

Springfield Central State School

P&C ASSOCIATION 2013

MANY HANDS – ONE VISION



No. in Attendance:
28

DATE of MEETING: 19 March 2013	<i>PRESIDENT</i> Sarah Bliss	✓	<i>SECRETARY</i> Pauline Cross	✓
Meeting OPENED: 6:44pm	<i>VICE PRESIDENT</i> Terena Day	✓	<i>PRINCIPAL</i> Angela Gooley	✓
Meeting CLOSED: 7:41pm	<i>VICE PRESIDENT</i> Kerry Smith	✓		
MINUTE KEEPER: Steve Gooley	<i>TREASURER</i> Trish Wills			
Invited GUESTS:				
APOLOGIES: Nadine Kahotea				

Minutes:

Minutes of last meeting:

Motion moved by NAME confirmation that the minutes of the previous (2012) AGM are true and correct

MOVED BY: Denise Hake

SECONDED BY: Juliana Walterfang

CARRIED by consensus

Business arising from the minutes:

Previously appointed Auditor T M Accounting Services, when contacted in December they were no longer available to audit. After several quotes TSI Accounting Services at Orion Town Centre, experience with P and C audits. \$330 to \$440 quote, Auditor now changed

TREASURERS REPORT

2012

2013

Written report presented by treasurer – as per attached documentation

MOTION moved by treasurer that the Treasurer's report be adopted and the accounts be confirmed and the payments ratified.

MOVED BY: Trish Wills

SECONDED BY: Leonie Cullen

CARRIED by consensus

MOTION moved by NAME that the P&C Association's audited annual financial statement including the canteen committee's audited financial statements be adopted.

MOVED BY: Trish Wills

SECONDED BY: Leonie Cullen

CARRIED by consensus

PRESIDENT'S REPORT -

Written report presented by President, Sarah Bliss – as per attached documentation

MOTION moved by the president Sarah Bliss that the President's report be adopted.

MOVED BY: Sarah Bliss

SECONDED BY: Angela Gooley

CARRIED by consensus

All memberships now lapse, and new membership applications are to be completed and returned.

Moved Donna Howett

Seconded Juliana Walterfang

Motion carried by consensus

Executive Appointments

AGENDA ITEM	WHO	POINTS OF DISCUSSON
	President	<ul style="list-style-type: none"> NOMINEE: Andrew Kidd Seconded by: Denise Hake NOMINEE: Sam Langdown Seconded by: Danielle Pitts
ACTION REQUIRED Appointment went to private ballot vote <ul style="list-style-type: none"> Congratulations to Andrew Kidd 2013 P and C President 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
	Vice President Vice President 2	<ul style="list-style-type: none"> NOMINEE: Sam Langdown Seconded by: Juliana Walterfang No further nominees NOMINEE: Juliana Walterfang Seconded by: Donna Howett No further nominees
ACTION REQUIRED <ul style="list-style-type: none"> . Congratulations to Sam Langdown 2013 P and C Vice-President . Congratulations to Juliana Walterfang 2013 P and C Vice-President 2 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
	Treasurer	<ul style="list-style-type: none"> NOMINEE: Michelle Kozlowski Seconded by: Sarah Bliss No further nominees
ACTION REQUIRED <ul style="list-style-type: none"> . Congratulations to Michelle Kozlowski 2013 P and C Treasurer 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
	Assistant Treasurer	<ul style="list-style-type: none"> NOMINEE: Seconded by:
ACTION REQUIRED <ul style="list-style-type: none"> . No Assistant treasurer was appointed 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
	Secretary	<ul style="list-style-type: none"> NOMINEE: Leonie Cullen Seconded by: Danielle No further nominees
ACTION REQUIRED <ul style="list-style-type: none"> . Congratulations to Leonie Cullen 2013 P and C Secretary 		

