



AGENDA

Annual General Meeting
Monday 20th of March 2017 at 7.30pm
School Library

1. Welcome
2. Apologies
3. Confirmation of minutes of previous Annual General Meeting
4. Business arising from the minutes of the 2016 AGM
5. Receipt and adoption of the Association's audited annual financial statement and report
6. Receipt and adoption of President's annual report
7. Receipt and adoption of the Principal's annual report for 2016
8. All memberships lapse - Acceptance of applications for new membership/renewal
9. Election of Officers/Executive Committee
 - a. Motion to change bank signatories to the newly elected Officers
10. Confirmation of continuing Sub-committees and Working Groups
 - a. Active School Travel (Working Group)
 - b. Communication (Working Group)
 - c. Facilities Development (Working Group)
 - d. Grants & Fundraising (Working Group)
 - e. Music Supporter (Sub-committee)
 - f. Retail (Sub-committee)
 - g. Sea Wolves (Sub-committee)
 - h. Windsorfest (Sub-committee)
11. Appointment of the Association's Auditor
12. Any other business
13. Date of next meeting and meeting close.



MINUTES

Annual General Meeting
Monday 21st of March 2016 at 7.30pm
School Hall

1. Welcome

Konrad Litfin welcomed all in attendance and opened the meeting.

2. Apologies

Kirsty Taylor, Councillor Andrew Wines.

3. Confirmation of minutes of previous annual general meeting, March 2015.

The minutes from the previous annual general meeting were distributed. Konrad asked for any corrections. No corrections noted.

Jen Allen moved and Tony Luscombe seconded that the minutes of the 2015 Annual General Meeting be received and adopted as a true and correct record. The motion was carried.

4. Business arising from previous meeting

No business was held over from the previous meeting.

5. Receipt and adoption of the Association's audited annual financial statement & report

Kate Dickson tabled the audited financial statements from Hopkins Henderson Accountants for Windsor State School Parents & Citizens' Association.

A copy of the audited annual financial statement and report has been held for the Sea Wolves.

Katrina Smith moved and Alison Courtice seconded that WSSPCA audited financial report for the year ending 31st December 2015 be received and adopted. The motion was carried.

6. Receipt and adoption of President's annual report

Konrad Litfin tabled his report for the 2015 and presented it to the meeting. He made special mention of the following things:

- The powerful relationship between the school administration and the P&C.
- The contribution of Matt Keong and Roxy Nielsen.

- The strength of a school adopting and living by the culture of the 5 keys.
- Mutual respect amongst the Executive Committee of the P&C
- The contribution of the individual sub-committees and working groups
- The specific contribution of the Facilities Committee in conjunction with the influence of Local and State Government representatives in obtaining the Officeworks site back in 2017.
- The Retail Committee successes with changes in the uniform shop and tuckshop.
- 150th celebrations were a stunning event, and was a testament to the skill and dedication of those involved.
- The changeover to being an IPS school is result of the maturity of the school, and the trust of the Government for us to manage ourselves.

Jen Allen moved and Hamish Mackley seconded that the 2015 Windsor State School P&C President's Report be accepted. The motion was carried

7. Receipt and adoption of the Principal's annual report for 2015

Matt Keong tabled his report, highlighting the hard work and subsequent achievements of the school in the 2015 year.

Tracy Mills moved and Michelle Hildebrand seconded that the Principal's annual report be adopted. The motion was carried.

8. All memberships lapse

Konrad Litfin declared all memberships from 2015 lapsed

9. Applications for membership

Jennifer Allen tabled 145 applications for membership (including renewals).

Tanya Graves moved and Jennifer Allen seconded that the applications for membership for 2016 be accepted. The motion was carried.

10. Election of Officers / Executive Committee

The structure for the Executive Committee remains unchanged from 2015, with the only change the renaming of Director Junior School and Director Senior School to VP (P-2 Coordinator) and VP (3-6 Coordinator) to ensure that these positions form part of the formal Executive.

