



# AGENDA

## Annual General Meeting

Monday 19th of February 2018 at 7.30pm  
School Hall

1. Welcome
2. Apologies
3. Confirmation of minutes of the previous Annual General Meeting (20 March 2017)
4. Business arising from the minutes of the previous Annual General Meeting
5. Receipt and adoption of the Association's audited annual financial statement and report for the year ended 31 December 2017
6. Receipt and adoption of President's annual report for 2017
7. Receipt and adoption of the Principal's annual report for 2017
8. All 2017 memberships lapse - Acceptance of 2018 applications for new membership/renewal
9. All Officers of the Executive Committee resign - Election of Officers of the Executive Committee
10. Motion to change bank signatories to the newly elected Officers (if required)
11. Confirmation of continuing Sub-committees and Working Groups
  - a. Facilities (Sub-Committee)
  - b. Retail (Sub-Committee)
  - c. Music Supporters (Sub-Committee)
  - d. Fair / Windsorfest (Sub-Committee)
  - e. Events & Grants (Sub-Committee)
  - f. Sea Wolves (Sub-Committee)
  - g. Communication (Working Group)
12. Appointment of the Association's Auditor for the year ended 31 December 2018
13. Adoption of new model constitution
14. Any other business
15. Date of next meeting and meeting close.



# MINUTES

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

### 1. Welcome

Scott Lawrence welcomed all in attendance and opened the meeting.

### 2. Apologies

Dimity McDougall, Georgia Limmer, Colleen Tuxworth, Michelle Hildebrand, Trevor Evans.

### 3. Confirmation of minutes of previous general meeting, 21<sup>st</sup> March 2016.

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

*Fiona Jamieson moved and Alison Courtice seconded that the minutes of the 2016 meeting be received and adopted as a true and correct record. The motion was carried.*

### 4. Business arising from previous meeting

No business arose from the 2016 AGM.

### 5. Receipt and adoption of the Association's audited annual financial statement & report <sup>[L]</sup><sub>[SEP]</sub>

Kate Dickson tabled the Windsor State School's Parents & Citizens' Association audited financial statements for the year ended 31 December 2016. A copy of the audited annual financial statements and report, including the audited report from Hopkins Henderson Accountants, was made available to attendees.

*Lisa Carter moved and Kirsty Taylor seconded that WSSPCA audited financial report for the year ending 31st December 2016 be received and adopted. The motion was carried.*

### 6. Receipt and adoption of President's annual report

Scott Lawrence tabled his report for 2016 and presented it to the meeting. He made special mention of the powerful relationship between the school administration and the P&C, the success of the Windsorfest event, stage extension and audio upgrade to the hall and the success of many fundraising activities throughout the year. In addition, the hard work of the facilities team in working on the Officeworks project was also acknowledged.

*Lee Davis moved and Katrina Smith seconded that the President's annual report be adopted.  
The motion was carried.*

## **7. Receipt and adoption of the Principal's annual report for 2016**

Jude Fountain tabled her report, highlighting the hard work and subsequent achievements of the school in the 2016 year.

*Lisa Brewster moved and Katrina Smith seconded that the Principal's annual report be adopted. The motion was carried.*

## **8. Address from State Member Grace Grace**

Grace Grace (the State Member for the Brisbane ward) addressed the meeting reflecting on her time as the State member for the electorate that Windsor State School resides and the strong working relationship she has had with the School and the P&C. Grace also advised that with the re-drawing of the electoral boundaries, Windsor State School will no longer fall within the Brisbane electorate and will now reside in the Clayfield electorate, and wished the School and the P&C all the best in the future.

## **9. All memberships lapse**

Scott Lawrence declared all memberships from 2016 lapsed.

## **10. Applications for membership**

Jennifer Allen tabled 198 applications for 2017 memberships (including renewals).

*Lisa Taylor moved and Megan Angliss seconded that the applications for membership for 2017 be accepted. The motion was carried.*

## **11. Election of Officers / Executive Committee**

Scott Lawrence advised that the structure for the Executive Committee remains unchanged from 2016 comprising a President, Vice President, VP(P-2 Coordinator), VP(3-6 Coordinator), Secretary, Treasurer.

