair and the elections are held.
Motion to change bank signatories to the newly elected Executive	President	Once the Executive Committee has been elected, a motion is put forward to change the signatories on the P&C's bank account/s to reflect the change (if any).
Confirmation of continuing Subcommittees of the Association and appointment of Subcommittee members	President	All subcommittees of the P&C Association to be reconfirmed as continuing in the coming twelve months. Convenors and members of each subcommittee to be appointed and endorsed.
Appointment of the Association's Auditor	Treasurer	The Treasurer recommends an auditor who will audit the Association's books at the end of the coming year.
Adoption of the Student Protection Risk Management Strategy – **Att 4**	Secretary	The Student Protection Risk Management Strategy is adopted.
Adoption of Model Constitution – **Att 5**	Secretary	The CHSS P&C Constitution for 2025 is adopted.
General business	President	General business is restricted to items requiring annual review and pertaining to the running of the P&C Association.
Close	Secretary	Meeting closed and the first CHSS P&C General Meeting of 2025 commences.