


## P&C Association Incorporated

### Minutes of P&C Annual General Meeting held on 23 Feb 2021

<b>Open</b>	The meeting was opened at 4pm in the staff room Chris Bloxham welcomed attendees to the first meeting for 2021
<b>Attendance</b>	Relieving Principal – Ms Jessica Maakaroun Principal – Mr Mark Steed (currently Relieving Principal at Penshurst West) Staff: Mrs Jain Muir Others as per attendance book
<b>Minute Taker</b>	Chris Bloxham
<b>Apologies</b>	None
<b>Previous minutes</b>	Copies of the minutes of the 2020 AGM were not presented and none were requested. Chris Bloxham to enter a copy at the March general meeting.  Motion carried: 1 <sup>st</sup> 2 <sup>nd</sup>
<b>Overview/Benefits/Purpose</b>	Chris spoke about the function and role of the P&C in Hurstville Public School, and some of the past achievements of the Hurstville P&C and the P&HPS P&C's objectives to work closely with, and support the staff and students, and be more than a "cupcake baking" body. Chris then spoke about the great staff and the need for the parents to support and encourage staff through parental support and engagement.  Chris then spoke about the purpose of the AGM, the agenda for the AGM, and the P&C Executive roles and functions. Chris then spoke about the Executive being the elected parent body representatives, that is officially recognised by the DoE, and encouraged parents to participate with the process fully to ensure whoever is elected, parents can be confident the Executive can and will represent their interests.  Chris then handed the meeting over to Jessica to act as the returning officer in holding the election for P&C Executive roles for 2020.

<p><b>General Business</b></p>	<p><b><u>Election of 2021 Executive roles</u></b></p> <p>Mark and Jessica welcomed everyone and encouraged parents to nominate for an Executive role and be an active part of the P&amp;C.</p> <p>Mark and Jessica explained the process of election for Executive roles, particularly in regard to process should more than one person nominate for a given role. All Executive positions were declared vacant and started the election process.</p> <p><b>President</b> Chris Bloxham nominated by Chuyon Lee (“Lizzy”) and accepted nomination No further nominations.</p> <p>Chris elected as President</p> <p><b>Vice President</b> Lizzy nominated by Chris Bloxham and accepted nomination Patrick Shu nominated by Ali Haidar and accepted nomination No further nominations.</p> <p>Chuyon Lee (Lizzy) and Patrick Shu elected as Vice Presidents</p> <p><b>Secretary</b> Nandhini Prasanna nominated by Patrick Shu and accepted nomination No further nominations.</p> <p>Nandhini Prasanna elected as secretary</p> <p><b>Treasurer</b> Nancy Wang nominated by Kim Rizzo Liu and accepted nomination No further nominations.</p> <p>Nancy Wang elected as treasurer.</p> <p>Mark &amp; Jessica Welcomed and thanked the new P&amp;C Executive team for 2021 and handed the meeting back to the new Executive team to continue.</p> <p><b><u>Annual Membership Fee</u></b> As per constitution, attendees were asked to vote on membership fee for 2021. Motion was proposed to set fee at \$2.</p> <p>Motion carried: 1<sup>st</sup>: Lizzy 2<sup>nd</sup>: Chris</p> <p>Membership register was circulated and fees collected</p> <p><b><u>Finance Audit Report for 2017 year</u></b> The 2020 accounts were not circulated. Chris (former Treasurer for 2020) agreed to work with Nancy (new Treasurer for 2021) to table an audited report for the March general meeting.</p>
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	<p><b>Financial Auditor</b></p> <p>Chris suggested, as per previous years, the P&amp;C executive committee look to find someone, prepared to audit the books for free. Cathy Han (<a href="mailto:cathyjhan@yahoo.com">cathyjhan@yahoo.com</a>) has done the job previously and should be approached to continue. If the P&amp;C aren't successful with this by 30.4.21, that the P&amp;C endorse spending up to \$500 for the P&amp;C to pay a professional to complete the audit.</p> <p>This was not put forward as a formal motion at the meeting for the members to accept. Motion carried/defeated: 1<sup>st</sup> 2<sup>nd</sup></p> <p>Chris summarised some of the key P&amp;C processes to ensure transparency and integrity of the P&amp;C's financials and encouraged all to ask questions regularly.</p>
<p><b>Bank Account Signatories</b></p>	<p>A motion was put forward to update the bank account signatories. Open discussions were had between Lizzy, Nancy Wang and Chris Bloxham to update existing signatories to add new executive committee member:</p> <ul style="list-style-type: none"> <li>- Nancy Wang (Treasurer)</li> </ul> <p>We would also need to remove:</p> <ul style="list-style-type: none"> <li>- Jason Yeo</li> <li>- Que Anh Ngo</li> <li>- Any other former Committee members still authorised on the A/C</li> </ul> <p>Motion Carried/defeated: 1<sup>st</sup> Patrick Shu 2<sup>nd</sup> Chris Bloxham</p>
<p><b>Further Business/questions/concerns</b></p>	<p>No further business. Meeting was closed at 4.50pm.</p>
<p><b>Next meeting date 2021</b></p>	<p>16.3.21@ 7pm Chris Bloxham to host a Zoom conference:</p> <p>chris bloxham is inviting you to a scheduled Zoom meeting.</p> <p>Topic: HPS P&amp;C March 21 general meeting Time: Mar 16, 2021 07:00 PM Canberra, Melbourne, Sydney</p> <p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/87603709901?pwd=MFJ0RWYySlpxd29iMkJlM0Fvd0N4dz09">https://us02web.zoom.us/j/87603709901?pwd=MFJ0RWYySlpxd29iMkJlM0Fvd0N4dz09</a></p> <p>Meeting ID: 876 0370 9901 Passcode: 041028</p>
	<p>Signature of P&amp;C President</p>  <p style="text-align: right;">Date: 23.2.21</p>