



## Annual General Meeting Minutes - 2023

<b>Chairperson:</b> Eva Urban – 2022 President		<b>Location:</b> School Hall	
<b>Date:</b> 13 February 2023 (Term 1 Week 4)		<b>Meeting Type:</b> Annual General Meeting	
<b>Meeting commenced:</b> 7.30pm		<b>Meeting adjourned:</b> 8.31 pm	
<b>Minutes taken by:</b> David Doyle			
<b>Attendees:</b>		<b>Position:</b>	<b>Copies:</b>
Eva Urban	EU	2022 President	1
Kris Arnold	KA	2022 Vice President & Events Co-ordinator	1
Samantha Yep	SY	2022 Vice President	1
David Doyle	DD	2022 Secretary	1
Malyna Rooke	MR	2022 Uniform Shop Coordinator	1
Amanda Jacobs	AJ	2022 Uniform Shop Support Coordinator	1
Jocelyn Hu	JH	2022 Events team	1
Vinnci Lee-Wu	VL	2022 Events team	1
Lisa Tang	LT	2022 Book Club Coordinator	1
Melissa Anderson	MA	Member	1
Helen Atkinson	HA	Member*	1
Michelle Blackwell	MB	Member	1
Mita Brierly	MBr	Member*	1
Kimberlee Dreyer	KD	Member*	1
Lilian (Laughan) Ghan	LLG	Member*	1
Jin (Jame) Ha	JA	Observer	1
Duy Nam Hoang	DNH	Observer	1
Rani Rekha	RR	Observer	1
Natalia Sushchenko	NS	Member	1
Anthony (Chook) Trovatello	ACT	Member	1
Asuka Trovatello	AT	Member	1
Gina Yao	GY	Member*	1
Zhijun Wu	ZW	Member	1
<b>Apologies</b>			
Jack Tao	JT	2022 Treasurer	1
Debbie Lawson	DL	2022 Events team	1
Ikram Muhammad	IM	2022 Events Team	1
Yan Yang	YY	2022 Book Club Support Coordinator	1
Stacey Tsui-Brackley	STB	Member*	1
Pieta Bosman Carroll	PBC	Member*	1
Nancy Diez	ND	Member*	1
Sophie Ding	SD	Member*	1
Christian Ghan	CG	Member*	1



# KENT ROAD PUBLIC SCHOOL

## P & C Association

Jun Guo	JG	Member*	1
Stella Yulei Hou	SYH	Member*	1
Meutia (Tia) Kumaheri	TK	Member*	1
Sally Lee	SLe	Member*	1
Shivani Lopes	SLo	Member*	1
Shweta Mago -Mahalwar	SM	Member*	1
Tushar Mahalwar	TM	Member*	1
Fei Mai	FM	Member*	1
Melanie Marcellino	MM	Member*	1
Pang Rosita or Christoph	RP	Observer	1
Lisa Ponton	LP	Member*	1
Isabella Tan	IT	Member*	1
Aung Thant	AT	Member*	1
May Thant	MT	Member*	1
Binoe Verghese	BV	Member*	1
Daisy Wu	DW	Observer	1
Jiayan (Joanne) Wu	JW	Member*	1
			*Member as of Monday 28/11/2022
<b>School Representatives:</b>			
Denise Minifie	DM	Principal	1
Ben Harrison	BH	Deputy Principal	1
Chauntal Gwynne	CG	Deputy Principal	1
Pita Griffith	PG	Assistant Principal Curriculum and Innovation	1
Charlotte Whitworth	CW	Assistant Principal - Year 6 Lead	1
Nayeree Basmajian	NB	Assistant Principal - Year 5 Lead	1
Davina Kite	DK	Assistant Principal - Year 4 Lead	1
Jessie Hossack	KH	Assistant Principal - Year 1 Lead	1
<b>Additional Distribution:</b>			
Gail Unsworth	GU	School Administration Manager - apology	1
Karen Silsby	KS	School Administrator Officer -apology	1
<b>Signed:</b> David Doyle		Date: 13 February 2023	

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<b>No</b>	<b>Discussion</b>	<b>Action</b>
<b>1.</b>	<p><b>Welcome</b></p> <p>1.1 Greetings and a warm welcome extended to members, observers, and new families to the 2023 Annual General Meeting.</p> <p>1.2 Requested participants to ensure that they have provided their names and contact details to the attendance list so that copies of the meeting's minutes can be sent. Also asked participants to wear a name tag, as provided.</p> <p>1.3 Introductions to the P&amp;C Executive team and the school leadership team.</p> <p>1.4 Explained that the KRPS P&amp;C activities are governed by our constitution, rules, code of conduct; policies &amp; procedures and P&amp;C Executive role descriptions. Hard copies are available at the meeting and digital copies are available upon request.</p> <p>1.5 Details of our P&amp;C activities are available on the school's website, under the Parent and Citizens tab. Direct enquiries about the P&amp;C's activities may be sent to kentroadpublicschool@pandcaffiliate.org.au.</p>	<b>Noted</b>
<b>2.</b>	<p><b>Confirmation of previous meeting minutes</b></p> <p>2.1 Minutes from last Annual General Meeting on 7/02/2022 approved by Malyna Rooke and seconded by Kris Arnold.</p>	<b>Noted</b>
<b>3.</b>	<p><b>Business Arising</b></p> <p>3.1 Jennifer Li agreed to conduct an audit of the P&amp;C's books for 2022, noting that the P&amp;C financial year ends on 31/12/2022.</p>	<b>Noted</b>
