CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association

ANNUAL GENERAL MEETING MINUTES

Details	Tuesday 15 February 2022 Conference Room No.2, 7pm	Recorded by: Sally Herrett (2021 Secretary)

Item	Notes
Annual General Meeting 2022	
Open and welcome	Meeting commenced at: 7pm Apologies – Emma Doolan, Amanda Merrick, Ian Burns, Cnr Greg Aldermann. The President welcomed members, prospective members and Dr Christian Rowan MP. Dr Rowan briefly welcomed all those attending the AGM. He commented on the importance of long standing legacies and history with the Chapel Hill community. Mentioned the excitement of the return of students to schools and the hope that there will be no more disruption to the schooling with the continued presence of COVID. Reiterated that he and Cnr Aldermann are happy to help out where they can with P&C and school events throughout the year. Flower presentation to Val Bevege for 30 years of service to the School.
Previous minutes acceptance	**Motion:** That the previous AGM minutes from 2021 be accepted as true and accurate record of the previous Annual General meeting. **Moved:** Sally Herrett; **Seconded:** Ruth Bradbury; **Passed.** **Motion:** The P&C accepts all applications for 2021 P&C Membership. **Moved:** Sally Herrett; **Seconded:** Natasha Devos; **Passed.**
Executive Reports	
President's report	President's Annual report provided by Matt Butcher, see Attachment 1 for full report. **Motion:** The P&C agrees that the Members have received and adopted the President's Annual Report.

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	Moved: Matt Butcher; **Seconded:** Melissa Wheaton; **Passed.**
Treasurer	Report and Audited Annual Financial Statements provided by Lisa Barham; see Attachment 2 for full report. **Motion:** The P&C agrees that the Members have received and adopted the 2021 Audited Annual Financial Statements as presented. **Moved:** Lisa Barham; **Seconded:** Sally Herrett; **Passed**
Student Protection	**Motion:** The P&C accepts all applications for 2021 P&C Membership. **Moved:** Sally Herrett; **Seconded:** Natasha Devos; **Passed.** **Motion:** That the P&C committee agrees to adopt the Student Protection Risk Management Strategy 2021. See Attachment 3 for Strategy. **Moved:** Sally Herrett **Seconded:** Lisa Barham; **Passed.**
P&C Constitution	**Note:** The model Qld P&C Constitution was amended prior to the CHSS P&C 2022 AGM and therefore it was updated for the AGM and is attached. A summary of changes are also attached. See Attachments 4.1-4.2. **Motion:** That the P&C committee agrees to adopt the 2022 CHSS P&C Constitution. **Moved:** Sally Herrett **Seconded:** Lisa Barham; **Passed.**
Chairperson	**Election of Executive Committee 2022**
Stewart Jones	**Nominations for President:** *Oriel Morrison* **Moved:** Natasha Devos; **Seconded:** Matthew Butcher; **Passed.** **Nominations for Vice President:** *Vacant*

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	Moved: xx; **Seconded:** xx; **Passed.** **Nominations for Secretary:** *Penelope Jessup* **Moved:** Melissa Wheaton; **Seconded:** Sally Herrett; **Passed.** **Nominations for Treasurer:** *Vacant* **Moved:** xx; **Seconded:** xx; **Passed.** **Motion:** The P&C approve the change of signatories for the following bank accounts. Bank of Queensland account numbers: a) 21531282 b) 20661203 c) 20661199 d) 22003642 e) 22003649 Commonwealth Bank account number: 06 4152 0090 1180 **Moved:** Sally Herrett; **Seconded:** Stewart Jones; **Passed**
Appointment of Subcommittee Members 2022	
Buildings & Grounds	Melanie Venz Janie Fountain Dave Fearn Sam Bysouth Viktoria Stodl Stanley Kierle
Events (including Fete)	*Coordinator Vacant* Sally Herrett

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Item	
	Trash & Treasure Sally Herrett (T&T Coordinator) Melissa Wheaton Alice Cottrell
Tuckshop (including Flexischools/Qkr! Coordinator)	Emma Doolan (paid Convenor) Oriel Morrison
Grants	*Vacant*
Uniform/Band/Choir Shop	Ruth Bradbury (paid Convenor) Michelle Seymour Amber O'Neill Maeve Armitage
OHSC Liaison	Vacant
Class Rep Facilitator	Amanda Merrick
Digital Communications	Social Media (Facebook P&C page) – Carene Hogg, Rebecca Kierle Website – Ian Burns Whole of school comms list – Carene Hogg
Further Business	
Auditor	Noted that Auditors for 2022 CHSS P&C Financial Statements preferably be a Volunteer. However, backup could be current Auditors Hallam & Associates.
Honorary Life Membership	Robyn Arthur invested much of her personal time, money and commitment to the coordination of the Trash and Treasure events for a number of years.

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	Motion: The P&C approves the nomination for Robyn Arthur to become an Honorary Life Member of the CHSS P&C. **Moved:** Melissa Wheaton; **Seconded:** Melanie Venz; **Passed.** A motion was proposed that Celine Fruneau also be nominated for an Honorary Life Membership of the CHSS P&C however this motion was **Not Passed.** The P&C agreed however to obtain an official honourable mention for **Celine Furneau** for her contribution to the Trash and Treasure events held for a number of years. **Jane Fountain** has been a member of the Chapel Hill State School Community since it opened years ago. Jane has also been part of the teaching staff since 1981. Jane has spent endless amounts of her own time and money to ensure the gardens of the school grounds individually for many years and more recently as part of the Building and Grounds subcommittee. **Motion:** The P&C approves the nomination for Jane Fountain to become a Honorary Life Member of the CHSS P&C. **Moved:** Sally Herrett; **Seconded:** Melanie Venz; **Passed.**
General Business	
New Items	**None.**
Close out	
Thanks and close	Meeting concluded at 8:00pm
-- END --	

Oriel Morrison
14/2/23.

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AGM Attendance Register – 15 February 2022 (adults present)

		Name
X		Matt Butcher
X		Natasha Devos
X		Sally Herrett
X		Lisa Barham
X		Binny De Saram
X		Ruth Bradbury
X		Melanie Venz
X		Carene Hogg
	X	Amanda Merrick
X		Sam Bysouth
X		Stanley Kierle
X		Oriel Morrison
X		Penelope Jessup/Tan
X		Dr Christian Rowan MP
X		Vivek Kr Gupta
X		Melissa Wheaton

		Name
X		Stewart Jones (Principal)
	X	Val Balnave (Bevege) (Hn Life Member)
X		Tal Mitchell (Snr Deputy Principal)
X		Rysia Pritchard (Jnr Deputy Principal)
X		Janet Hoek (Jnr Deputy Principal)
	X	Lyndal Dobbs (Business Admin)
	X	Emma Doolan
	X	Ian Burns
X		Janie Fountain (new Hn Life Member)
X		David Fearn
X		Victoria Strodl
X		Coralie McKeon
X		Adam Jenkins
X		Carolyn Harris
X		Emma Whitby