



**Pittwater High School P&C Association
Annual General Meeting – Minutes**

*Wednesday 5th March 2025, from 7:00pm
Pittwater High School, 1668 Pittwater Road, Mona Vale*

Attendees:

Alison Gambino, PHS Principal	Helen Matthews
Carolyn Samojlowicz, PHS Deputy	Will Hill
Steve Hall, P&C President - Meeting Chair	Holly Hill
Tiffany Roxburgh, P&C Treasurer	Katy King
Carol Abela, P&C Secretary - Minute Taker	Lauren Bailey
Leanne Haines, VP Performing Ensembles	Amber Jones
Kerri Clarke, Vice President - Uniform Shop	Damir Cuca
Deenie Adams	Suzanne Humphreys
Katie Dyrmaier	Tracey Gowen

Apologies:

Katrina Ginsburg, P&C Fundraising & Events

Item	Description	Outcome
1.0	Acknowledgement, Welcome and Introductions Alison Gambino, PHS Principal opened with an acknowledgement.	Noted
1.1	Call for new members and volunteers The P&C would not operate without supportive parents and volunteers who work to serve the best interests of the school community. Greater participation is encouraged.	Noted
1.2	Confirm previous minutes (Attachment 1) Accepted without amendment.	Noted

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Item	Description	Outcome
2.0	<p>Principal's Report</p> <p>Alison Gambino acknowledged how grateful the school is for the support and collaboration of the P&C.</p> <p>The first four days of term (pupil free) allowed teachers to focus on getting organised, ensuring a settled start to the year for students. Focus areas included HSC planning and analysis, professional learning and training, school policies and best practices.</p> <p>Tenders for Air Conditioning works have been completed and works are due to be completed by the start of next term.</p> <p>Toilet refurbishment project is in the tender phase, with works anticipated to commence in Term 2. Upgrade to the female toilet block will be completed first.</p> <p>The school has had no success recruiting for a General Assistant and a Farm Assistant, with casual employment options available.</p> <p>Alison thanked the parents for their positive feedback on the school's communication of HSC outcomes.</p> <p>There was mention of additional Commonwealth funding to New South Wales public schools over the next 10 years, an estimated \$4.8 billion. Unknown how this will directly impact PHS.</p>	<p>Action: P&C to help promote General Assistant and Farm Assistant vacancies within the parent/wider community</p>
3.0	P&C Executive Report	
3.1	<p>President's Report</p> <p>Steve Hall provided an update to include the following;</p> <p>1). P&C Association Overview</p> <ul style="list-style-type: none"> ● Charity Status being pursued. ● P&C Executives are working collaboratively across all committees / activities. ● P&C roles and responsibilities are evolving, organisational structure and role descriptions drafted. ● Financial sustainability remains a key challenge for the coming year. ● P&C Office Bearers are meeting to discuss and resolve administrative / management issues (primarily with Finances). All resolutions will be included transparently within the minutes of the General meetings. <p>2). Pittwater High Executive and student collaboration, and engagement</p> <ul style="list-style-type: none"> ● Open communication and good engagement with 	

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Item	Description	Outcome
	<p>Executives.</p> <ul style="list-style-type: none"> • Opportunities to increase communication and feedback. <p>3). Fundraising and events</p> <ul style="list-style-type: none"> • Positive and engaging events throughout 2024, P&C to build upon in 2025. • Funds are available to support some targeted initiatives this year. <p>4). Communications and advocacy</p> <ul style="list-style-type: none"> • Increasing visibility and engagement through socials. <p>Focus for 2025 is to foster positive engagement through events, fundraising, as well as to improve communication channels between parents, students and the school.</p>	
3.2	<p>Treasurer’s Report</p> <p>Tiffany Roxburgh, P&C Treasurer, presented the Treasurer's Report. Key updates included;</p> <ul style="list-style-type: none"> • Cindy Wylie has stepped down as Treasurer. The P&C thanked Cindy and acknowledged her years of service. • Bookkeeper, Spiro Stephanatos, to retire in April 2025. • P&C Executive Committee decision on the appointment of an accounting firm, following a tendering process, to prepare and review the historical financial statements from 2021 to 2024. • P&C Executive Committee decision on the appointment of a new bookkeeping service provider. • P&C General Committee to resolve to ‘input tax’ to the following: <ul style="list-style-type: none"> ○ supplies made through the Canteen in 2025, as in prior years ○ fundraising events in 2025, as in prior years • P&L’s for 2024 across P&C operations (Band, Uniform and P&C Unit), as well as cash balances up until 1 March 2025 presented. • To optimise interest earnings on significant funds held in trading accounts. • One bank account held with Westpac is in the process of being closed and funds transferred to our CBA Canteen account. • P&C to reinstate ACNC by finalising and lodging financial statements for 2021 to 2024. 	<p>Resolution: P&C Executive approved employee changes at end of Term 4 - 2024</p> <p>Resolution: Appointment of accounting firm, BeWeiser Accounting & Tax of Mona Vale</p> <p>Resolution: Appointment of new bookkeeping service provider, Proactive Business Services of Manly Vale</p> <p>Resolution: P&C Executive Committee approved the reinvestment of \$40k term deposit for 10 months at 4.15% interest</p> <p>Resolution: P&C Executive Committee approved the closure of Westpac Bank Account and the transfer of funds to CBA Canteen Bank Account</p> <p>Action: Canteen and</p>

