

# SPRINGFIELD CENTRAL STATE SCHOOL

## P&C ASSOCIATION 2024

### MANY HANDS – ONE VISION



Number of attendees Refer to sign in sheet for details.	<i>President</i> <i>Lisa Wright</i>	✓
DATE of MEETING: 16 April 2024 REOPENED ON 21 May 2024		
Meeting OPENED: 6:pm	<i>Treasurer</i> <i>Charmaine Rich</i>	✓
	<i>Secretary</i> <i>Ashlee Langton</i>	✓
MINUTE KEEPER: Lara Matthews		
	<i>Principal</i> <i>Angela Gooley</i>	✓

Apologies :

**WELCOME:** Principal welcomed participants and thanked 2023 P&C for their contributions.

**INTRODUCTION OF INVITED GUESTS OR SPECIAL VISITORS:** NA

**APOLOGIES:** Rebekah Kanters, Kat Haines

#### **PREVIOUS AGM MINUTES:**

The minutes of the previous AGM Meeting held on March 21st, 2023 were presented via email on announcement of the AGM and are also made available to read for attendees in person.

**MOTION moved that the minutes be accepted as a true and correct record of the meeting.**

**MOVED BY:** Angela Gooley

**SECONDED BY:** Lisa Wright

**No objections. CARRIED by Consensus**

#### **BUSINESS ARISING FROM THE PREVIOUS AGM MINUTES:**

AGENDA ITEM	POINTS OF DISCUSSION
	None applicable
<b>ACTION REQUIRED</b>	
<ul style="list-style-type: none"> <li>No further action required</li> </ul>	

## ***FINANCIAL REPORTING:***

Reading of the 2023 Auditors Report and [Annual Financial Statement](#).

At this point we are required to close the meeting due to having NO availability of the Annual Audit report. Once received the PnC will provide 14 days notice and the meeting will be opened and completed.

## **Meeting Reopened on 21 May 2024 at 4:20pm**

Reading of the 2023 Auditors Report and [Annual Financial Statement](#).

**MOTION** moved by Charmain Rich that the [P&C Association's 2023 audited annual financial statement](#) be received and adopted.

MOVED BY: Charmaine Rich

SECONDED BY: Lisa Wright

No objections. CARRIED by Consensus

## **Presentation of the projected annual budget for the remainder of 2024**

**MOTION** moved by Charmaine Rich that the P&C Association's planned annual budget be adopted.

MOVED BY: Charmain Rich

SECONDED BY: Tracey Bobbermien

NO objections CARRIED by Consensus

## ***PRESIDENT'S REPORT 2023:***

**Report read out by President Lisa Wright. Written copy attached.**

**MOTION** moved by Lisa Wright, that the president's report be adopted.

MOVED BY: Lisa Wright

SECONDED BY: Angela Gooley

NO objections CARRIED by Consensus

## ***ALL MEMBERSHIPS NOW LAPSE:***

**Completed membership application forms are now invited from attendees.**

**Have any membership forms been submitted prior to the meeting for absent interested parties wanting to join the association?**

**Angela Gooley** moved that all new memberships be accepted.

MOVED BY: Angela Gooley

SECONDED BY: Lara Matthews

NO objections. CARRIED by Consensus

## EXECUTIVE COMMITTEE ELECTION

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Nominations Invited	President	NOMINEE: Lisa Wright Seconded by: Lara Matthews NOMINEE: No further nominees Seconded by: NA
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"> <li>• Congratulations to Lisa Wright</li> <li>• <b>Address: insert post meeting for privacy</b></li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Nominations Invited	Secretary	NOMINEE: Ashlee Langton Seconded by: Angela Gooley NOMINEE: No further nominees Seconded by: NA
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"> <li>• Congratulations to Ashlee Langton</li> <li>• <b>Address:</b></li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Nominations Invited	Treasurer	NOMINEE: Charmaine Rich Seconded by: Lisa Wright NOMINEE: No further Nominees Seconded by:
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"> <li>• Congratulations to Charmaine Rich</li> <li>• <b>Address:</b></li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Nominations Invited	Vice President	NOMINEE: No nominees received Seconded by: NOMINEE: Seconded by:
<b>ACTION REQUIRED</b> <ul style="list-style-type: none"> <li>• No appointment</li> <li>• <b>Address: Inserted post meeting for bank appointment purposes.</b></li> </ul>		

