



## P&C Annual General Meeting (AGM)- MINUTES

<b>Date &amp; Time</b>	Tuesday 22 <sup>nd</sup> February 2022 at 7pm		
<b>Place</b>	On-site at School – School Hall		
<b>Chair</b>	President		
<b>Attendees – Members present</b>	<u>Members:</u> Allison Spicer [Secretary] Andrea Aschner [SoFun] Clive Hulskramer [Auditor] David James [Canteen Chair] Harmony Behr John Richardson [President] Lisa Bristowe	Lisa Sheehy [FOTB Chair] Owen Shepherd Quentin Lea [Treasurer] Rebecca Beavis Stuart Ryan Seta Vakaciwa [VP2] Tracey Dawes-Lucas	<u>New members:</u> Stacey Weir Kip Fitzsimon Doug Smith Angie Campbell James Heath
	[total: 20 attendees]		<u>Observers:</u>  <u>School staff:</u> Rhianna Grentell [Deputy Principal & Instructional Lead]
<b>Apologies</b>	Tarnia Bowden Joyce [VP1], Shane Ellis [Grounds & Environment], Mitch O’Donohue [Extra-Curr], Matt Jackman [CPS Principal]		

Item	Description	Outcome / Action	Who	When
<b>1.</b>	<b>Open</b>			
1.1	Welcome Acknowledgement of Country	<ul style="list-style-type: none"> <li>Presented</li> </ul>	Chair	
1.2	Attendance	<ul style="list-style-type: none"> <li>Attendance – List distributed</li> </ul>	Chair	
1.3	Membership for 2022	<ul style="list-style-type: none"> <li>Membership fee to remain at \$1 for 2022</li> <li>New member form for 2022 distributed</li> </ul>	Chair	
1.4	Acceptance of previous minutes	<ul style="list-style-type: none"> <li>AGM meeting held 9<sup>th</sup> February 2021 - Accepted – Seta, Seconded - Quentin</li> </ul>	Chair	
<b>2.</b>	<b>Reports (by exception)</b>			
2.1	President’s Annual Report  [Attachment x1 Tabled – President’s Report CY21]	<ul style="list-style-type: none"> <li>Tabled in attachment</li> <li>Principal Matt Jackman sends his apologies due Covid</li> <li>Unable to get back onto campus 2021; No welcome BBQ 2022; Looking forward to more opportunities into 2022</li> <li>Thanks to everyone who pivoted to maintain P&amp;C services and activities</li> <li>Goals for 2022 to improve communications</li> <li>Hall project focus for 2022... but not the only one</li> </ul>	John	
2.2	Treasurer’s Annual Report [Attachments x1 Tabled – Audited Accounts CY21]	<ul style="list-style-type: none"> <li>Tabled in audited report for CY21</li> <li>A strong cash flow positive position despite the difficulties experienced by the Canteen and FOTB due to Covid</li> </ul>	Quentin	



2.3	<p>Sub-Committees / Coordinator - Annual Report(s) – by exception</p> <p>Volunteer Roles – updates – by exception</p> <p>[Attachment x1 Tabled – SoFun Annual Report 2021]</p> <p>[Attachments x2 Tabled post meeting – Canteen Annual Report 2021, FOTB Annual Report 2021]</p>	<ul style="list-style-type: none"> <li>• FOTB: Challenge for 2022 will be to remain financial; Have successfully secured a \$10,000 Arts Grant; Looking to hold more events in 2022</li> <li>• Canteen: Operating profit of \$38,000 despite Covid; Difficult operating conditions with school cohorting; Good progress on edible garden; Still affected by Covid restrictions and cohorting meaning reduced menu, reduced sales; This will impact cash-flow positive status;. Surplus cash-flow has historically come from big events (ie. Band concert); Have reduced labour as sales volume reduced; No over-counter sales; Also impacted by school population drop of 17%; Targeted price increase implemented this year; Volunteering has been difficult due to restrictions</li> </ul> <p><b>Note: Canteen School liaison to be nominated by CPS Principal</b></p> <ul style="list-style-type: none"> <li>• SoFun: Tabled in attachment</li> <li>• Grounds &amp; Environment: No activity 2022 except for edible garden planning</li> <li>• Extra-Curricular: Schedule for T1 2022 developed; School contact to help coordinate TBC</li> <li>• Netball: Financials tabled. First time as part of P&amp;C (having joined as a sub-committee mid last year); 100 girls played last year in 10 teams; Have 8 teams this year; A parent manages &amp;/or coaches each team; Some teams choose to hire a coach independently; Boys are welcome to play too.</li> <li>• Class Parent Coordinator: [apology] Nothing to report; To be reinitiated for 2022</li> <li>• Second Hand Uniform Shop: Help needed to support shop opening (plus laundering lost property)</li> </ul>	<p>Lisa</p> <p>David</p> <p>Andrea</p> <p>[Shane]</p> <p>[Mitch]</p> <p>Lisa B</p> <p>[Jane]</p> <p>[Trudy]</p>	
<b>3</b>	<b>Policy &amp; Procedure</b>			
3.1	<p>Review of By-Laws and Standard Operating Procedures (SOPs)</p> <p>[Attachments x2 Tabled: By-Laws, Motion for Amendments to By-Laws]</p>	<p><b>Motion:</b> That the CPS P&amp;C approve amendments proposed to the By-Laws as set out in attached.</p> <p><b>Motion passed:</b> Unanimously</p>	John, Allison	
3.2	Determine Auditor for CY 2022	<p><i>SOPs Section 1.6: At the AGM, the auditor for the next financial year is appointed.</i></p> <ul style="list-style-type: none"> <li>• ACTION: Auditor for CY22 to be determined</li> </ul>	John R	