Scott Lawrence declared all positions vacant.

Jude Fountain, taking over as chair, called for nominations for the Executive positions as follows:

- a) President.  
Craig Thompson nominated for the position of President. Emma Luscombe seconded. 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. Lisa Carter seconded. Tracy accepted the nomination. No other nominations were received. The motion was put to members. The motion was carried.
- c) Vice-President – P-2 Coordinator.  
Mary-Louise Grohn nominated Marissa Allan for the position of Vice-President – P-2 Coordinator. Chantelle Rapchuck seconded. Marissa accepted the nomination. No other nominations were received. The motion was put to members. The motion was carried.

- d) Vice-President – 3-6 Coordinator.  
Marissa Allan nominated Mary-Louise Grohn for the position of Vice-President – 3-6 Coordinator. Chantelle Rapchuck seconded. Mary-Louise accepted the nomination. No other nominations were received. The motion was put to members. The motion was carried.
  
- e) Treasurer.  
Jen Allen nominated Kate Dickson for the position of Treasurer. Emma Luscombe seconded. Kate accepted the nomination. No other nominations were received. The motion was put to members. The motion was carried.
  
- f) Secretary.  
Tracy Mills nominated Jen Allen for the position of Secretary. Emma Luscombe seconded. Jen accepted the nomination. No other nominations were received. The motion was put to members. The motion was carried.

The incoming executive were welcomed by the meeting and assumed their positions, with Craig Thompson taking over as Chair of the meeting.

On assuming the Chair, Craig thanked Scott Lawrence on behalf of all members for Scott's hard work over the past year as President of the P&C.

## 12. Motion to change bank signatories

Jude Fountain raised a motion to leave the bank signatories unchanged. Emma Luscombe seconded. The motion was carried.

## 13. Confirmation of continuing Sub-committees & Working Groups

The following Sub-Committees and Working Groups were proposed for 2017:

- a) Active School Travel (Working Group)
- b) Communication (Working Group)
- c) Facilities (Working Group)
- d) Grants & Fundraising (Working Group)
- e) Music Supporters (Sub-committee)
- f) Retail (Sub-committee)
- g) Sea Wolves (Sub-committee)
- h) STEAM (Working Group)
- i) eLearning (Working Group)
- j) Windsorfest (Sub-committee)

*Tracy Mills moved and Kate Dickson seconded that these sub-committees be constituted in 2017, noting that the Sub-Committee and Working Group Structure will be reviewed during 2017 by the new Executive Committee.*

*The motion was carried.*

## 14. Appointment of the Association's Auditor

The Executive Committee recommended the retention of Hopkins Henderson Accountants as auditor for 2017.

*Craig Thompson moved and Megan Angliss seconded that Hopkins Henderson Accountants be appointed as the Auditor of the Windsor State School P&C Association for the year ending 31st December 2017. The motion was carried.*

**15. Items for Discussion and any other business**

## a) Pool Filter Replacement

Matt Keong advised that the School's pool filter had failed and that he had sourced quotes to repair the filter as well as for a replacement. In assessing the options with Seawolves Swim Club, Seawolves agreed to fund the difference between the cost of repair and a replacement, with the P&C Executive making this decision (on behalf of Seawolves) as a matter of urgency prior to this meeting.

*The Executive decision to spend \$3000 out of Seawolves accumulated savings to partially fund the purchase of a new filter for the pool was ratified at the meeting.*

**16. Date of next meeting & meeting close.**

The next general meeting of the P&C will be held on Monday 24<sup>th</sup> April 2017 at 7.30pm in the School Library.

The next Annual General Meeting will be held on Monday 19<sup>th</sup> February 2018.

Craig Thompson closed the meeting at 8.35pm.

UNCONFIRMED MINUTES



# 2018 P&C Executive Officer Nomination Form

I wish to nominate \_\_\_\_\_ as a candidate for the position of:  
Candidate's name

- President
- Vice President
- Treasurer
- Secretary
- Vice-President P-2 Coordinator
- Vice-President 3-6 Coordinator

### Candidate

I accept the nomination for the position of \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Moved by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Seconded by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Notes:

- The candidate, nominator and seconder must be members of the Association.
- Candidates may nominate themselves.
- "Moved by" and "Seconded by" may be completed before, or at the meeting.

