

**Confirmed Minutes Annual General Meeting held on 26 February 2019 at 6:30 pm in Staff Room**

**1. Meeting Opened: 6.40pm**

**In Attendance:** Elaine Bellamy, Kylie Byrne, Karen Donnelly, Kate Donovan, Julie van der Ende, Denyse Kleynhans, Charl Matthee, Karlien Matthee (chairperson), Helena Mills, Tracy Nebel, Emma Prentice, Nicolette Punaivaha, Emma Rohrbach Spinks, Sally Winter, Lucy Webb

**Apologies:** Nick Duncan, Leanne Kleynhans, Karen Knox, Mick McDonnell, Natasha Mellar, Shane Spinks

**Absent:** Lisa-Marie Clarke, Mesha Desmond, Nora Nicol Foster, Rebekah Henry, Lloyd King, Cassandra Mingo, Daniel Prentice

**2. Confirmation of Minutes of Previous Meeting**

**Motioned:** That the minutes of the General Meeting held 27 November 2018 are taken as read and as a true and accurate record. **CARRIED**

**3. Business Arising from Previous Meeting**

All business arising from previous General Meeting will be carried forward to the General Meeting on Tuesday 26 March 2019.

**4. Secretary's Report**

4.1 Secretary's Report

4.2 Correspondence in and out as per the attached Correspondence Report.

**Motioned:** That the Secretary's Report including Correspondence Report be adopted. **CARRIED**

**5. Treasurer's Report**

Including presentation of 2018 Special Purpose Financial Report.

**Motioned:** That the Special Purpose Financial Report for 2018 be adopted and sent for auditing. **CARRIED**

**Motioned:** That the Treasurer's Report be adopted.

**CARRIED**

**6. Other Reports (attached)**

6.1 President's Report

Karlien thanked everyone for their support during her time as President, and added that she learnt something from everyone she worked with, and got more out of working with the P&C than she put in.

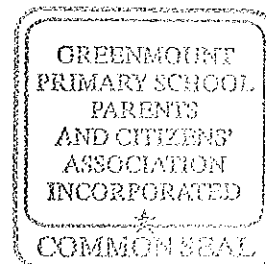
**Motioned:** That the President's report be adopted. **CARRIED**

6.2 Principal's Report

L Webb commended K Matthee for her positive, respectful and proactive manner as President, and for her successful focus on community building. K Matthee responded that the incoming President would benefit, as she had done, from L Webb's help and advice.

**Motioned:** That the Principal's report be adopted. **CARRIED**

*K Matthee*  
*cc: pms*



- 6.3 Uniform Shop Report  
Supplier prices will increase on 1 March; Executive approval will be sought if any Purchase Orders are required before the next meeting.  
K Matthee thanked E Prentice for her time as Uniform Shop Coordinator.  
**Motioned:** That the Uniform Shop report be adopted. **CARRIED**
- 6.4 Fundraising Report  
K Matthee thanked the Fundraising Committee for their work last year, and thanked K Donovan for the additional work she carried out in applying for Grants (see below, Item 6.7)..  
**Motioned:** That the Fundraising report be adopted. **CARRIED**
- 6.5 Scholastic Book Club Report  
K Matthee thanked the Book Club Committee for their work last year.  
**Motioned:** That the Scholastic Book Club report be adopted. **CARRIED**
- 6.6 Safety House Report  
K Matthee thanked K Donnelly for her time as Safety House Coordinator over the past few years and commended her for raising the profile of the scheme and increasing the number of local Safety Houses.  
**Motioned:** That the Safety House report be adopted. **CARRIED**
- 6.7 Grants Report  
K Donovan gave a verbal summary of the grants applied for and achieved during 2018.  
**Motioned:** That the Grants report be adopted. **CARRIED**
- 6.8 Guardians of Greenmount Report  
K Matthee thanked the Guardians of Greenmount Committee for their work last year; the school campout in particular was a huge success.  
**Motioned:** That the Guardians of Greenmount report be adopted. **CARRIED**

## 7. Membership

Membership for the year 2019 currently stands at 18 – 17 renewals and 1 new member.

Sally Winter, Karlien Matthee, Tracy Nebel, Emma Rohrbach Spinks, Elaine Bellamy, Leanne Kleynhans, Denyse Kleynhans, Kate Donovan, Nicolette Punaivaha, Karen Knox, Shane Spinks, Daniel Prentice, Emma Prentice, Karen Donnelly, Julie van der Ende, Kylie Byrne, Charl Matthee, Helena Mills.

## 8. General Business

- 8.1 Archiving of P&C records and destruction of expired records (K Matthee)  
**Resolution:** Approval to destroy expired archived records as per the tabled list. **CARRIED**
- 8.2 Terms of Reference (K Matthee)  
**Resolution:** To adopt Terms of Reference for each committee as follows, with additional details as listed at each item:  
Updated Terms of Reference:
- Fundraising Committee – amend total spend for Water Fun Day.
  - Guardians of Greenmount Committee – add Fathering Project affiliation fee/donation.
  - Safety House Committee
  - Scholastic Book Club Committee
  - Uniform Shop Committee
- New Terms of Reference:
- Community Engagement Committee
  - Facebook & Communications Committee
- CARRIED**

**Action:** Check cost of Water Fun Day from last time one was held. (K Donovan / T Nebel)  
**Action:** Add new/updated Terms of Reference to P&C section of school website. (K Donovan)

*MM*  
*ES*

- 8.3 Candidate eligibility - Office Bearer Declaration form (K Matthee)  
K Matthee reminded members that in order to be eligible to stand for an office-bearer or coordinator position, members must be in a position to sign the declaration regarding bankruptcy and related offences.
- 8.4 Position Descriptions & Question Time (K Matthee)  
There were no questions regarding the various positions.
- 8.5 Elections (L Webb)  
L Webb took the chair for the election process. All positions were declared open.

POSITION		NOMINATED	SECONDED
President	Sally Winter	S Winter	K Donnelly
Vice President	Karlien Matthee	K Matthee	E Rohrbach Spinks
Treasurer	Tracy Nebel	K Donovan	D Kleynhans
Secretary	Emma Rohrbach Spinks	K Matthee	K Byrne
Fundraising Coordinator	Kate Donovan	T Nebel	S Winter
Safety House Coordinator	Elaine Bellamy	E Bellamy	H Mills
Scholastic Book Club Coordinator	Leanne Kleynhans (in absentia)	L Kleynhans	K Donnelly
Uniform Shop Coordinator	Denyse Kleynhans	E Prentice	S Winter
Guardians of Greenmount Coordinator	vacant		
Community Engagement Coordinator	Nicolette Punaivaha	N Punaivaha	K Matthee
Facebook & Communications Coordinator	Kate Donovan	T Nebel	K Matthee
Grants Officer	vacant		
Flexischools Officer	Leanne Kleynhans	L Kleynhans	K Matthee
Executive Committee (9 <sup>th</sup> member)	N Punaivaha	K Matthee	E Bellamy

(ex officio members:  
S Winter, K Matthee, T Nebel, E Rohrbach Spinks, K Donovan, E Bellamy, L Kleynhans, D Kleynhans)

Many committee positions were also filled, however there are still positions available on Fundraising, Safety House and Facebook & Communications committees. Guardians of Greenmount committee will be appointed once Coordinator position is filled.

## 9. Other Business

No other business will be addressed at the AGM.

Please contact the Secretary to add an item to the next meeting's agenda ([secretary@gpspnc.org.au](mailto:secretary@gpspnc.org.au)).

## 10. Date of Next Meeting

General Meeting Tuesday 26 March 2019 at 6.30pm in Staff Room.

## 11. Meeting Closed at: 7.52pm

*KW  
ECS*