<b>4</b>	<b>Elections</b>			
4.1	Returning Officer invited to host elections	<ul style="list-style-type: none"> <li>Results summarised (refer pages 4-5) – Clovelly Public School P&amp;C Positions/Roles (Elections 2022).</li> </ul> <p>Of note:</p> <ul style="list-style-type: none"> <li>FOTB: AGM to be held next week at which time positions will be confirm; Need a Comms person, plus Keeper of Instruments</li> <li>SoFun: Chair vacant; Suit someone who is community focused to help drive the ‘social’ in ‘social and fundraising’ and re-connect the school community</li> <li>Grounds &amp; Environment: Position vacant</li> <li>WOW Graphic Designer: Volunteer role. May fit well with website administrator skillset</li> </ul> <p><i>Note: If positions aren’t filled at the AGM they become casual vacancies, and are on the Agenda for subsequent P&amp;C and/or sub-committee meetings until members nominate to the role.</i></p>	Rhianna	
<b>5</b>	<b>Close</b>			
		<ul style="list-style-type: none"> <li>Followed by ordinary monthly meeting of the P&amp;C</li> </ul>		
	MEETING CLOSED:	8:25 pm		

## Clovelly Public School P&C – Positions/Roles - Post P&C Elections at AGM 22st Feb 2022

Position	Incumbent (CY21)	Nominee (CY22)	Outcome of Election at AGM
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### *Executive Committee -Office Bearers*

P&C President	John Richardson	John Richardson	Re-elected unopposed
P&C Secretary	Allison Spicer	Allison Spicer	Re-elected unopposed
P&C Treasurer	Quentin Lea	Angie Tilling	Elected unopposed
P&C Vice-President 2 (Grants)	Seta Vakaciwa	Seta Vakaciwa	Re-elected unopposed
P&C Vice-President 1 (Employment)	Tarnia Bowden-Joyce	Tarnia Bowden-Joyce	Re-elected unopposed

### *Canteen*

Canteen Chair	David James	Rebecca Beavis	Elected unopposed
Canteen Secretary	Emily Bradburn	Emily Bradburn	To be confirmed by Canteen Committee
Canteen Treasurer	Mark Arthur	Mark Arthur	Independent service provider, Crispin & Jeffery Chartered Accountants

### *Friends of the Band (FOTB)*

FOTB Chair	Lisa Sheehy		Position vacant. To be confirmed by FOTB Committee.
FOTB Secretary			Position vacant. To be confirmed by FOTB Committee.
FOTB Treasurer	Tini Mathies	Tini Mathies	To be confirmed by FOTB Committee
FOTB Committee Members			Positions vacant: Keeper of the Instruments, Comms, other

### *Sub-Committees/Coordinators/Roles*

Social & Fundraising (SoFun) Chair	Andrea Aschner		Position vacant. To be tabled at subsequent P&C meeting(s).
Grounds & Environment	Shane Ellis	Shane Ellis	Position vacant. To be tabled at subsequent P&C meeting(s).
Extra-Curricular Activities	Mitch O'Donohue	Mitch O'Donohue	Re-elected unopposed.
Netball Coordinator	Lisa Bristowe	Lisa Bristowe	Re-elected unopposed.
Second Hand Uniform Shop	Trudy	Trudy	Volunteer role
Comms & Strategy	n/a	Harmony Behr	New role 2022. Elected unopposed.

Class Parent Coordinator	Jane Lea	Andrea Aschner	Elected unopposed (incl. Clovelly P&C Facebook page administrator).
Website Content Manager	Amanda Collier	Amanda Collier	Volunteer role
WOW Editor	Michelle Ruzzene	Michelle Ruzzene	Volunteer role
WOW Graphic Designer	Annika Johansson		Volunteer role. Vacant. To be tabled at subsequent P&C meeting(s).
Auditor	Clive Hulskramer		To be decided by resolution for 2022 at subsequent P&C meeting.

END

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