

**MINUTES  
ANNUAL GENERAL MEETING – CHHS P&C**

Wednesday 22<sup>nd</sup> May, 2019

	The Annual General Meeting opened at: 9pm				
<b>1.</b>	<b>ATTENDANCE AND APOLOGIES</b>				
1.1	<b>ATTENDANCE</b>  See list included below				
	<b>APOLOGIES</b> Libby Madders, Nasreen Moonim, Riushaad George, Trinity Quinn				
<b>2.</b>	<b>PREVIOUS MINUTES</b>				
2.1	<b>ACCEPTANCE</b>				
	<b>Decision:</b> The Minutes of the last meeting (Wed 2018 AGM) were accepted. <b>Moved: Claire Mawn    Seconded: Greg Martin</b>				
<b>3.</b>	<b>CORRESPONDENCE</b>				
3.1	<b>IN</b> <ul style="list-style-type: none"> <li>▪ Chartered Accountants Independent Auditor’s Report <ul style="list-style-type: none"> <li>○ Copy attached</li> </ul> </li> <li>▪ Spry &amp; Roughley Chartered Accountants <ul style="list-style-type: none"> <li>○ Letter of Recommendation copy attached</li> </ul> </li> </ul>				
3.2	<b>OUT</b> <ul style="list-style-type: none"> <li>▪ Nil</li> </ul>				
<b>4.</b>	<b>REPORTS</b>				
4.1	<b>PRESIDENT’S REPORT</b> <ul style="list-style-type: none"> <li>▪ Provided by Ishan Galapathy and included below</li> </ul>				
4.2	<b>TREASURER’S REPORT</b> <ul style="list-style-type: none"> <li>▪ Submission of Financial Report for 2018 financial year (see separate attachment)</li> <li>▪ Letter of Recommendation (see separate attachment)</li> <li>▪ Sincere thanks to Shaun Madders for completion of the audit</li> </ul>				
<b>5.</b>	<b>ELECTION</b>				
5.1	All P & C Executive and Committee Member positions were declared vacant and Vicki Brewer, Principal, conducted the elections for the 2019 - 2020 positions. The results were:				
	<b>POSITION</b>	<b>NOMINEE(S)</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>OUTCOME</b>
	President	Liga Hegner	Ishan Galapathy	Tracey Garnett	Passed
	Vice President (1)	Trinity Quinn	Claire Mawn	Liga Hegner	Passed
	Vice President (2)	Ingrid Waite	Ishan Galapathy	Grahame Rosolen	Passed
	Secretary	Wendy Mynard	Ewa Graham	Tracey Garnett	Passed
	Treasurer	Claire Mawn	Greg Martin	Ishan Galapathy	Passed
	Committee Members (x7)	Tracey Garnett	Tracey Garnett	Ewa Graham	Passed
		Ewa Graham	Ewa Graham	Tracey Garnett	Passed
		Greg Martin	Greg Martin	Ewa Graham	Passed
		Grahame Rosolen	Grahame Rosolen	Ewa Graham	Passed
		Carolyn Vanderklauw	Carolyn Vanderklauw	Ewa Graham	Passed

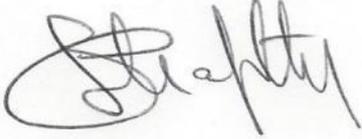
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ANNUAL GENERAL MEETING – CHHS P&C**

	Libby Madders	Carolyn Vanderklauw	Ewa Graham	Passed
	Shefali Agrawal	Shefali Agrawal	Ewa Graham	Passed
Auditor	Spry & Roughly/ Shaun Madders			
6	<b>GENERAL BUSINESS</b>			
	Nil.			
	Meeting closed at 9.23pm			

Signed as a true and accurate record:

President

Secretary




26 05 2019

**Attachments:**

Attendance List

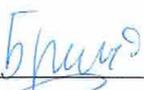
President's Report

**MINUTES**  
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**CHHS P&C AGM**

**ATTENDANCE RECORD**

**MEETING DATE: 22<sup>nd</sup> May, 2019**

Name (Please print)	Signature	Current financial member? (Y / N)	E-mail address (if the Secretary does not have your current email address)
< Wendy Mynard		Y	on file.
< Cardyn Vanderklauw		Y	on file
< Ewa Graham		Y	on file
< Greg Mork		Y	:
< Liga Hegner		Y	on file
< Nicolette Melthous		Y	on file
< Shefali Agrawal		Y	" "
< Grahame Rosolen		Y	" "
< HARID WATE		Y	" "
< Oxyana Brizhineva		Y	" "
< Andrey Brizhiner		Y	" "
< CLAIRIE MANN		Y	" "
< Tracy Gannett		Y	" "

Apologies – see back page



**MINUTES**  
**ANNUAL GENERAL MEETING – CHHS P&C**

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Presidents Report

Thank you all for attending.

It has been an absolute delight to work with the Executive Committee over this past year. I must thank the previous Exec committee for their hard work to set-up the systems, processes and above all to build a team that unites around one purpose – providing a better opportunities/environment for the students and parents of Castle Hill High School. So, thank you Executive, for your time and efforts to support our school community. My thanks also extend to a couple of members who stepped down from the EXCOM this year due to personal reasons.

I could sum-up the past year with one word that would make the current Australia political parties totally envious – stability. It has been a year of stability while refocusing on our next priorities.

Our canteen is an integral part of the school that the P&C manages. The canteen too has been operating steadily with a consistent sales pattern similar to the previous year. The top line sales have grown by 0.48% (from approximately \$440k to \$442k), however, the gross profit margin decreased due to increased costs which haven't been passed on to the consumer end. During the Christmas shutdown, the canteen got a makeover with some of the critical equipment being finally replaced. Unfortunately, we had to write-off stock that got spoilt during the power outages during summer storms. The volunteer numbers have been declining placing a lot of pressure on the staff. I encourage any parent, grandparent or relative who could spare some time to kindly volunteer their time to the canteen.

The uniform shop performed like a Swiss watch – steadily. Similar to the canteen, Uniform shop sales track consistently to the previous year. Overall sales have increased from last year, following the increase in student numbers. I would like to thank Ingrid Waite for her time, efforts and energy to manage both the canteen and the uniform shop which is a mammoth task.

The EMR sub-committee members continue to research and raise awareness about safe use of digital technology. Their work and efforts are greatly appreciated at a time when there is emerging knowledge about the importance of reducing particularly children's exposure to artificial electromagnetic radiation. The Mobile Phone Safety Tips put together by our EMR sub-committee got even attention from overseas with the Environmental Health Trust, USA congratulating our school for establishing those guidelines. CHHS continues to be the only school in the EMERG committee organised by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) that meet biannually. Thanks to Carolyn Vanderklauw and Elizabeth Madders for their continuing efforts.

The Relay for Life event was held this year on the weekend of 18th - 19th May at the Castle Hill Showground. It has been well managed by Tracey Garnett for the P&C who has mentioned that this will be her last year managing this event. I would like to thank Tracey for her hard work and efforts to make this event a success over the past few years.

**MINUTES**  
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Our finance team headed by Claire Mawn and the bookkeeper Adele have done an outstanding job in managing maintaining all money matters. I would like to thank Spry Roughly & Co for their services auditing our accounts.

The EXCO team managed to organise two sold-out events to the parents on the topic of “Understanding Your Adolescent Child”. This was presented by the Rod Dungan who is an expert in this field. These complementary events were both sold-out within three days and was attended by nearly 150 parents on each occasion.

We have also been busy engaging key stakeholders to present our school’s case - needing a permanent building and toilet facilities to keep up with the rapidly growing student population. While progress is slow in dealing with government authorities, we have made some in-roads.

Lots of thanks to Wendy Mynard for a fabulous job maintaining minutes of our meetings and sending out reminders as the P&C Secretary. My thanks to Kylie Hungerford for coordinating the P&C news articles for the school newsletter.

We are extremely lucky to have a very supportive working partnership with the school administration. I would like to thank our Principal Vicki Brewer and the deputies Andrew Mitchell, Jennifer Dane and Diana King for their diligence in P&C matters and continuing support.

I know that there are many who are contributing to our school community in numerous ways. I am sorry that I am unable to thank everyone individually, but “a big thank you” to the school’s dedicated staff, parents and other volunteers who work hard to improve the quality of our children’s education and experiences at this wonderful school. Your time and efforts are greatly appreciated. Thank you!

Ishan Galapathy  
(P&C President 2019)