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Item	Description	Outcome
	Overall the P&C has been losing money and this is not sustainable. Band pricing has increased with a budget set for 2025 to break even. The Band program needs to focus on increasing band student numbers. A pricing analysis is underway for the Canteen and Uniform Shop to return these operations to being profitable.	Uniform Shop pricing to be reviewed to return operations to being profitable.
3.3	<p>Band</p> <p>Leanne Haines, Vice President - Band, provided a brief update. After consideration band fees have been increased in 2025 to accommodate increasing costs and reducing band student numbers.</p>	Noted
3.4	<p>Canteen</p> <p>The P&C confirmed the appointment of Kylie Amoroso as Canteen Manager.</p> <p>Following review of Canteen operations and financial performance in late 2024, some key changes to menu, food production processes and pricing have been implemented.</p> <p>Further encouragement to engage with volunteers through 2025 will be necessary to maintain the canteen service.</p>	Action: P&C to promote volunteer opportunities in the canteen across social platforms
4.4	<p>Uniform</p> <p>Actions underway for 2025 include;</p> <ul style="list-style-type: none"> ● Pricing review ● Set budget ● Flexischools system review 	Noted
4.5	<p>Events, volunteering, and fundraising</p> <p>1). Communication with Parents</p> <p>Communication will continue through the school until we can build our own database of contacts.</p> <ul style="list-style-type: none"> ● We now have Facebook group contacts for each year group who can help share P&C meeting and event dates. <p>2). Draft 2025 Event Schedule</p> <ul style="list-style-type: none"> ● Term 1: Welcome New Families Evening Event – March 27/28 (TBC, no BBQ) ● Term 2: Election BBQ – May ● Term 3: Outdoor Family Movie & Music Night – September ● Term 4: Main Fundraiser (Bingo, Trivia, etc.) – November 	Action: P&C to promote volunteer opportunities and call-out for local business support

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Item	Description	Outcome
	<p>3). Call for Volunteers Fundraising committee is looking for helpers and new volunteers.</p> <p>4). Grants & Donations Manager Needed Keen to find someone to manage grants and donations.</p> <p>5). Local Community Engagement Looking to build stronger relationships with local businesses.</p> <p>6). Local Support Offers If the school community knows of any local businesses or individuals who can help they are encouraged to get in touch. For example, Surfboat Brewery has kindly offered their support for upcoming events.</p>	
5.0	New Business	
5.1	<p>P&C 2025 - the vision (open discussion)</p> <p>The P&C's vision for 2025 was discussed, focusing on working collaboratively, transparently and with purpose.</p> <p>It was noted that only around 10% of the school community is currently engaged with the P&C.</p> <p>The group brainstormed ideas for increasing broader community involvement. Some key initiatives discussed included:</p> <ul style="list-style-type: none"> ● Supporting sporting activities and creating more opportunities for team sports. ● Encouraging parent/student involvement and engagement with the school via activities such as art programs and the school musical. ● Promoting the Student Representative Council (SRC) and better explaining its value to students and parents. ● Exploring parent-led career development programs for students. 	<p>Action: Identify 2-3 key areas of focus for 2025 to strengthen parent engagement, focusing on community-driven projects and supporting student development</p> <p>Action: P&C assist with the promotion of school musical</p>
6.0	Close	
	There being no other business, the General Meeting concluded at 8.34pm.	

ACTIONS FROM PREVIOUS MINUTES

Action	Description	Due	Who	Status
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1	<p>All formal administrative items held over until a quorum of Executive positions are filled, and key items addressed prior to a formal AGM.</p> <p>Items Include:</p> <ul style="list-style-type: none"> ● Audited financial report(s) and appointment of Auditor underway - due to close Dec 2025 ● President's report - overview delivered in meeting. 	Term 1 2024	P&C Executive	Closed
2	School uniform review policy, roles and responsibilities – being facilitated by the School Executive in consultation initially with Year 9 students and SRC.	Term 4	School Executive	Open
3	School to present on initiatives to address student culture, wellbeing, safety and behaviours of concern.	Ongoing	School Executive	Noted
4	Confirm P&C members capable / able to assist with targeted Grant applications.	Term 4	P&C Executive	Open
5	Provide fundraising 'wish list' to P&C	Term 1 2025	School Executive	Noted
6	Prepare events and activity calendar for 2025	Term 1 2025	P&C Executive	Noted

For Information

Notes:

- For this general meeting to be valid, at least seven (7) day notice period must have been given to members.
- The quorum at this general meeting is as stated in the Constitution.
- Only members can vote at general meetings.
 - To be considered a member, an application for membership must be received prior to the commencement of the general meeting or AGM.
 - Any person who applies for membership for the first time at this general meeting will only be considered a member after the close of this general meeting.
- Only members can stand for casual vacancies at general meetings.

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- No decision on expenditure can be made at a general meeting at which a Treasurer's report has not been presented.