<b>4.</b>	<p><b>President's Report</b></p> <p>4.1 <b>Welcome</b> - the P&amp;C welcomed all to the 2023 school year and hoped everyone was able to rest, recover and re-charge over the holiday break and that their children have settled well into the new school year.</p> <p>4.2 <b>P&amp;C meeting dates</b> – this meeting is in week 4 (as agreed in the Oct 2022 meeting), to give families time to settle into the new school year, as the students did not return to school until week 2. We normally have our P&amp;C meetings on a Monday in weeks 3 &amp; 8 of each term, except where there is a public holiday when it is postponed one week.</p> <p>4.3 <b>COVID environment</b> – formal pandemic restrictions were expected to ease at the beginning of the 2022 school year, but we were unsure how this environment would impact P&amp;C activities as we were in lockdown for a significant period in 2021.</p> <p>4.4 The 2022 AGM and first general meeting were conducted by zoom, to ensure the safety of our families and teachers. It was expected that P&amp;C activities would ramp up and it did so but in a measured and safe way.</p> <p>4.5 The P&amp;C held its first face to face meeting in March 2022, the first time since June 2021. Throughout lockdown the P&amp;C</p>	<b>Noted</b>

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No	Discussion	Action
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	<p>Executive made it known that members of the Executive team would be available to meet families in a COVID safe environment, if requested. We acknowledged it was a difficult time for new families to make connections within the school community during this time.</p> <p>4.6 <b>Informal social groups for families</b> - over time, the Executive team contacted parents in the junior grades and facilitated the formation of an informal social group through WhatsApp. By June 2022, families were able to attend Friday school assemblies in the school hall, another opportunity to connect with other families. The school canteen was also open for parents to purchase refreshments before assemblies.</p> <p>4.7 With the introduction of the school app, Compass, the school was able to communicate school news directly with the parents and carers. Accordingly at the 2022 AGM, it was decided that the P&amp;C role of Class Parent Coordinator, was no longer required. Whilst this role was to ensure school communications were sent to each class parent, it also served as platform for families to connect and take their social activities offline. With the loss of this role, the school community expressed a need for a process for families to connect with other families for out of school social activities. A flyer was subsequently distributed to K-2 students seeking interest in forming an informal social group. The P&amp;C received 48 responses, and social class lists were made up of 17 families with children in kindergarten, 13 in year 1 and 18 in year 2. This resulted in several WhatsApp groups forming for social connections. The school itself was not involved with this process or with the WhatsApp groups. The process was merely facilitated by the P&amp;C to assist family connections in the junior years.</p> <p>4.8 <b>Amended Prescribed Constitution</b> - during COVID, the Minister for Education amended clause 10 of the Prescribed Constitution that governs all incorporated P&amp;Cs (including KRPS P&amp;C) to allow P&amp;C meetings to be conducted by zoom. Also, the quorum for meetings was changed from 11 to 10 if the P&amp;C has 50 or more members but remained at five for less than 50 members.</p> <p>4.9 Our P&amp;C resolved to adopt the amended Prescribed Constitution and our by-laws were amended to reflect this and included an increase to the P&amp;C membership fee to \$1.00 per person per school year, as agreed at the 2022 AGM. A process to pay the membership fee online was put in place. By the end of the 2022, we had 36 paid P&amp;C members – a low number given that the school has over 900 students.</p> <p>4.10 <b>2022 P&amp;C Volunteer Day</b> - P&amp;C Volunteer Day is held on 1 March of each year to celebrate the achievements and successes of our volunteers. In 2022, we were able to arrange a small but successful get together on 9 March - an earlier date was postponed due to a weather event. The P&amp;C successfully</p>	
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No	Discussion	Action