## BANK SIGNATORIES:

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Removal of P&C Signatories	Principal	<b>Angela Gooley moved the motion to remove:</b> <ul style="list-style-type: none"> <li>• as signatories of the Springfield Central State School Parents and Citizens Association account held at the Heritage Building Society</li> <li>• List names of those to remove <b>Executive remains as existing so no names are required to be removed.</b></li> </ul> <b>MOVED BY: Angela Gooley</b> <b>SECONDED BY: Lisa Wright</b> <b>No objections. CARRIED by Consensus</b>

**ACTION REQUIRED**

- Remove the following signatories of SCSS P and C Heritage Bank Accounts

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Addition of P&C Signatories	Principal	<p><b>Angela Gooley moved the motion to:</b> Add as signatories of the Springfield Central State School Parents and Citizens Association account held at the Heritage Building Society the following persons</p> <p style="color: green;"><b>Executive remains as existing so no names are required to be added</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>MOVED BY: Angela Gooley</b> <b>SECONDED BY: Lisa Wright</b> <b>NO objection. CARRIED by Consensus</b></p>
<ul style="list-style-type: none"> <li>• No changeover of signatories at this current time.</li> </ul>		

**APPOINTMENT OF ASSOCIATION'S AUDITOR:**

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Appointment of 2024 Financial Auditor	Principal	<p><b>Angela Gooley moved the motion to nominate Your Tax Mate – Goodna ABN: 96 392 253 551</b></p> <p><b>MOVED BY: Angela Gooley</b> <b>SECONDED BY: Charmaine Rich</b> <b>Any objections? CARRIED by Consensus</b></p>
<b>ACTION REQUIRED</b>		
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**STUDENT PROTECTION RISK MANAGEMENT STRATEGY:**

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Adoption of the Student Protection Risk Management Strategy	Principal	<p>Student Protection Risk Management Strategy</p> <p>This document has been compiled by the DETE and P&amp;C Qld to assist P&amp;C Associations to comply with the legislative requirements of the Commission for Children and Young People and Child Guardian Act 2000, the commission for Children and Young People and Child Guardian Regulation 2001, and the Commission for Children and Young People Amendment Regulation (No. 1) 2006. The Strategy outlines the requirements and expectations of volunteers and P&amp;C employees with regard to the protection of students from harm or the risk of harm as members of a state school community.</p> <p>Further information and the Strategy document and User's Guide are located on the P&amp;C Qld and DETE websites.</p> <p><b>Angela Gooley moved the motion to adopt the Student Protection Risk Management Plan</b></p> <p><b>MOVED BY: Angela Gooley</b> <b>SECONDED BY: Lara Matthews</b> <b>No objections. CARRIED by Consensus</b></p>

## CONSTITUTION:

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Adoption of Constitution (if new)	Principal	No updates to SCSS P&C Constitution.

**HONORARY MEMBERSHIP:** No business at current

## GENERAL BUSINESS:

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Adoption of Schools 2024 AIP and Annual Budget	Principal	Angela Gooley moved the motion to endorse the Schools 2024 AIP and budget as presented at a general meeting prior to AGM. MOVED BY: Angela Gooley SECONDED BY: Lisa Wright No objections. CARRIED by Consensus

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Adoption of Heritage Bank to continue as association banking institution	Principal	Angela Gooley moved the motion to adopt Heritage Bank to continue as association's banking institution MOVED BY: Angela Gooley SECONDED BY: Charmain Rich No objections. CARRIED by Consensus

AGENDA ITEM	WHO	POINTS OF DISCUSSION
2024 P & C General meetings.	Principal	Angela Gooley moved the motion to continue holding P&C General Meetings at 3:30pm with invitation for members to attend in person on the third Tuesday of each month during school terms. It is noted that a request from an individual parent to change alternate meeting to 6pm to enable attendance. This was considered; however, experience tells us attendance is decreased rather than increased with later meetings. MOVED BY: Angela Gooley SECONDED BY: Lisa Wright No objections. CARRIED by Consensus

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Congratulations to the newly elected executive team and acknowledgement of the outgoing team.	Principal	Acknowledgement and thankyou on behalf of student, staff and school community.

Meeting Closed: 5:30pm