

## **P&C ASSOCIATION ANNUAL GENERAL MEETING MINUTES**

**Date:** 2/5/22

**Venue:** Cromer Campus Library, 7.30pm

**Attendance:** Andrena Kenneth, Paula Cowan (PC), Aaron Holborrow (AH), Matt Soltau (MS), Claire McHardy, Shelley Clutton, Julie Roper (JR), Michael Roper (MR), Roberta Sawden (RS), Virginia Sue, Jenni Davies (JD), Rob Feltscheer (RF), Kim Feltscheer, Teresa Burgess (TB), Jackie Reavie (JR), Jenny Jones (JJ), James Briseboi (JB), Jake Krausmann (JK), Cathy Palamara (CP)

Principal: Justin Hong (JH)

**Special Guest: Ms Liz Griffin (LG), Integrative Studies Teacher, NSW Teachers Federation Representative**

The AGM was led by School Principal Justin Hong.

All the executive positions of the P&C were individually detailed, there was a request for nominations followed by a vote to allocate these positions. The results were as follows:

### **President**

- Roles and Responsibilities: to lead the P&C, to set the agenda and chair each P&C meeting and work as a team with the School Principal to achieve the longer term goals for the school.
- Nomination: Jackie Reavie
- Vote: unanimous vote to reinstate JR as President.

### **Vice Presidents:**

- Roles and Responsibilities: Last year there were 2 Vice President positions. This year there will be 3. The role is catered to the skill set and availability of the individual with the primary role of supporting the President.
- Nominations: Teresa Burgess (VP 2021), Aaron Holborrow (VP 2021), James Brisebois
- Vote: unanimous vote to reinstate both TB and AH, and invest JB as the new 3<sup>rd</sup> VP

### **Secretary:**

- Roles and Responsibilities: In 2021 due to limited time availability of the current secretary, the role solely encompassed taking the minutes of each P&C meeting, and finalizing and distributing them. In 2022 this will also include communicating the results of the P&C meeting in a general communication email to the whole school.
- Nomination: Jenni Davies
- Vote: unanimous vote to reinstate JD as Secretary.

### **Treasurer:**

- Roles and Responsibilities: To monitor and oversee expenditure of the P&C funds, report an update of funds at each P&C meeting, pay the superannuation for the canteen staff, and prepare an annual statement for the AGM
- Nomination: Matt Soltau
- Vote: unanimous vote to reinstate MS as Treasurer.

### **Canteen Rep:**

- Roles and Responsibilities: to pay the canteen staff and canteen invoices, and to be the communication link between the canteen staff and the P&C. This role requires approximately 2hours per week. CP our current canteen rep is no longer able to fulfill this role, but is happy to support the

new rep during the transition period. It is noted that the canteen is run overall by the P&C and is one of the main fundraisers for the P&C.

- Nomination: nil
- Vote: this role is still vacant

**Grants Officer:**

- Roles and Responsibilities: to search and apply for suitable grants for the school to gain extra funding for specific projects
- Nomination: Jenny Jones
- Vote: unanimous vote to reinstate JJ as Grants Officer

**Fund raising team:**

- Roles and Responsibilities: this is a new role/team formed for 2022 to share the load of creating and undertaking fundraising opportunities for the P&C. Fundraising is essential to enable the P&C to do the work it does around the school. For example, installing the new furniture in the year 7 area and International Gardens, installing the new water bubblers and murals to beautify the school, running the school working bees to maintain the gardens around the school. The projects are decided in conjunction with the School Principal JH. Future projects include the provision of a new sound system for the new COLA that is currently under construction.
- Nominations: Jake Krausmann, Claire McHardy and Roberta Sawden
- Vote: unanimous vote to instate JK, CM and RS to this team
- NOTE: more parents would be welcomed to join this fundraising team, to offer support to JK, CM and RS

**Social media:**

- Roles and Responsibilities: to promote the work of the P&C on the school and P&C Facebook pages, Team App and website
- Nomination: Rob Feltscheer
- Vote: unanimous vote to reinstate RF to the role

**Communications:**

- Roles and Responsibilities: to communicate the work of the P&C with the school community and external interests via written pieces.
- Nominations: nil
- Vote: this role is still vacant

The AGM was concluded at 8.45pm