

# AGENDA

## Woonona Public School P&C Association

Wednesday 10<sup>th</sup> February 2021 6:30-8.00pm, online via Zoom

- Welcome, Introduction & Apologies
- Acknowledgement of Country

*“We acknowledge the Traditional Custodians of the lands we are meeting on today (the Wodi Wodi people and the Dharawal nation), and pay respect to Aboriginal and Torres Strait Islander peoples, Elders past and present, and their rich and diverse cultures.”*
- Previous Minutes (November 2020)
- Correspondence
- Reports
  - President's Report (Andromeda/Justin)
  - Principal's Report (Tim)
  - Treasurer's Report (Terri)
  - Uniform Shop Report (Terri)
  - Events Committee Report (Bronwyn/Loren)
- Matters Arising from previous meeting
  - Follow up on agreed actions re swapping banks – P&C Exec
    - Create two new Westpac accounts (General and Uniform)
    - Transfer balances to Westpac and then close Commonwealth accounts
  - P&C 2019/20 financials to the accountant prior to AGM for audit - Terri
  - Request for notes to be put online and not left to kids to take home - Tim
  - Add photos to school online calendar - Tim
  - Response to query of just having one uniform (sport) - Tim
  - Stationery packs – Bronwyn and Loren
- New Business
- AGM – Wednesday 10 March. P&C membership fees, committee and sub-committee positions, voting process.
  - Advertise AGM to the school community at least 14 days prior to being held. The notice should include the list of representative positions to be elected at the meeting

- Prior to the AGM the Treasurer must have the records of the P&C audited
- The AGM consists of the President's Annual Report, the Treasurer's Annual Report and any other annual reports required as well as the election of office bearers and representatives.
- Only financial P&C members are eligible to stand for a position
- President - Two Vice Presidents - Secretary - Treasurer
- Subcommittees - Uniform, Banking, Events Committee, Working Bee **OTHER?**
- All members are eligible to vote. Membership involves an annual membership fee of \$2
- Payment of the membership fee must be made by the close of one meeting so that the member is eligible to exercise membership rights (eg, vote) at the next meeting.
- Due to the fact that the membership register is not updated until after each general meeting, new members are not eligible to vote at the meeting at which their membership has been paid.
- The Principal can act as Returning Officer for the election and is therefore not entitled to nominate or vote. The ballot is conducted by the Returning Officer.
- The AGM is chaired by the outgoing President - **WHO WILL DO THIS?**
- On completion of the AGM the new office bearers take over and conduct a general meeting.

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Please send any correspondence or agenda items in advance of the meeting to [enquiries@wppc.com.au](mailto:enquiries@wppc.com.au)

## Zoom login details

Topic: P&C Meeting - February

Time: Feb 10, 2021 06:30 PM

Join Zoom Meeting

<https://nsweducation.zoom.us/j/61277676854?pwd=aXJPL3ZGbGxDakY5UkpqbjVSWVprQT09>

Meeting ID: 612 7767 6854

Passcode: 355833