

**GOOSEBERRY HILL PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC**



P&C Annual General Meeting Agenda

6 March 2024 6.30pm – 8.00pm – School Admin Building and Webex

1. Open and Apologies (DB)

Attendance: Kylie Sheridan, Lisa Logan, Ceanne England, Asher Trenorden, Danielle Buckettt, Sherise O’Dea, Laura Tesija, Kellie Kingston, Jamee Murdoch, Amy Glendining, Julia Luck, Brad Saracik, Anthony Bennett, Judith Pescodd, Michelle O’Connor, Tracy Park, Priya Saracik

Apologies: Jade Johnston

2. Acknowledgement to Country (JP)

3. Confirmation of previous meeting minutes - 07.02.24 (DB)

Accepted: CE

Seconded: LL

4. Correspondence (JJ)

None

5. Reports

5.1. Principal (JP)

- As per Matt’s end of year report.

5.2. President (DB)

- As per report.

5.3. Treasurer (LL)

- As per report
- Report moved: LL, Seconded: SOD

5.4. Canteen (CE)

- As per report

5.5. Fundraising (SOD)

- As per report

6. Election of Office Bearers for 2024

Principal declares all office bearers’ positions for the P&C vacant and calls for nominations:

LL has moved a motion that JP hold the position of returning officer for ballot of positions. KK seconded.

1. President

- Danielle Buckettt self nominates.
- Lisa Logan seconds.

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- No other nominations.
- Declare Danielle Buckett elected President unopposed.
- Judith returned control to Danielle.

2. Vice-President

- Lisa Logan nominated Asher Trenorden.
- Danielle Buckett seconded.
- Asher Trenorden accepts nomination
- No other nominations
- Asher Trenorden elected vice president unopposed.

3. Secretary

- Danielle Buckett nominated Jade Johnston.
- Kellee Kingston seconded.
- Jade Johnston accepts nomination
- No other nominations
- Jade Johnston elected secretary unopposed.

4. Treasurer

- Amy Glendinging nominates self for Treasurer
- Danielle Buckett seconded.
- No other nominations
- Amy Glendinging elected to Treasurer unopposed.

7. Election of Committees for 2024

1. Executive Committee - Communications - To be discussed

- Discussion over the need of the role.
- DB put forward a motion to form a new committee, Communications Committee, with a communication coordinator as head with terms of reference to be submitted at next meeting. Along with current committees- Canteen Committee, Fundraising Committee, Hilltop Hombres/Fathering Project Committee. AB seconded. Vote passed.
- DB called for nominations for a Canteen coordinator- Ceanne England nominated herself, seconded KK. Elected unopposed.
- DB called for nominations for a Fundraising Coordinator- Sherise O'Dea nominated herself, Seconded KK. Elected unopposed.
- DB called for nominations for a Hilltop Hombres/Fathering Project Coordinator- AB nominated Brad Saracik. Seconded KK. Elected unopposed.
- Danielle Buckett called for nominations for Communications Coordinator. Sherise O'Dea nominated Laura Tesija, Seconded DB. Elected unopposed.
- Danielle Buckett called for nominations for the Fundraising subcommittee:
Sherise O'Dea, Danielle Buckett, Laura Tesija, Michelle O'Connor, Kellee Kingston, Ceanne England, Amy Glendinging, Anthony Bennett, Kylie Sheridan, Jamee Murdoch all volunteered.
- Danielle Buckett called for nominations for the Fathering Project Subcommittee: Anthony Bennett, Brad Saracik volunteered.

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8. General Business

8.1: Adoption of Fundraising Sub-Committee Terms of Reference

Motion - *The executive team will write the terms of reference for committees to be voted on at the next general meeting. Passed by majority*

Accepted: DB

Seconded AT.

8.2: Appointment of signatories on P&C accounts

Motion: *To appoint Danielle Buckett, Asher Trenorden, Amy Glendining, Jade Johnston as signatories to Bank Account. - Passed by majority*

Accepted CE

Seconded KS.

8.3: Contingency and emergency spending

Motion: *The President and Treasurer together, have delegated authority to spend up to \$200 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General meeting - Passed by majority*

Accepted: AG

Seconded: CE

8.4: Contingency and emergency spending

Motion: *The Executive Committee have delegated authority to spend up to \$1000 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General meeting - Passed by majority*

Accepted: CE

Seconded: KS

8.5: Financial accounts auditing

Motion: *To appoint an honorary auditor to audit the financial state of the P&C financial accounts. - Passed by majority*

Accepted: AB

Seconded: BS

Closed at 7:30pm

9. Date of next AGM

III Term 1 2025, week 6

Signed _____

Date: _____

Danielle Buckett - GHPS P&C President

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P&C Annual General Meeting Agenda

6 March 2024 6.30pm – 8.00pm – School Admin Building and Webex

10. Open and Apologies (DB)

Open 7:34pm

Attendance: Kylie Sheridan, Ceanne England, Asher Trenorden, Danielle Buckett, Sherise O’Dea, Laura Tesija ,Jamee Murdoch, Amy Glendining, Antony Bennett, Michelle O’Connor, Priya Saracik, Brad Saracik, Judith Prescodd, Tracy Park

Apologies: Jade Johnson, Lisa Logan, Julia Luck, Kellee Kingston

11. Acknowledgement to Country (JP)

12. Confirmation of previous meeting minutes - 07.02.24 (DB)

Moved: SOD, Seconded: AG

13. Correspondence (JJ)

None

14. Reports

14.1. Principal (JP)

- As per report
- Discussion over risk assessments for P&C events and whether they are needed for events at school premises. Clarify with Matt Snell when he returns from leave, first meeting in Term 2, what is required from P&C when hosting school community only events on school premises.

14.2. President (DB)

- As per report
- Q&A on hold for now. Timetabling is difficult.

14.3. Treasurer (LL)

- None

14.4. Canteen (CE)

- As per report
- Discussion over Thermomix, decided to keep using for now and look for a second hand one. Reassess at the next meeting and can vote on a new machine at the next meeting.
- DB to get a deposit book for Freda.
- JP to talk to Stacey about who can fix fridge in canteen.

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- Main oven has been fixed now.
- DB to talk to Michelle about getting a second Coles card under Ceanne's name.
- Canteen Volunteer link on website needs to be updated. Ceanne to add
- Canteen laptop- has been fast tracked. Should be here by the end of term.

14.5. Fundraising (SOD)

- As per report
- Remaining books to be sold at assembly and donated on Friday.
- Sherise organising form to get parent opinions on new activity area. Julia has been looking into costs. Soccer pitch would cost approximately \$20,000. Julia will continue to get costings. Sherise to get parent and student feedback.
- ***SOD moves that the P&C fund \$800 for Easter raffle prizes. Seconded: DB. Vote passed.***

15. General Business

15.1. Canteen air conditioning (DB)

- Canteen air conditioning is insufficient for staff working. To look into a fundraiser to contribute towards a new one. Also going to look into servicing

15.2. Fundraising - Activity Area planning

15.3. Consideration to change meeting day. Currently scheduled for Wednesdays. Vote passed to move to Tuesdays going forward

15.4. Reminder for membership to be paid and renewed

Meeting closed: 8.30pm

16. Date of next General Meeting

III Term 2, week 3 - 30 April

Signed _____

Date: _____

Danielle Buckett - GHPS P&C President