

Annual General Meeting (informal)

Minutes

15 November 2023

19:00 – 20:30

Item	Description	Outcome
1.0	Welcome and acknowledgement Alison Gambino, PHS Principal opened with an acknowledgement. Cindy Wylie, returning Band Treasurer acted as Chair.	Noted
2.0	Confirmation of the minutes of the previous AGM	Action: All formal AGM items held over until a quorum of Executive positions are filled, and key items addressed.
3.0	Business arising from the minutes of the previous AGM	
4.0	Receipt and adoption of the audited financial report	
5.0	Receipt and adoption of the President's annual report	
6.0	Elections for 2024	
6.1	<u>President</u> Steve Hall self-nominated and was endorsed by attendees.	Noted
6.2	<u>Secretary</u> Carol Abela self-nominated and was endorsed by attendees.	Noted
6.3	<u>Treasurer</u> Cindy Wylie self-nominated and was endorsed by attendees.	Noted
6.4	<u>Vice President – Band</u> Leanne Haines self-nominated and was endorsed by attendees.	Noted
6.5	<u>Vice President – Canteen</u> No Vice-President was nominated during the meeting. The group advised the roles and responsibilities for official office bearers are not well understood, however several attendees self-nominated to help as sub-committee members on a trial basis. Action: Develop a high-level description of the role and responsibilities for key positions within PHS P&C to encourage participation.	Noted Action: P&C Executive.
6.6	<u>Vice President – Uniform Shop</u> Kerri Clarke self-nominated and was endorsed by attendees.	Noted
6.7	<u>Additional Executive Members</u> Nil nominations. Action: Consideration will be given by the P&C Executive to structure the Executive Committee and Sub-Committee(s) to minimise the burden on volunteers and align key functions. A proposed structure will be presented in early 2024.	Action: P&C Executive

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Item	Description	Outcome
7.0	Election of sub-committee members Those who self-nominated to help select functions of the P&C were endorsed by attendees and listed below.	Noted
7.1	<u>Canteen Sub-Committee</u> - Holly Hill - Will Hill	Noted
7.2	<u>Uniform Shop Sub-Committee</u> Nil additional nominees.	Noted
7.3	<u>Fundraising and Volunteer Recruitment</u> - Katrina Ginsburg - Katy Dyrmaier - Deeni Adams - Natalie Turner	Noted
8.0	Election of P&C representatives to school groups	
8.1	<u>School Committees</u>	Nil of note.
8.2	<u>Merit Selection / Recruitment</u> To support initial recruitment activities in early 2024, incoming President Steve Hall has agreed to assist with scheduled Merit Selection / Recruitment activities. Other P&C Executive and committee members will be encouraged to support these activities throughout the year.	Noted
9.0	Approval of Signatories Signatories to P&C accounts with authorisation to approve transactions on behalf of the association will be limited to Executive and Vice President roles only. Action: P&C President to coordinate with incoming signatories to ensure all have signed the Executive Declaration.	Action: P&C President
9.1	<u>Removal of outgoing signatories:</u> - All prior signatories to be removed from the Commonwealth Bank accounts and other administration functions.	Noted
9.2	<u>Addition of incoming signatories:</u> - Steve Hall, President – All accounts - Cindy Wylie, Treasurer – All accounts - Leanne Haines – Band accounts	Noted
10	Appointment of the P&C Associations auditor	Postponed
11	Adoption or review of by-laws, rules, policies, and procedures	Postponed
12	Setting the annual subscription fee (if applicable)	Postponed

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Item	Description	Outcome
13	Next Meeting and Close	

ACTION LIST

Action	Description	Due	Who	Status
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) - President's report - Appointment of auditor 	Term 1 2024	P&C Executive	Open
2	<p><u>Role and Responsibilities Descriptions</u></p> <p>Develop a high-level description of the role and responsibilities for key positions within PHS P&C to encourage participation.</p>	Term 1 2024	P&C Executive	Open
3	<p><u>P&C Committee Structure</u></p> <p>Consideration will be given by the P&C Executive to structure the Executive Committee and Sub-Committee(s) to minimise the burden on volunteers and align key functions. A proposed structure will be presented in early 2024.</p>	Term 1	P&C Executive	Open
4	<p><u>Account Signatories and Executive Declaration</u></p> <p>P&C President to coordinate with incoming signatories to ensure all have signed the Executive Declaration.</p>	Term 1	P&C President	Underway

For information

Notes on P&C AGM formalities from NSW P&C Federation AGM Template:

- For the AGM to be valid, at least 14 days' notice must have been given to members
- The quorum at the AGM is as stated in the Constitution
- The AGM cannot continue if the audited financials are unavailable for receipt and adoption. The meeting must be postponed until they can be presented.
- Only *members* can nominate and be elected for a position at the AGM. To be considered a *member*, an application for membership must have been received prior to the close of the general meeting preceding the AGM. *Any person who applies for membership for the first time at the AGM will only be considered a member after the close of the AGM.*
- *Any existing member that wishes to remain a member for the coming year is required to pay the annual subscription before the close of the AGM*
- *Any existing member who does not pay their annual subscription at the AGM will be unable to continue in an elected position until such time as the annual subscription is paid and the member register is updated.*