



VIRGINIA STATE SCHOOL P&C ASSOCIATION
Annual General Meeting Minutes
Wednesday 17 March 2021

1. Opening – 6:33pm

2. Attendance and Apologies

Attendance: Arnie Thomas, Dave Dyson,

Apologies:

3. Confirmation of the minutes of the previous AGM held 29 July 2020

- Confirmed with no issues

Motion that the minutes of the AGM held 29 July 2020 be accepted as a true and correct record. Moved by Catherine Utz seconded by Carlie Shah. Carried.

4. Business arising from minutes of the previous AGM held 29 July 2020

- NIL business arising

5. Receipt and adoption of the Treasurer's report including audited financial statements

- As per Audit Report
- Noted that Family Fun Day account is for FFD only – any other FFD-type events need to be their own accounts
- Noted that report shows incorrect executive – to be fixed before submission to EQ

Motion that the audited financial statements be received. Moved by Catherine Utz seconded by Stuart Wise. Carried.

Motion that the audited financial statements be adopted. Moved by Gail Lindner seconded by Stuart Wise. Carried.

6. Receipt and adoption of the President's report

- President summarized for those who have not received it.

Motion that the President's report be received. Moved by Kerri Brand seconded by Catherine Utz. Carried.

Motion that the President's report be adopted. Moved by Kerri Brand seconded by Catherine Utz. Carried.

7. Membership applications

Motion that all applications for renewal of P&C membership be considered. Moved by Stuart Wise seconded by Jennifer Ball. Carried.

Motion that all applications for renewal of P&C membership be accepted. Moved by Stuart Wise seconded by Jennifer Ball. Carried.

Motion that all new applications for P&C membership be considered. Moved by Stuart Wise seconded by Jennifer Ball. Carried.

Motion that all new applications for P&C membership be accepted. Moved by Stuart Wise seconded by Jennifer Ball. Carried.

8. Election of Executive Officers for 2021

- School Principal to take over chair of the meeting for the election process

All positions in the P&C Executive are now declared vacant.

Position	Nomination	Nominated by	Seconded	Acceptance	Result
President	Paul Utz	Catherine Utz	Stuart Wise	Accepted	Elected
Vice President	Pam Sherry Mel Rajen	Carlie Shah	Martina Mooyman	Accepted	Elected
Treasurer	Natalie Kruger	Carlie Shah	Kerri Brand	Accepted	Elected
Secretary	Susan O'Leary	Mel Rajen	Catherine Utz	Accepted	Elected

Outgoing roles to hold authority until positions filled.

Treasurer to be CC'ed on every transaction/invoice.

9. Motion to change bank signatories to the newly elected Officers

*Motion that bank signatories be changed to newly elected officers if and as required. Moved by **Carlie Shah** seconded by **Catherine Utz**. Carried.*

10. Confirmation of continuing subcommittees of the P&C (including appointment of members of the subcommittees)
Swim Club

Chair: Clive Berry and Carlie Shah

Vice Chair: Chris Bates

Secretary: Melleah Crunkhorn and Kylie Start

Treasurer: Matthew Wallace

Instrumental Music Steering Committee (IMSC)

Chair: Gail Lindner

Vice Chair: Peta Easton

Secretary: Jude Reid

Treasurer: Greg Ford

Assistant Treasurer: Gillian Wise

*Motion that the subcommittees mentioned above continue for the 2021 calendar year and the executive members be confirmed. Moved by **Stuart Wise** seconded by **Kerri Brand**. Carried.*

11. Appointment of the P&C's Auditor

*Motion that General Tax Services be appointed as Auditor for 2021. Moved by **Catherine Utz** seconded by **Carlie Shah**. Carried.*

12. Adoption of the Student Protection Risk Management Strategy

- To be held over until next General Meeting due to change of executive.

14. Honorary Life Membership awards (if any)

- NIL

15. General/other business

- Family contribution
 - Contribution to building fund – amount at donor's discretion
- Petty cash amounts
 - Uniform shop - \$0
 - P&C – \$200 - no change from 2020

*Motion that the floats and petty cash levels be endorsed. Moved by **Kerri Brand** seconded by **Stuart Wise**. Carried.*

- P&Cs Qld representative – Paul Utz
- P&Cs Qld membership – paid for 2021



*Motion that the P&C continue their P&Cs Qld membership for 2021. Moved by **Stuart Wise** seconded by **Kerri Brand**. Carried.*

- Virginia State School Annual Implementation Plan
 - On school web site

*Motion that the VSS AIP be accepted by the P&C. Moved by **Carlie Shah** seconded by **Melleah Crunkhorn**. Carried.*

- Proposed school budget
- Proposed P&C budget – to be developed based on 2020 audit report by new Treasurer
- Endorsement of volunteer/paid convenors (where required)
 - Uniform Shop convenor – Kerri Brand (thanks Kerri)
- Other business

16. Meeting closed
7:35pm

Interim minutes - To be ratified at 2022 AGM