

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

**Wednesday 17<sup>th</sup> June, 2020.**

	The Annual General Meeting opened at 7.32pm.
	Please note that this AGM is occurring later in the year than normal (and to what was planned) due to Covid-19 restrictions.
<b>1.</b>	<b>ATTENDANCE</b>
1.1	<b>ATTENDANCE</b> See attached.
<b>2.</b>	<b>APOLOGIES</b>
	<b>APOLOGIES</b> Libby Madders, Alison Cunningham, Behnoosh Khalaj, Loubna Al Achy, Julie Lemon, Nasreen Moonim, Riushaad George, Sid Gautham, Aaron Gan, Kelly Young, Sylvia Scargall.
<b>3.</b>	<b>PREVIOUS MINUTES</b>
3.1	<b>ACCEPTANCE</b>
	<b>Decision:</b> The Minutes of the last meeting (2019 AGM) were accepted. <b>Moved:</b> Tracey Garnett <b>Seconded:</b> Ewa Graham
<b>4.</b>	<b>BUSINESS ARISING</b>
	No business arising, audit comments were dealt with in 2019.
<b>5.</b>	<b>CORRESPONDENCE</b>
3.1	<b>IN</b> ✦ Spry & Roughley Chartered Accountants Independent Auditor’s Report ○ Copy attached separately in the email
3.2	<b>OUT</b> ✦ <i>Nil</i>
<b>6.</b>	<b>REPORTS</b>

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6.1

**PRESIDENT’S REPORT**

It has been an honour and privilege to lead you on behalf of the CHHS community this year. The P&C Executive Team for 2019/20 has been:

Liga Hegner

Trinity Quinn

Victoria Larson-George

Wendy Mynard

Carolyn Vanderklauw

Ewa Graham

Elizabeth Madders

Grahame Rosolen

Greg Martin

Shefali Agrawal

Tracey Garnett

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We have a dedicated executive team who work behind the scenes delivering projects and advocating on your behalf when matters of importance come to our attention. We took on the battle with the buses and were victorious.

The P&C maintains a website and a Facebook page. Here you can find the uniform price list, canteen menu, order online from both of our shops, find out what our EMR team is up to in relation to safe technology and make a taxdeductible donation to the building fund.

We have a very engaged parent community who attend our evening meetings and contribute to our school community. Everyone is welcome and we get particularly excited about seeing new faces. We absolutely need fresh ideas and new, innovative, creative ways of doing and thinking. This year we have seen an increase in attendance at our evening meetings with a good mix of financial members and non-members.

We currently have 177 families on our mailing list who receive our minutes and correspondence relating to our activities. I would like to highlight Wendy for her diligence, accuracy and prompt turnaround of meeting minutes after every gathering. Wendy has also been a regular attendee with me at the North West Group of P&C's, which is a gathering of executive members from primary and secondary schools in the North West region.

We are very fortunate to have a highly functioning and effective P&C association and I value the collaborative relationship we have with the school, its teachers, staff and the executive leadership team. Thank you to Vicki and her executive team for the wonderful support. Together we have put in two grant applications. One has been awarded. The other still pending. Thank you also for your incredible flexibility during the Covid situation that allowed us to close our businesses appropriately and in a way that would best look after all of staff.

It has been an unprecedented year of hardship. Several of our executive team experienced loss of loved one's multiple times and we continue to navigate a health crisis that this country has not seen before. I need to highlight Victoria, Trinity and Wendy who have supported me immeasurably during this time. The midnight conversations, the constant communication, rapid responses to pertinent questions, the ability to focus on the issue at hand and make quick informed decisions during a time when the situation was changing daily and there was no one to guide P&C's through the situation we found ourselves in. I received calls from Presidents at other schools seeking help, advice and information about our experience and we had done to navigate this challenge.

I would like to thank all of our staff in the uniforms shop and canteen who have supported all of our decisions during this time and worked very closely with us to