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	<p>arranged further informal get-togethers in August and December 2022. Thanks to Kris Arnold for organising these events.</p> <p>4.11 <b>Grant funding</b> – the 2018 President Melanie Marcellino was instrumental in lodging and successfully winning the CBP 20 grant for \$24,000 towards the total quote of \$28,000 for HSLV school hall fans. Despite Melanie having no children at the school for several years, she continued to co-ordinate an extension to the reporting requirements, as the work was unable to be completed during 2021, despite receiving the funding for \$24,000. The extension was granted from March/April to September 2022. By mid-2022, installation of the fans was completed. However, the total cost of the job increased from \$28,000 to \$32,570, as the school hall lights had to be relocated. This left a funding gap of \$8,570 as opposed to \$4,000, and it was agreed at the August P&amp;C meeting for the P&amp;C to fund the total \$8,570 gap. Subsequently, all completion sign-offs were lodged on time. The P&amp;C thanks Melanie Marcellino for her commitment and support in leading the whole process.</p> <p>4.12 In September 2022, the Federal Member for Bennelong announced the Bennelong Volunteer Grants program of up to \$5,000 to assist volunteers with their activities. In October 2022 the P&amp;C lodged an expression of interest for \$2,766 to fund 2 x KRPS P&amp;C branded 3 metre x 3 metre marquees, with gutter and weights, supplied by Big Top Shades in Lane Cove and a foldable step ladder for the uniform shop. Our application successfully proceeded to round two of the process but for a reduced amount of \$2,000.00. The final application for \$2,000 was lodged on 15 December. The P&amp;C expects to be advised of the outcome of our application in May 2023.</p> <p>4.13 <b>P&amp;C funding</b> - Late 2021, the P&amp;C Executive unanimously approved to put the \$80,000 earmarked for the school play equipment towards the installation of graphic vinyl wraps to the external concrete walls and columns of the new school building for an estimated cost of about \$90,000.00. The school was able to cover the full cost of the installation. By mid-2022 the project was completed and the P&amp;C funded the total cost of \$78,097.80. The finished project looks fantastic, the artwork bringing much colour to the concrete areas within the school.</p> <p>4.14 <b>2022 Volunteer events</b> - the Easter Raffle and Hat Parade has always been school run and this was no different in 2022. Prior to the pandemic, the Event’s team coordinated volunteers to gift wrap the donated prizes. The P&amp;C might want to discuss with the school, whether the Events team should take on this activity again in 2023.</p> <p>4.15 The Mother’s Day stall, led by Kris Arnold was held at school on Thursday 5 May, the first fundraising event for 2022. Whilst we did not sell as many items as in the previous year (200 less</p>	
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No	Discussion	Action
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	<p>items), it was a highly successful day with a lot of positive vibes as the children purchased their gifts for their mother, grandmothers, and carers. A nice profit was made from the day, with each item being priced at \$5.00 each which included a gift bag.</p> <p>4.16 On the Federal Government election day (Saturday 21 May), the P&amp;C ran a democracy sausage sizzle. Over 30 volunteers from our school community, including 3 staff from KROSC and 2 former families of the school participated in running the event. It was another successful day not only for fundraising but for building relationships within the school community. Kris Arnold, David Doyle and Jack Tao did the heavy lifting in setting up and closing down the event. Volunteers donated cakes and other goodies to sell and managed both the cake and BBQ stalls. We were expecting about 2,000 people to vote at our school, and we sold out of sausages by 1:30pm. This is a useful insight to take to the next democracy sausage sizzle, noting the NSW State election is on 25/03/2023.</p> <p>4.17 The Father's Day stall was held on Wednesday 31 August. More than 1000 gifts were sold, a record for this event. Each gift was priced at \$5.00 which included a gift bag.</p> <p>4.18 Total profit for these three events was \$2,543.65.</p> <p>4.19 The events team was made up of Kris Arnold, Amanda Jacobs; Debbie Lawson; Jun Guo; Lisa Ponton; Muhammad Ikram and Vinnici Lee-Wu, supported by the P&amp;C Executive team.