CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens' Association

STRIVING FOR EXCELLENCE

ANNUAL GENERAL MEETING MINUTES

Details **Tuesday, 14 February 2023** **7pm**

Conference Room 2 (*on the admin side of the Resource Centre*).

Agenda item		Details
Welcome to members and special guests	Oriel Morrison	The President welcomed attendees.
Apologies	Penelope Jessup	Emma Doolan, Carene Hogg, Matt Butcher, Natasha Devos, Sam Bysouth, Tal Mitchell, Rysia Pritchard
Confirmation of minutes of the previous Annual General Meeting	Penelope Jessup	A copy of the 2022 AGM Minutes was circulated ahead of the meeting – see **Att 1** **Motion:** That the 2022 AGM minutes be accepted as a true and accurate record of the previous Annual General Meeting. **Moved**: Penelope Jessup; **Seconded**: Jacquelyne Cope; **Carried**
Business arising out of the minutes of the previous AGM	Penelope Jessup	None.
Receipt and adoption of the P&C's audited annual financial statement and Treasurer's report	Jacquelyne Cope	The Treasurer tabled the 2022 Audited Annual Financial Statements – see **Att 2** **Motion:** That the Treasurer's report and Audited annual financial statement be accepted as a true and accurate summary of the financial year. **Moved**: Jacquelyne Cope **Seconded**: Penelope Jessup; **Carried**
Receipt and adoption of the President's Annual Report incorporating Subcommittee Annual Achievements Reports	Oriel Morrison	The President tabled the President's Annual Report incorporating Subcommittee Annual Achievements Reports for 2022 – see **Att 3** **Motion:** That the P&C accepts the President's Annual Report and Subcommittee Annual Achievements Reports for 2022 as tabled. **Moved**: Penelope Jessup; **Seconded**: Mel Wheaton; **Carried**
Receive applications for membership (new and renewals)	Penelope Jessup	The Secretary tabled new and renewing P&C membership applications for 2023. **Motion:** That the membership applications for 2023 be accepted as tabled. **Moved**: Penelope Jessup; **Seconded**: Rebecca Kierle; **Carried**

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Declare vacancies of existing Executive Committee	Stewart Jones	Stewart Jones, Principal assumed the position of Chair and declared all Executive Committee offices open.
Election of Executive Committee	Stewart Jones	For the position of President, there being no new nominations for the position, Oriel Morrison stood for re-election to the position. **Moved**: Jacquelyne Cope; **Seconded**: Penelope Jessup; **Carried** For the position of Vice-President, the P&C received one nomination for Amanda Merrick. **Moved**: Oriel Morrison; **Seconded**: Penelope Jessup; **Carried** For the position of Treasurer, the P&C received two nominations for Greer Bystrycki and Matthew Pearce and voted for them to be co-Treasurers. **Moved**: Jacquelyne Cope; **Seconded**: Oriel Morrison; **Carried** For the position of Secretary, the P&C received one nomination for Eve Jenkins. **Moved**: Oriel Morrison; **Seconded**: Penelope Jessup; **Carried** The Principal stepped down as Chair and the President resumed the position.
Motion to change bank signatories to the newly elected Executive Committee members	Oriel Morrison	It was noted that Bank of Queensland building fund account 22003649 was closed in 2022. **Motion:** That Jacquelyne Cope and Penelope Jessup be removed and Eve Jenkins, Greer Bystrycki, Matt Pearce and Amanda Merrick be added as bank signatories for Bank of Queensland accounts: 21531282, 20661203, 20661199 and 22003642; and Commonwealth Bank account 06 4152 0090 1180. **Moved**: Eve Jenkins; **Seconded**: Mel Wheaton; **Carried**
Confirmation of continuing subcommittees	Oriel Morrison	**Discussed**: **New instrumental sub-committee** – The Principal proposed that a new instrumental sub-committee be formed to generate funding for the CHSS Instrumental Program (e.g, covering the costs of annual servicing) and to promote opportunities for the program through the school community (e.g. local performances) under the P&C banner. The School has recently spent $8,000 on servicing instruments in 2022. The P&C was generally supportive, subject to a convenor and volunteers being found. Both the P&C and Principal will promote the new subcommittee.

