

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



**MINUTES OF P&C ANNUAL GENERAL MEETING  
WEDNESDAY 16<sup>TH</sup> MAR 2016**

Meeting opened 6:38pm at GHPS Library

**In Attendance:** Cathy Burbridge (Chairperson), Nicole Mottram, Shirley Muir, Helen Griffiths, Patrick Burke, Fiona Elsegood, Dimitrije Radukanovic, Anna Campbell, Mel Lymon, Esther Della Favory, Nadine Clay, Sonya Bell, Nicole Airay, Elizabeth Williams, Linda Radukanovic, Simone Gannaway and Elissa Mansell

**Apologies:** Eloise Scott, Nicole Ireland, Lyn Maurer, Amanda Garven, Natasha Bins, Jenny Hodgson, Jayne De Bruin

**1. Confirmation of Previous Minutes**

**Resolution:** That the minutes of the annual general meeting of GHPS P&C Association held on Wednesday 18 March 2015 at 7pm be confirmed as a true and accurate record.

**Carried**

**2. Formal Adoption of the P&C Vision Statement**

**Resolution:** that the vision statement be adopted as follows. "In partnership with our school we welcome and encourage our families to come together to inspire the future citizens of our world to be the best they can be."

**Carried**

**3. President's Report – Cathy Burbridge**

3.1. See attached

**4. Treasurer's Report – Mel Lymon**

4.1. See attached.

4.2. Finances for 2014 were independently audited by Honorary Auditor Cameron Maitland.

4.3. **Resolution:** that the audited report be adopted as the true and accurate financial record for 2014.

**Carried**

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## **5. Canteen Report – Nicole Mottram**

5.1. See Attached

## **6. Uniform Report – Helen Griffiths**

6.1. See Attached

6.2. The transition to Lowes has been well received. A few small teething problems were resolved quickly and to everyone's satisfaction.

6.3. The P&C receives 5% gross sales commission from Lowes and is expecting a payment soon.

## **7. Fundraising Report – Nicole Mottram**

7.1. See Attached

7.2. The P&C achieved a major fundraising success this year with the Autumn Fair raising over \$30000.

## **8. Principal's Report – Patrick Bourke**

8.1. See attached

## **9. Election of Office Bearers 2015**

9.1. Cathy Burbridge left the chair and Patrick Bourke declared all positions vacant.

9.2. Cathy Burbridge thanked outgoing office bearers Mel Lyon and Nadine Clay for their time and hard work during 2015.

9.3. **President:** Cathy Burbridge

Nominated: Shirley Muir

Seconded: Nicole Airary

Elected unanimously

9.4. **Vice President:** Helen Griffiths

Nominated: Nicole Airary

Seconded: Anna Campbell

Elected unanimously

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9.5. **Treasurer:** Elissa Mansell  
Nominated: Cathy Burbridge  
Seconded: Nicole Mottram  
Elected Unanimously

9.6. **Secretary:** Sonya Bell  
Nominated: Nicole Mottram  
Seconded: Anna Campbell  
Elected Unanimously

9.7. **Executive Committee:** Cathy Burbridge, Helen Griffiths, Patrick Bourke, Fiona Elsegood, Elissa Mansell, Nicole Mottram, Shirley Muir, Sonya Bell, Nicole Airay, Linda Radukanovic, Dimitrije Radukanovic, Simone Gannoway, Anna Campbell

## 10. **Committee Appointments**

10.1. Cathy Burbridge thanked outgoing Fundraising Coordinator, Nicole Mottram for her tireless efforts in 2015.

10.2. **Fundraising and Social Coordinator:** Nicole Airay

10.2.1 Committee Members: Amana Garven, Diana Cole, Lyn Maurer, Elizabeth Williams, Lindsey Horkan, Linda Radukanovic, Sonya Bell

10.3 **Uniform Coordinator:** Helen Griffiths

10.4 **Canteen Coordinators:** Nicole Mottram, Shirley Muir.

10.4.1 Committee members will be called for throughout the year.

10.5 **Publicity and Media Coordinator:** Helen Botica

10.5.1 Committee members: Anna Campbell, more members to be recruited

10.6 **School Board Representative:** Cathy Burbridge

10.7 **Honorary Auditor:** Cameron Maitland will again be approached to fulfill this role

## 11. **Proposal to change the date of the AGM**

It was proposed to move the date of the AGM to term 4 in order that the changeover of office bearers coincides with the end of the school year. It was determined that this cannot be done without changing the P&C financial year in the GHPS P&C constitution. Instead, investigations will be made with WACSSO as to whether the P&C can hold an extraordinary meeting at the end of the term 4, in order to

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facilitate the change of office bearers. The AGM will then continue as normal in Week 7 of Term 1.

**ACTION BY:** Helen Griffiths

***12. Adjournment and date of next meeting***

The meeting was adjourned at 7.20pm. The date of the next AGM is to be confirmed at the next general meeting pursuant to the outcome of Item 11.

Minutes Confirmed on \_\_\_\_\_

\_\_\_\_\_

*Cathy Burbridge, President*