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

<table>
<thead>
<tr>
<th>WHO</th>
<th>POINTS OF DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>• NOMINEE: Andrew Kidd Seconded by: Denise Hake</td>
</tr>
<tr>
<td></td>
<td>• NOMINEE: Sam Langdown Seconded by: Danielle Pitts</td>
</tr>
</tbody>
</table>

**ACTION REQUIRED**

Appointment went to private ballot vote

- Congratulations to Andrew Kidd 2013 P and C President

## AGENDA ITEM

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>• NOMINEE: Sam Langdown Seconded by: Juliana Walterfang</td>
</tr>
<tr>
<td>Vice President 2</td>
<td>• NOMINEE: Juliana Walterfang Seconded by: Donna Howett</td>
</tr>
</tbody>
</table>

**ACTION REQUIRED**

- Congratulations to Sam Langdown 2013 P and C Vice-President
- Congratulations to Juliana Walterfang 2013 P and C Vice-President 2

## AGENDA ITEM

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>• NOMINEE: Michelle Kozlowski Seconded by: Sarah Bliss</td>
</tr>
</tbody>
</table>

**ACTION REQUIRED**

- Congratulations to Michelle Kozlowski 2013 P and C Treasurer

## AGENDA ITEM

<table>
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</thead>
<tbody>
<tr>
<td>Assistant Treasurer</td>
<td>• NOMINEE: Seconded by:</td>
</tr>
</tbody>
</table>

**ACTION REQUIRED**

- No Assistant treasurer was appointed

## AGENDA ITEM

<table>
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</thead>
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<tr>
<td>Secretary</td>
<td>• NOMINEE: Leonie Cullen Seconded by: Danielle</td>
</tr>
</tbody>
</table>

**ACTION REQUIRED**

- 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 | • 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
• 

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 | • 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 that 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
• 

AGENDA ITEM | WHO | POINTS OF DISCUSSION
--- | --- | ---
Removal of P&C Signatories | Sarah Bliss | • 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
• 

- 4 -
### AGENDA ITEM
**Addition of P&C Signatories**

**Who:** Donna Howett moved the motion to add
- Andrew Kidd (President),
- Sam Langdown (Vice President) and Juliana Walterfang (Vice President),
- Michelle Kozlowski (Treasurer)

as signatories of the Springfield Central State School Parents & Citizens Association account held at the Heritage Building Society

**S Seconded by Sarah Bliss**
**Motion carried by consensus**

**Action Required:**
- Sarah Bliss will meet with Michelle Kozlowski to action the process of addition of signatories.

### AGENDA ITEM
**P&C Canteen Signatory**

**Who:**
- 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.

**Seconded by Danielle Pitts**
**Motion carried by consensus**

**Action Required:**
- Terena Day will meet with Michelle Kozlowski to action the process of addition of signatories.

### AGENDA ITEM
**Adoption of the Student Protection Risk Management Strategy**

**Who:**
- Student Protection Risk Management Strategy

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.

Further information and the Strategy document and User’s Guide are located on the P&C Qld and DETE websites

- Andrew Kidd moved the motion to endorse the Student Risk Management Plan
- Seconded by Terena Day
- Motion carried by consensus

**Action Required:**
- 

### AGENDA ITEM
**Adoption of AIP and Annual Budget**

**Who:**
- Angela Gooley moved the motion to endorse the 2013 AIP and budget
- Seconded by Sarah Bliss
- Motion carried by consensus

**Action Required:**
- 

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- 5 -
**Next AGM**

MOTION moved that the next AGM be held on Tuesday 18\textsuperscript{th} MARCH 2014 at 6:30pm  
MOVED BY: Sarah Bliss  
SECONDED BY: Tricia Wills  
CARRIED by consensus

**NEW MATTERS ARISING FROM MEETING:**

**NEXT MEETING:**