Agenda item		Details	
		Motion: That the P&C create an Instrumental Subcommittee subject to a convenor and volunteers to run the committee. **Moved**: Stewart Jones; **Seconded**: Mel Wheaton; **Carried** The P&C reconfirmed the following subcommittees as continuing in 2023: • Building and Grounds Subcommittee • Events Subcommittee • Tuckshop Subcommittee • Uniform Shop Subcommittee • Grants Subcommittee • Digital Communications Subcommittee The P&C additionally reconfirmed the following volunteer Convenor roles: • Class Parent Representative Facilitator • OHSC Liaison	
Appointment of members of subcommittees	Oriel Morrison	Building and Grounds	Mel Venz (provisional Convenor) Sam Bysouth Jane Fountain Stanley Kierle
		Events Subcommittee	Vacant (Events Coordinator) Vacant (T&T Convenor) Melissa Wheaton (T&T)
		Tuckshop	Emma Doolan (Convenor)
		Uniform Shop	Melissa Wheaton (Convenor)
		Grants	Genevieve Murray (Convenor)
		Digital Communications	Rebecca Kierle (Convenor) Ian Burns

Agenda item		Details
		Class Parent Representative Facilitator — Catherine Nichols
		OHSC Liaison — Amanda Merrick
		Motion: That all subcommittees be accepted to continue, with proposed convenors and members, as tabled. **Moved**: Eve Jenkins; **Seconded**: Mel Wheaton; **Carried**
Appointment of the P&C's Auditor	Jacquelyne Code	The outgoing Treasurer recommended Hallam and Associates on the basis they have done our audit for a number of years and would be great assistance to the new Treasurers as they have a history of the accounts. **Motion:** That the P&C appoint Hallam & Associates as the P&C's auditor. **Moved**: Jacquelyne Code; **Seconded**: Greer Bystrycki; **Carried**
Adoption of 2023 CHSS P&C Constitution	Eve Jenkins	A copy of the 2023 CHSS P&C Constitution was circulated ahead of the meeting. Updates from the 2022 Constitution – see **Att 4**: • Section 9 has been amended to reflect the changes to P&Cs with a DGR Building Fund which the CHSS P&C does not have. • The Membership Application form has been amended to include Blue Card Number expiry date – Blue Cards are required for employees and non-parent members. **Motion:** That the P&C adopts the 2023 CHSS P&C Constitution as tabled. **Moved**: Eve Jenkins; **Seconded**: Penelope Jessup; **Carried**
Adoption of 2023 Student Protection Risk Management Strategy	Eve Jenkins	A copy of the 2023 Student Protection Risk Management Strategy was circulated ahead of the meeting – see **Att 5**. **Motion:** That the P&C adopts the 2023 Student Protection Risk Management Strategy as tabled. **Moved**: Eve Jenkin; **Seconded**: Mel Venz; **Carried**
Honorary life membership	Oriel Morrison	Melanie Venz was nominated for an Honary Life Membership for the outstanding work she has put into the school over many years. Not only does she look after Building and Grounds with great dedication and passion but also volunteers for many other

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		initiatives around the school. She also collects, washes and recycles containers discarded at school to earn donations, and waters the trees around the school on her weekends. Her dedication shows down to the monthly Subcommittee reports she prepares, always containing pictures, statistics and details of the Subcommittee's activities. **Motion:** That the P&C award Honorary Life Membership to Melanie Venz for her long and outstanding contribution to Chapel Hill State School community. **Moved**: Eve Jenkins; **Seconded**: Penelope Jessup; **Carried unanimously**
General business	Oriel Morrison	None.
Close	Eve Jenkins	The meeting was declared closed at 8.04pm

Confirmation of minutes

Chair name: _____

Signature:

_____

Date: _____

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AGM Attendance Register – 14 February 2023 (adults present)

Name	Present	Apology
Staff		
Stewart Jones (Principal)	X	
Tal Mitchell (Snr Deputy Principal)		X
Craig Jordan (Jnr Deputy Principal)	X	
Rysia Pritchard (Jnr Deputy Principal)		X
Jenkins Harris (Chaplain)	X	
Annalyse Strong (Business Admin)	X	
Jane Fountain	X	
Robyn Arthur		
Val Balnave (Bevege)		
Adam Jenkins		
Amanda Merrick	X	
Amber O'Neill		
Amy Cooper		
An Tong		
Binny De Saram		
Cali Farrugia		
Carene Hogg		X
Coralie McKeon		
David Fearn		
Emma Doolan		X
Emma Whitby		
Ian Burns	X	
Jacquelyne Cope	X	
Lisa Barham		
Matt Butcher		X
Mel Venz	X	
Melissa Wheaton	X	
Michelle Seymour		
Natasha Devos		X
Oriel Morrison	X	
Penelope Jessup	X	
Rebecca Kierle	X	
Robert Canning		X
Ruth Bradbury		
Sally Herrett		
Sam Bysouth		X
Stanley Kierle		X
Victoria Strodl		
Eve Jenkins	X	
Matthew Pearce	X	
Greer Bystrycki	X	
Genevieve Murray	X	
Tom Mittelman	X	
Catherine Nichols	X	