MOTION moved that all new memberships be accepted

MOVED BY: Angela Gooley

SECONDED BY: Tricia Wills

CARRIED by consensus

Confirmation of continuation of Canteen Sub-committee

Written report presented by Terena Day – as per attached documentation

AGENDA ITEM	WHO	POINTS OF DISCUSSION
SUBCOMMITTEE MEMBERS	Terena Day	<ul style="list-style-type: none"> Canteen committee recommends the following subcommittee positions: Canteen Manager/Chairperson - Terena Day Secretary – Kerry Smith Treasurer – Pauline Cross Operation Guidelines as per recommended, extended membership from 4 to 5 people working on the committee. \$1500 working capital would like to be increased to \$4000. Budget – no current forecast, postponed until next meeting due to audit. Submit to next meeting to add to these minutes. New Membership – Terena Day, Kerry Smith, Juliana Walterfang, Pauline Cross and Sam Langdown. All recommendation brought to P and C for support.
ACTION REQUIRED		
<ul style="list-style-type: none"> 		

MOTION moved that the Canteen Committee recommendations and report be accepted and adopted.

MOVED BY: Terena Day

SECONDED BY: Sarah Bliss

CARRIED by consensus

General Business

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Appointment of 2012/2013 Financial Auditor	Treasurer	<ul style="list-style-type: none"> Danielle Pitts moved the motion to nominate TSI Accounting as the financial auditor for the 2012/2013 years. TSI took on the 2012 audit and charged at a substantially lower cost than actual accrued bill. TSI is a local accounting firm (ORION) that completes numerous local P&C audits and is familiar with P&C runnings and requirements Seconded by Juliana Walterfang Motion carried by consensus
ACTION REQUIRED		
<ul style="list-style-type: none"> 		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Removal of P&C Signatories		<ul style="list-style-type: none"> Sarah Bliss moved the motion to remove Sarah Bliss (2012 President), Trish Wills (2012 Treasurer) and Terena Day (2012 VP) Rachel Smith (2012 Assistant Treasurer) as signatories of the Springfield Central State School Parents & Citizens Association account held at the Heritage Building Society Seconded by Michelle Kozlowski Motion carried by consensus
ACTION REQUIRED		
<ul style="list-style-type: none"> 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
Addition of P&C Signatories		<p>Donna Howett moved the motion to add</p> <ul style="list-style-type: none"> • Andrew Kidd (President), • Sam Langdown (Vice President) and Juliana Walterfang (Vice President)) • Michelle Kozlowski (Treasurer) <p>as signatories of the Springfield Central State School Parents & Citizens Association account held at the Heritage Building Society</p> <ul style="list-style-type: none"> • Seconded by Sarah Bliss • Motion carried by consensus
ACTION REQUIRED		
<ul style="list-style-type: none"> • Sarah Bliss will meet with Michelle Kozlowski to action the process of addition of signatories. 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
P&C Canteen Signatory		<ul style="list-style-type: none"> • Motion moved by Tricia Wills • That Terena Day and Kerrie Smith remain as signatories on the Canteen sub-committee P&C account held at the Heritage Building Society. • To ADD Pauline Cross (Sub Committee Treasurer) as signatory on the Canteen sub-committee P&C account held at the Heritage Building Society. <ul style="list-style-type: none"> • Seconded by Danielle Pitts • Motion carried by consensus
ACTION REQUIRED		
<ul style="list-style-type: none"> • Terena Day will meet with Michelle Kozlowski to action that process of addition of signatories. 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
Adoption of the Student Protection Risk Management Strategy		<p><u>Student Protection Risk Management Strategy</u></p> <p>This document has been compiled by the DETE and P&Cs Qld to assist P&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&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&C Qld and DETE websites</p> <ul style="list-style-type: none"> • Andrew Kidd moved the motion to endorse the Student Risk Management Plan • Seconded by Terena Day • Motion carried by consensus
ACTION REQUIRED		
<ul style="list-style-type: none"> • 		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
Adoption of <u>AIP</u> and Annual Budget		<ul style="list-style-type: none"> • Angela Gooley moved the motion to endorse the 2013 AIP and budget • Seconded by Sarah Bliss • Motion carried by consensus
ACTION REQUIRED		
<ul style="list-style-type: none"> • 		

Next AGM

MOTION moved that the next AGM be held on Tuesday 18th MARCH 2014 at 6:30pm

MOVED BY: Sarah Bliss

SECONDED BY: Tricia Wills

CARRIED by consensus

NEW MATTERS ARISING FROM MEETING:

NEXT MEETING: