



# P & C meeting

Tuesday 20<sup>th</sup> February 2024 at 7:00pm

## AGENDA

Item	
1. Opening, welcome and apologies	Chair
2. Confirmation of the Minutes of the previous Annual General Meeting ( 21 <sup>st</sup> February 2023 )	Chair
3. Confirmation / Business arising from the Minutes of the meeting dated 21 <sup>st</sup> November 2023	Chair
4. Receipt and adoption of the Association's audited annual financial statement and Treasurer's report	Chair
5. President's report	Chris Day
6. Confirmation of executive committee's decisions	Chair
7. Motion to receive all applications for membership (to include renewal of existing membership and new membership)	Chair
8. Declare vacancies of existing Officer / Executive Committee	Chair
9. Election of new Officers/Executive Committee – overseen by Eunice Webb <ul style="list-style-type: none"> <li>• President:</li> <li>• Treasurer:</li> <li>• Vice President:</li> <li>• Vice President:</li> <li>• Minutes Secretary:</li> </ul> Election of Members to Non-Executive positions: <ul style="list-style-type: none"> <li>- Parent Rep Coordinator</li> <li>- Correspondence Secretary</li> <li>- Communications Coordinator</li> <li>- Events Coordinator</li> <li>- Fete convenor</li> </ul>	Eunice Webb
10. Motion to change bank signatories to the newly elected Officers (if applicable)	Chair
11. Confirmation of subcommittees of the Association <ul style="list-style-type: none"> <li>• Year 6 graduation committee 2024</li> </ul>	Chair
12. Appointment of the Association's Auditor Mark O'Shea from Enmark Pty Ltd	Chair

13. Adoption of the Student Protection Risk Management Strategy  The P&C Executive are required to undertake training in Risk Management. This is available via P&C QLD.	Chair
14. Adoption of the new model constitution  Note the following: 18.3.4 A quorum for an annual general meeting of the Association is <b>seven</b> members of the association.  18.4.4 A quorum for a general meeting of the Association is <b>four</b> members of the Association.	Chair
15. Motion to accept honorary life membership awards (if any nominations are made)	Chair
16. Principal's report	Eunice Webb
17. Treasurer's report and finance	Treasurer
18. Subcommittee reports 18.1. Tuckshop 18.2. Uniform shop	Tracy Holroyd Anthea Agudelo
19. General Business	
20.1 Active School Travel	Rachel Gallagher
20.2 Trivia night 16 <sup>th</sup> March 2023 That the P & C support the Trivia night with a budget of \$2,500 towards the purchase of drinks and prizes.	Chair
20.3 Mothers Day stall coordinator	Chair
20.4 Fathers Day stall coordinator	Chair
20.5 Easter raffle coordinator	Chair
<i>Next meeting: Tuesday 19<sup>th</sup> March 2024</i>	