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	<p>re-work policy, procedures and every day practices as we embark on the slow path to resuming normal operations. Thank you also to our bookkeeper Adele Brien who makes sure that all our boxes are ticked.</p>
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	<p><b>P&amp;C Initiatives</b></p> <p>This year has been very busy with many new initiatives under way:</p> <ul style="list-style-type: none"> <li>• We have reviewed our governing documentation</li> <li>• We have taken out a subscription to ‘Parenting ideas’, the content of which is included in the newsletter</li> <li>• We have conducted two interviews and reviewed/created job descriptions for a paid canteen position and a voluntary treasurer role</li> <li>• We have engaged with lawyers and discussed operational improvement initiatives</li> <li>• We were successful in being awarded \$30,000.00 to be used for resurfacing the multi courts and canteen area</li> <li>• We have purchased a POS system for improved business efficiency in the canteen and are now implementing this in the uniform shop • We have funded HSC tutors for student pre-HSC study sessions</li> <li>• As an executive team we have agreed on our budget for the year and allocated our spend</li> <li>• We have regularly attended NW group of P&amp;C’s meetings &amp; hosted the most recent meeting here</li> <li>• Ingrid Waite was announced as the 2019 Volunteer of the Year out of 14 finalists from 16 regions and we made quite a fuss about it in the newsletter at the time</li> <li>• The prescribed constitution for incorporated P&amp;C’s was revised to include virtual meetings which means that we should see an increase in engagement from families who are not regularly able to attend Thank you to all our families that pay the voluntary P&amp;C contribution. It is wonderful that greater than 50% of family’s in years 7-10 are contributing. As we are a not for profit organisation then all this contribution is invested back into the school.</li> </ul> <p>Thank you Vicki for acting as the returning officer for today’s AGM.</p>
6.2	<p><b>TREASURER’S REPORT</b></p> <ul style="list-style-type: none"> <li>✦ Submission of Financial Statement &amp; Audit report for 2019 financial year (attached as a separate file with this email)</li> <li>✦ Thanks to Shaun Madders for completion of the audit.</li> </ul>
7.	<p><b>ELECTION</b></p>
	<p>All P&amp;C Executive and Committee Member positions were declared vacant and Vicki Brewer, Principal, conducted the elections for the 2020 – 2021 positions. Vicki also thanked all of the outgoing Executive. The results were:</p>

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<b>POSITION</b>	<b>NOMINEE(S)</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>OUTCOME</b>
7.1 President	Liga Hegner	Trinity Quinn	Victoria LarsonGeorge	Passed
Vice President (1)	Trinity Quinn	Victoria LarsonGeorge	Tracey Garnett	Passed
Vice President (2)	Nil nominations			Passed
Secretary	Wendy Mynard	Liga Hegner	Trinity Quinn	Passed
Treasurer	Victoria LarsonGeorge	Trinity Quinn	Liga Hegner	Passed
7.2 Committee Members	Adam Harding	Adam Harding	Tracey Garnett	Passed
	Grahame Rosolen	Carolyn Vanderklauw	Ewa Graham	Passed
	Greg Martin	Ewa Graham	Carolyn Vanderklauw	Passed
	Ewa Graham	Wendy Mynard	Liga Hegner	Passed
	Caroline Vanderklauw	Grahame Rosolen	Trinity Quinn	Passed
7.3 Auditor	Spry & Roughley/ Shaun Madders			
<b>8</b>	<b>CONFIRMATION OF MEMBERSHIP FEE</b>			
	Liga moved that the membership fee remain at \$1, motion carried.			
	The new office bearing executives become the new signatories on all bank accounts, replacing all previous signatories. Any signatories on file with the bank that is not part of this elected executive must be removed by the bank.			
	Meeting closed at 8.05pm.			
	<b>The next AGM is planned for May, 2021.</b>			

Signed as a true and accurate record:  
President

Secretary

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23 06 2020 **Attachments:**

Attendance



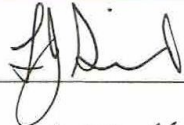




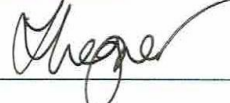
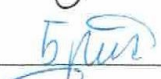


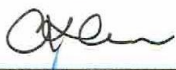
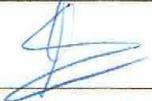



Financial Statement & Audit report 2019 (see separate file with this email)

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**CHHS P&C Annual General Meeting**

**ATTENDANCE RECORD**

**MEETING DATE: Wednesday 17<sup>th</sup> June, 2020.**

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
Rita Smith		N	ritawmb@hotmail.com
LEN SMITH		N	ljsmith@gmail.com
MELANIE McSPRANE		N	melmcs001@gmail.com
TRINITY QUINN		X	on file
Sarah Douthwaite		? N	on file
Tracy Bennett		Y	"
Liga Hegrel		Y	"
Oxana Brizhineva		Y	on file
Andrey Brizhiner		Y	---
Grahame Roselen		Y	" "
Carolyn Vanderklaauw		Y	" "
ADAM HARDING		Y	hardingadam@hotmail.com
Stephen Tu		N	stephaebe@hotmail.com
Victoria Larsen		Y	on file
Kerrie-Anne Watt		Y	on file



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