P&C Association Inc
Greenmount Primary School
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Learning side by side

Confirmed Minutes Annual General Meeting held on **20 February 2018** at **6:30 pm** in Staff Room

1. Meeting Opened: 6.38pm

In Attendance: Karlien Matthee (chairperson), Rebekah Henry, Tracy Nebel, Mesha Desmond, Sally Winter, Charl Matthee, Kate Donovan, Natasha Mellar, Daniel Prentice, Leanne Kleynhans, Denyse Kleynhans, Emma Rohrbach Spinks, Elaine Bellamy, Nicolette Punaivaha, Nora Foster, Kylie Byrne, Karen Knox, Nick Duncan, Helena Mills, Lloyd King, Lucy Webb

Apologies: Karen Donnelly, Mick McDonnell, Shane Spinks

Absent: Katie Chinnery, Jodie Hillier, Jenna King

K Matthee welcomed everyone; introductions made and new members welcomed.

2. Confirmation of Minutes of Previous Meeting

Motioned: That the minutes of the General Meeting held 28 November 2017 are taken 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 20 March 2018.

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 2017 Special Purpose Financial Report; this will be sent to the Auditor.
We choose to have our accounts audited although we are under the threshold to be required to do so.

Motioned: That the Audited Financial Statement for 2016 be adopted. **CARRIED**
Motioned: That the 2017 Special Purpose Financial report be adopted. **CARRIED**

6. Other Reports (attached)

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

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

6.3 Uniform Shop Report
Motioned: That the Uniform Shop report be adopted. **CARRIED**

GREENMOUNT PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED
COMMON SEAL

K Matthee
E R Bel Spinks

6.4 Fundraising Report
Motioned: That the Fundraising report be adopted. **CARRIED**

6.5 Scholastic Book Club Report
Motioned: That the Book Club report be adopted. **CARRIED**

6.6 Safety House Report
Motion: That the Safety House report be adopted. **CARRIED**

6.7 School Board Report - N/A

6.8 Fathering Project Report
Motioned: That the Fathering Project report be adopted. **CARRIED**

7. Membership

Membership for the year 2018 currently stands at 21 - 17 renewals and 4 new members.
Karlien Matthee, Rebekah Henry, Tracy Nebel, Nicolette Punaivaha, Leanne Kleynhans, Natasha Mellar, Karen Knox, Sally Winter, Emma Rohrbach Spinks, Kate Donovan, Karen Donnelly, Mesha Desmond, Kylie Byrne, Mick McDonnell, Nick Duncan, Lloyd King, Daniel Prentice, Charl Matthee, Elaine Bellamy, Denyse Kleynhans, Helena Mills, Nora Nicol Foster.

8. General Business

8.1 Terms of Reference (K Matthee)
Revised Terms of Reference for the P&C committees were presented.
Resolution: To adopt the revised Terms of Reference for Fundraising Committee, Guardians of Greenmount Committee, Safety House Committee, Scholastic Committee, Uniform Committee. **CARRIED**

8.2 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 sign the declaration form regarding bankruptcy and related offences.

8.3 Position Descriptions & Question Time (K Matthee)
K Matthee opened the floor to questions regarding the various positions.

8.4 Elections (L Webb)
L Webb took the chair for the election process, praised the strength of the P&C and its relationship with the school and thanked members for their hard work last year. All positions were declared open.

POSITION		NOMINATED	SECONDED
President	Karlien Matthee	E Rohrbach Spinks	T Nebel
Vice President	Nicolette Punaivaha	K Matthee	R Henry
Treasurer	Tracy Nebel	N Punaivaha	S Winter
Secretary	Emma Rohrbach Spinks	R Henry	M Desmond
Fundraising Coordinator	Kate Donovan	K Byrne	T Nebel
Safety House Coordinator	Karen Donnelly (in absentia)	T Nebel	S Winter
Scholastic Book Club Coordinator	Leanne Kleynhans	N Mellar	R Henry
Uniform Shop Coordinator	Rebekah Henry	R Henry	S Winter
Guardians of Greenmount Coordinator	Mick McDonnell (in absentia)	D Prentice	L King
Grants Officer	tbc		

MM GRS

Fundraising Committee: Kylie Byrne, Nicolette Punaivaha, Rebekah Henry, Leanne Kleynhans

Safety House Committee: Sally Winter, Rebekah Henry

Scholastics Book Club Committee: Natasha Mellar, Karen Knox, Helena Mills

Uniform Shop Committee: Karen Knox, Nicolette Punaivaha, Karen Donnelly

Guardians of Greenmount Committee: Lloyd King, Charl Matthee, Daniel Prentice, Nick Duncan

- Kate Donovan will continue as Communications Officer and Facebook page administrator; Sally Winter will become an editor for the Facebook page.
- John Waddell was confirmed as Honorary Auditor.
- There will no longer be a P&C representative on the School Board. There are three parent representatives on the Board. Minutes of all Board meetings are available on the school website.

9. Other Business

No other business was addressed at the AGM.
Please contact the Secretary to add an item to the next meeting's agenda (secretary@gpspnc.org.au).

10. Date of Next Meeting

General Meeting Tuesday 20 March 2018 at 6.30pm in Staff Room.

11. Meeting Closed at: 7.44pm