</p> <p>4.20 The Book Club made \$12,373.00 in sales in 2022 over four issues which resulted in at least \$1,879.60 scholastic awards for the school to purchase books for the school library. This was an increase from \$7, 631.50 total sales in 2021 during lockdown. Lisa Tang was a Book Club Coordinator with Yan Yang joining mid-year as the Book Club Support Coordinator. Both these ladies were instrumental in coordinating these sales and distribution.</p> <p>4.21 <b>2022 Uniform Shop activities</b> – Towards the end of 2021, the school took over the uniform shop activities, as the shop recommenced operations after being completely closed for a significant period. The uniform shop is normally run by the P&amp;C and its volunteer team. COVID severely disrupted supply chains for stock, and initially this did not have a big impact as there was no demand for uniforms, except for children starting kindergarten in 2022. The P&amp;C volunteers took over operations at the beginning of 2022 and the demand for uniforms increased especially for winter uniforms.</p> <p>4.22 Due to a range of circumstances, it became a challenge to manage stock levels required for our limited storage space and our insurance cover limits. A stocktake completed at the end of April 2022 revealed \$74,907 (wholesale) worth of stock, (our insurance cover is for \$70,000). Stock levels rose further, before it settled at \$64,761.37 by the end of the school year.</p>	
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No	Discussion	Action
	<p>4.23 There was also a huge number of second-hand uniforms to be sorted and stored. Second hand uniform stalls commenced in May 2022, and were held once or twice per term. These stalls proved to be very successful and on average made about \$500 per stall.</p> <p>4.24 The uniform shop continued to offer online services only until well after mid-2022 (to ensure safety), except for new families to the school.</p> <p>4.25 Managing the school uniform shop was challenging for both the school office staff and our volunteers during 2021 – 22 due to supply chain disruptions, safety considerations during COVID, and increases in the school population. The P&amp;C extends huge thanks to the school office staff for all their assistance and huge thanks to the volunteers who met the challenge with good humour.</p> <p>4.26 Whilst the school uniform shop challenge played out, the P&amp;C conducted a limited review of its point-of-sale services providers, namely Lightspeed (previously known as Vend), Big Commerce as well as Wi-Fi connectivity with Telstra. A service operation map was created and archived for the benefit of new uniform shop volunteers, to quickly grasp how the system works. By September 2022 the limited review was completed without any changes being recommended.</p> <p>4.27 The annual subscriptions for point-of-sale services provided by Lightspeed was due on 27 July. In the past the invoice defaulted to the previous Uniform Shop Coordinator and the invoice paid by private credit card and re-imbursed. The 2022-2023 subscription of \$1,788 was paid by direct payment from the school uniform account through a new invoicing system which was set up. We also re-imbursed the previous Uniform Shop Coordinator for payments made but not re-imbursed for the 2021-2022 subscription.</p> <p>4.28 The ongoing school uniform shop outgoings are –</p> <ul style="list-style-type: none"> <li>• Lightspeed for the pro 7.0 services - \$1,788.00 annually – this service runs the point-of-sale service;</li> <li>• Big commerce - \$87.95 US + \$ conversion fee per month – this service runs the online service</li> <li>• PayPal - a fee is charged on each transaction</li> <li>• Telstra dongle (Wi-Fi) - \$150 annually.</li> </ul> <p>4.29 Before the 2022-23 holiday break, the NSW Government announced a Back to School (BtS) voucher program of 3 x \$50 vouchers per school aged child to purchase school uniforms and equipment. The KRPS uniform shop registered to receive the vouchers and approval was given in Dec 2022.</p> <p>4.30 The KRPS Uniform Shop volunteers include Malyna Rooke; Amanda Jacobs; Eiman Latifi; Rose Relova; May Thant; Ingrid Duffy and Sahar Moukaha and supported by the P&amp;C Executive team.</p>	

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No	Discussion	Action
	<p>4.31 <b>2022 Orientation</b> – the school organised orientation for the 2023 kindergarten students over six days between 21 November and 2 December 2022. The school uniform shop volunteers assisted with the sale of kindergarten school packs. At this time 60 families signed an expression of interest for the 2023 kindergarten informal social group and volunteering opportunities.</p> <p>4.32 Malyna Rooke, Amanda Jacobs, Rowena TBC, Jocelyn Hu, Joanne Wu, Naomi Warr, Deb Lawson, Donna Armstrong and Tony Tsui gave their time and support to families purchasing kindergarten school uniforms.</p> <p>4.33 <b>2022-23 Liability insurance</b> - the P&amp;C liability insurance was renewed as a cost of \$1,740 and the policy commenced on 1 August. The policy covers liability arising out of P&amp;C activities and stock held by the uniform shop of up to \$70,000. Purchasing liability insurance also secured our ongoing membership with Federation P&amp;C, an organisation that provides support to all NSW school P&amp;Cs including our own.</p> <p>4.34 <b>2022 KROSH services</b> – The Department of Education awarded Camp Australia the tender for KROSH services and they commenced at the start of the 2022 school year. Whilst KROSH services are school run, the P&amp;C facilitated discussion about teething issues with the new service. Due to COVID, Camp Australia had issues with staffing. By mid-2022, representatives of Camp Australia started attending P&amp;C meetings. At these meetings feedback was given on supervision, space, activities, identification of Camp Australia staff on site and food choices. More importantly, relationships with Camp Australia representatives were commenced. With a new Service Manager, Vinpin Rana starting in July 2022, commitments were made to lift service standards. In the November meeting Hansha Boodhoa introduced herself as the new Area Regional Manager.</p> <p>4.35 <b>2022 Federation P&amp;C activities</b> – Late in 2022, Federation P&amp;C launched its Single Sign On feature that allows access to both the P&amp;C Online Community and Member Portal. This Single Sign On is unique to the individual and sits alongside the existing Member Record linked to their P&amp;C. This feature makes it easier to access all Federation P&amp;C resources. Federation P&amp;C also launched its P&amp;C Online Community. The P&amp;C Online Community is a place where member P&amp;C Office Bearers can connect and collaborate with other member P&amp;C Office Bearers, to share knowledge and resources in dealing with the day-to-day challenges of running a P&amp;C. To encourage member P&amp;Cs to create a Single Sign On, Federation P&amp;C gave away three BBQ gift sets. Whilst the KRPS P&amp;C did create its Single Sign On, we were unsuccessful with the gift draw.</p> <p>4.36 <b>2022 KRPS Office Bearers activities</b> – Sam Yep was voted in as Vice President in our August meeting, as this role was</p>	



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No	Discussion	Action
	<p>vacant for some time. In June, the P&amp;C's 2021 reporting obligations were completed. Jennifer Li conducted the 2022 P&amp;C audit over the holiday break supported by the Office Bearers and Malyna Rooke and her team. Jennifer has conducted our P&amp;C audits since 2020 and is retiring from these duties in 2023. The P&amp;C thanks Jennifer Li for her service.</p> <p>4.37 <b>Expression of thanks</b> -to the School Principal, her Executive and teaching team and office staff for their support in 2022, especially with the uniform shop. As you can see from this AGM report, the P&amp;C activities can only continue with the dedication and hard work of its volunteers and in 2022 they did an awesome job. All the work conducted by our volunteers was acknowledged.</p> <p>4.38 <b>Retiring Office Bearers</b> – the 2022 President, Eva Urban and 2022 Secretary David Doyle are retiring from all P&amp;C roles. Eva has served as President for four years and David has served as Secretary and Treasurer for three years.</p> <p>4.39 The aim of incoming Office Bearers is to build on the work of outgoing Office Bearers. With the support of former and current Officer Bearers, the 2019-2022 team built on the wonderful work done by the previous team. This included an initiative to convert the paper-based P&amp;C activities to online activities. Our Microsoft 365 P&amp;C account was set up, with Outlook and OneDrive functionality. This enabled all Office Bearers to have visibility over all P&amp;C activities, essential for developing expertise. All hard copy documents were archived into digital folders for easy access. A P&amp;C activity timeline and uniform shop operating system map was developed to inform new volunteers. WhatsApp groups were setup for Office Bearers and sub-committee members to enable quick and easy communication.</p> <p>4.40 It is hoped all this work puts the incoming P&amp;C Executive members in a better position for 2023, to pursue activities relevant for the post COVID world, noting the school population continues to grow. The 2023 school year is an exciting time for the 2023 Executive to consider how best the P&amp;C can support our growing school community in the post COVID era. The outgoing Office Bearers will be available to provide a full handover and support, as required. We wish the incoming team the very best for 2023.</p> <p>4.41 Both Eva &amp; David acknowledged all the wonderful connections made with families and teaching staff at the school. The breadth of diversity and talent amongst the school community was marvelled and noted there were many unsung heroes within our community. Eva &amp; David thanked the community for its strong support.</p> <p>4.42 Special thanks were also given to the 2022 Executive team for their support and hard work in navigating P&amp;C activities. This team was an awesome one to work with.</p>	

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No	Discussion	Action
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<p><b>5.</b></p>	<p><b>Treasurer’s report</b></p> <p><b>5.1 Summary</b></p> <p>We have 2 separate bank accounts: the main P&amp;C account and the Uniform Shop account. In relation to the main P&amp;C account, despite being another year affected by Covid-19 the P&amp;C team had great success in running the Mother’s Day, Father’s Day Stall, Democracy Sausage Sizzle which were profitable. Total Profit from these Events were \$2543.65.</p> <p>The P&amp;C also supported two major school infrastructure projects being The School Hall Ceiling Fans Replacement (\$32,570) and School Artwork Project (\$78,097).</p> <p>As a result, our main P&amp;C account balance was \$107,571.25 less in the calendar year of 2022. The closing balance in 2022 was \$60,656.26.</p> <p>Our other bank account – the uniform account last year made a healthy cash profit of \$44,051.67 during the year. The closing balance in 2022 was \$70,104.53.</p> <p>The total of the two accounts closing balance in 2022 totals \$130,760.79</p> <p><b>5.2 Uniform Shop in 2022</b></p> <table border="1" data-bbox="376 1173 1066 1337"> <tr> <td>Earnings</td> <td>\$162,003.54</td> </tr> <tr> <td>Outgoings</td> <td>\$117,951.87</td> </tr> <tr> <td>Profit</td> <td>\$ 44,051.67</td> </tr> <tr> <td><i>Cash Balance as at 31/12/2022</i></td> <td><i>\$ 70,104.53</i></td> </tr> </table> <p><b>5.3 P&amp;C Main Account in 2022</b></p> <table border="1" data-bbox="376 1442 1066 1778"> <tr> <td>Membership fees (petty cash)</td> <td>\$ 37.00</td> </tr> <tr> <td>Income from entertainment books</td> <td>\$ 80.00</td> </tr> <tr> <td>Events income (gross)</td> <td>\$ 11,036.67</td> </tr> <tr> <td>Cash Payments</td> <td>\$ 2,175.90</td> </tr> <tr> <td>HSLV School hall payment</td> <td>\$ 32,570.00</td> </tr> <tr> <td>P&amp;C Liability Insurance payment</td> <td>\$ 1,740.00</td> </tr> <tr> <td>Graphic vinyl wraps payment</td> <td>\$78,097.50</td> </tr> <tr> <td><i>Cash Balance as at 31/12/2022</i></td> <td><i>\$60,656.26</i></td> </tr> </table> <p><b>5.4 2022 P&amp;C Audit Report</b> - the 2022 KRPS P&amp;C Audit Report tabled. This audited Financial Report must be issued to the P&amp;C Federation by our 2022 Secretary within one month of this AGM.</p> <p><b>5.5 Vote of Thanks</b> - thank you extended to Jennifer Li for completing the audit of our accounts and signing off our 2022</p>	Earnings	\$162,003.54	Outgoings	\$117,951.87	Profit	\$ 44,051.67	<i>Cash Balance as at 31/12/2022</i>	<i>\$ 70,104.53</i>	Membership fees (petty cash)	\$ 37.00	Income from entertainment books	\$ 80.00	Events income (gross)	\$ 11,036.67	Cash Payments	\$ 2,175.90	HSLV School hall payment	\$ 32,570.00	P&C Liability Insurance payment	\$ 1,740.00	Graphic vinyl wraps payment	\$78,097.50	<i>Cash Balance as at 31/12/2022</i>	<i>\$60,656.26</i>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Tabled &amp; Action</b></p> <p><b>Noted</b></p>
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No	Discussion	Action
	Financial Report. Thank you also to our Uniform Shop Coordinator Malyna Rooke and her team for managing the shop during a challenging year.	