This structure is as follows: President, Vice President, VP(P-2 Coordinator), VP(3-6 Coordinator), Secretary, Treasurer.

Konrad Litfin declared all positions vacant. Matt Keong, taking over as chair, called for nominations for the Executive positions as follows:

a) President.

Matt Keong nominated Scott Lawrence for the position of President. Tracy Mills seconded. Scott accepted the nomination. No other nominations were received. The motion was put to members. The motion was carried.

- b) Vice-President
Kate Dickson nominated Tracy Mills for the position of Vice-President. Angela Kenyon seconded. Tracy accepted the nomination. No other nominations were received. The motion was put to members. The motion was carried.
- c) Secretary
Tracy Mills nominated Jen Allen for the position of Secretary. Kate Dickson seconded. Jen accepted the nomination. No other nominations were received. The motion was put to the members. The motion was carried.
- d) Treasurer
Jen Allen nominated Kate Dickson for the position of Treasurer. Tracy Mills seconded. Jen accepted the nomination. No other nominations were received. The motion was put to the members. The motion was carried.
- e) VP P-2 Coordinator
No nominations were received at the AGM. This position will be filled after the meeting.
- f) VP 3-6 Coordinator
No nominations were received at the AGM. This position will be filled after the meeting.

The incoming executive were welcomed by the meeting and assumed their positions.

Matt Keong raised a motion to leave the bank signatories unchanged. Lisa Carter seconded. The motion was carried.

11. Confirmation of continuing Sub-committees & Working Groups

- a) Grants Committee
- b) Music Supporter
- c) Sea Wolves
- d) 150th Committee
- e) Facilities Development Committee
- f) Fair Committee
- g) Uniform Shop
- h) Tuckshop

*Scott Lawrence moved and Kate Dickson seconded that these sub-committees be constituted in 2015.
The motion was carried.*

12. Appointment of the Association's Auditor

Hopkins Henderson have previously acted as the Auditor for the Association. It is recommended by the committee to retain the current auditor.

Scott Lawrence moved and Fiona Jamieson seconded that Hopkins Henderson Accountants be appointed as the Auditor of the Windsor State School P&C Association for the year ending 31st December 2015. The motion was carried.

13. Any other business

- a) Accepting of new WSS P&C Constitution

An updated constitution has been provided for P&C Associations across Queensland which must be adopted by the P&C at the AGM.

Scott Lawrence moved that the 2016 Parents and Citizens' Association Constitution for Windsor State School is accepted. Tracy Mills seconded. The motion was carried.

- b) Accepting of Windsor State School P&C Association Student Protection Risk Management Strategy 2016

Matt Keong provided a brief overview of the document but the basic premise is that it is a policy that extends student protection to any volunteers through the P&C.

It was proposed that the management of Blue Cards exists as it currently does with School Administration.

Matt Keong raised a motion to accept the Windsor State School P&C Association Student Protection Risk Management Strategy 2016. Lee Davis seconded. The motion was carried.

- c) Query relating to the Accounting and Bookkeeping fees and role.

WSS P&C Member Stephanie Serhan queried the role of the Bookkeeper and the internal controls which exist and why reconciliations etc do not sit with the Treasurer. Sarah Thomas clarified that the change to having a bookkeeper took place several years ago because there was significant difficulty in filling the role, and the scope of work was increasing beyond the expectation of skills of an incumbent Treasurer.

- d) Changing of Grade 1 Excursion location.

Due to a time constraint (excursion will occur before the next General Meeting of the P&C), Matt Keong asked for the P&C to accept a change to the Grade 1 Excursion from Bunyaville to the Science Centre.

Scott Lawrence raised a motion that the venue of the Grade 1 Excursion be changed from Bunyaville to the Science Centre. Jen Allen seconded. The motion was carried.

14. Date of next meeting & meeting close.

Scott Lawrence called the meeting to a close at 8:33pm. The next AGM of the P&C will be held on Monday 20th March 2017 at 7.30pm in the School Hall. The next general meeting of the WSSPC will be on Monday 18th April 2016 at 7:30pm in the School Library.