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P&C Secretary's use only

Successfully elected:  Yes  No  Membership forms received



## Windsor State School P&C Association Application for Membership 2018

Membership Type	<input type="checkbox"/> Parent <input type="checkbox"/> Community Member <input type="checkbox"/> Staff Member			
	<input type="checkbox"/> New Membership <input type="checkbox"/> Renewal of Membership			
Names	Mother			
	Father			
Home Address	Mother			
	Father (If different from above)			
Home Phone (M)		Home Phone (F)		
Work Phone (M)		Work Phone (F)		
Mobile (M)		Mobile (F)		
E-mail (M)		E-mail (F)		
Child/ren's Name/s			Year Level	
<i>I agree to be bound by the constitution of the P&amp;C and by all valid resolutions passed by the Association. I agree to be bound by the codes of conduct as set out by Education Queensland and by the Association.</i>				
<b>Parental Member</b> I am a parent/ caregiver of a student at the school	/ / 2018		/ / 2018	
	Mother's Signature		Father's Signature	
<b>Community Member</b> I am a community member over the age of 18 years.	/ / 2018		/ / 2018	
	Community Member's Signature		Date of Birth	
<b>Staff Member</b>	/ / 2018		<input type="checkbox"/> Teacher <input type="checkbox"/> Support Staff <input type="checkbox"/> Classified Officer	
	Staff Member's Signature		Staff Position	
<b>P&amp;C Secretary Use</b>				
Date Received			Date Accepted	
Secretary's Initials				

We encourage you to email your completed P&C Membership form to [membership@windsorsspandc.com.au](mailto:membership@windsorsspandc.com.au) prior to the AGM. Membership applications received after the AGM must be presented IN PERSON at a General Meeting.



# Windsor State School P&C Association Application for Membership 2018

## WINDSOR STATE SCHOOL P&C ASSOCIATION

The Windsor State School P&C represents the families of the school. Its purpose is to support the school in conducting its core business of educating our children. The P&C provides services such as the tuckshop and uniform shops, is a voice for families, advocates alongside and to the school for identified needs and encourages a sense of friendship and community spirit within the school community. The P&C functions to value-add to the resources, opportunities and facilities already provided through the School and Education Queensland.

Parents can become involved in many ways as fit in with other demands and commitments. At Windsor, parents are involved in many aspects of school life including fundraising, all levels of event organisation, sourcing funding grants, seeking sponsorship for P&C events, assisting with collation and distribution of newsletters, using their talents in baking, artwork or crafts, involvement in one of our subcommittees, and classroom help to name a few.

The P&C recognises the positive, supportive and friendly feel of Windsor is due to the efforts of parents, children and staff alike and does all it can to encourage the efforts made by all parts of this School community. Joining the P&C is a way to keep your finger on the pulse of what is happening within your child's school and have a voice within the school. Getting involved in the 'life' of Windsor, in small or large ways, will open up opportunities for new experiences, learning and lifelong friendships for your children and yourselves. We look forward to welcoming you as a member of our P&C and the Windsor school community.

## CODE OF CONDUCT

The P&C strives to work as a well-ordered group that promotes interest and facilitates efforts and resources to further improve Windsor State School. A harmonious working environment is essential to the achievement of our goals and to high levels of volunteer contribution and volunteer satisfaction.

As members of Windsor State School P&C we agree:

- To comply with the Education Qld Code of Conduct.
- That conduct should always be with consideration of the school rules of Respect for Self, Respect for Others and Respect for the School as outlined in the Strategic Plan 2011.
- To treat all people with dignity, courtesy, honesty and fairness.
- That constructive criticism is healthy but personal attacks are destructive and to be avoided.
- That discrimination on racial, ethnic, sexual or religious grounds is not acceptable.

These are the standards expected of all volunteers including Parents and Citizens' Association members, committee members and parent representatives.