<b>6.</b>	<b>Appointment of Auditor</b> 6.1 Rachel Li has agreed to complete the 2023 audit and the P&C thanked Rachel for volunteering for this role.	<b>Noted</b>
<b>7.</b>	<b>Membership Fees</b> 7.1 The P&C has moved to an online payment of P&C membership fees through a direct debit process. An email process has been established to facilitate the process. 7.2 The current P&C membership fee is \$1.00 cents per person per year. There was some discussion as to the purpose of the fee – explained it gives financial members voting rights at meetings. It was decided not to change the membership fee.	<b>Noted</b>  <b>Noted</b>
<b>8.</b>	<b>Election of P&amp;C Executive and Office Positions for 2023</b> 8.1 The School Principal Denise Minifie, as returning officer, declared all Executive and Sub-committee positions vacant. Denise also thanked all outgoing office bearers and acknowledged that all P&C work is done by volunteers. Gave brief high-level overview of roles. 8.2 2023 President: <b>VACANT</b> 8.3 2023 Vice-Presidents x 2: Jack Tao self-nominated by proxy and seconded by Kris Arnold and, Michelle Blackwell nominated by self and seconded by Amanda Jacobs. 8.4 2023 Treasurer: <b>VACANT</b> 8.5 2023 Secretary: <b>VACANT</b> 8.6 2023 Uniform Shop Support Coordinator, Amanda Jacobs nominated by Malyna Rooke and seconded by Vinnici Lee-Wu. 8.7 2023 Uniform Shop Support Coordinator: Malyna Rooke nominated by Amanda Jacobs and seconded by David Doyle. 8.8 2023 Events Coordinator Jocelyn Hu nominated by Kris Arnold and seconded by Malyna Rooke. 8.9 2023 Events Team Support Coordinator: Kris Arnold nominated by Jocelyn Hu and seconded by Sam Yep. 8.10 2023 Book Club Coordinator: Lisa Tang nominated by Sam Yep and seconded by David Doyle. 8.11 2023 Book Club Support Coordinator: Yan Yang nominated by Lisa Tang by proxy and seconded by Eva Urban.	<b>Noted</b>  <b>Held Over</b>  <b>Approved</b>  <b>Held Over</b>  <b>Held Over</b>  <b>Approved</b>  <b>Approved</b>  <b>Approved</b>  <b>Approved</b>  <b>Approved</b>

**Meeting Minutes**  
(Continuation Sheet)

<b>No</b>	<b>Discussion</b>	<b>Action</b>
<b>9.</b>	<b>Signatories to P&amp;C bank accounts</b> 9.1 Resolution that all 2023 office bearers (President, Vice Presidents, Treasurer and Secretary) become signatories to the two P&C bank accounts.	<b>Approved</b>
<b>10.</b>	<b>Next Meeting</b> 10.1 First general meeting for 2023 (Term 1; Week 4) to follow this AGM.	<b>Noted</b>
<b>11.</b>	<b>AGM Adjourned</b> 11.1 AGM adjourned. Next AGM Term 1, week 3 2024.	<b>Noted</b>