

CSHS P&C Association Inc



20200224 CSHS P&C Annual General Meeting

General Meeting following the Sundowner from 6:30 in the Concert Hall Foyer.

When 24 Feb 2020 at 7:30 PM

Location: Choral Studio, CSHS, Choral Studio, CSHS

Chairperson Kate Sinfield

Minute taker Brendon Flaherty

Present Steve Baker , Bridget Barry , Brendon Flaherty (Secretary), Kelly Flaherty (Uniform Shop Coordinator), Matt Gaunt , Shirley Godfrey (Treasurer), Tracey Gralton , Allan Hart , Neil Hunt , Svetlana Ledovsky , Penny McNiff , Trudi Newton , Leon Normore , Julie Pegrum , Chris Porteous , Jane Powell (Art Show Coordinator, Communications), Elizabeth San , Gerda Scholtz , Kate Sinfield , Kate Sinfield , Danie Smit , Ken Taylor , Nicola Tonkin-Normore

Apologies Marina Biddle , Rachel Clegg , Sandie Lam , John Mackenzie , Miranda Overmeire

Minutes

1. Official Welcome

The meeting opened at 7:30 pm

Kate welcomed everyone to the meeting and paused proceedings to allow time for attendees to sign Membership Forms and pay their \$1 fee.

2. Membership Sign-ups

Twenty two people were in attendance, but only 21 registered as members.

3. Confirmation of Minutes of previous meetings

The minutes of the last meeting of 2019 had been previously circulated

[20191202_Minutes_complete.pdf](#)

Decision

The Minutes of the General Meeting of 2 December 2019 were Moved, Voted & ACCEPTED as a true record.

4. President's Report

Kate read her report thanking lots of people and highlighting the donations made to the school this year. She is stepping down after two years in the role.

[20200224_President_Report.pdf](#)

5. Principal's Report

Neil presented his report.

- Solar panels are finally on the roof - due on-line for winter (4 years after request)
- Lots of extra curricular activities
- Enrollments have peaked - Now 2843 down to 2500 in a few years
- School still very secure financially

[20200224_Principal_Report.pdf](#)

6. Treasurer's report including 2019 Audit report

Shirley presented her report with the Auditor's report confirming a balance of over of \$600,000.

[20200224_AGM_-_Treasurer_report.pdf](#)

[20200224_Australian_Audit_-_Management_Le....pdf](#)

[CSHS_-_Audited_Financial_Statements_2019.pdf](#)

Decision

It was Moved, Voted & ACCEPTED to accept the Treasurer's report & 2019 Audited financial report as true records.

It was Moved, Voted & ACCEPTED to appoint Australian Audits for the 2020 financial audit.

It was Moved, Voted & ACCEPTED to treat all fundraising events in 2020 as GST input taxed.

7. Break for nomination of new Office Bearers

The meeting was paused to allow members to discuss the roles and responsibilities of the Committee positions and to complete P&C Executive nomination forms as appropriate.

8. Election of 2020 Office Bearers

The list of Committee positions was read out by the President with any nominations that had been received.

- President - none
- Vice President - none
- Secretary - none
- Treasurer - **Shirley Godfrey**
- ABC Coordinator - none
- Art Exhibition Coordinator - **Leonie Allison**
- Communications - none
- Fathering - none
- Grounds Committee - **Kate Sinfield**
- ICT coordinator - none
- Music Parents Liaison - **Tracey Galton**
- Quiz Coordinator - none
- School Board Rep - **Chris Porteous**
- Uniform Shop coordinator - none
- YouthCare Coordinator - **Nikki Harvey**

The nominated persons were elected unopposed.

In accordance with the Constitution and the Associations Incorporation Act, there must be a President, Vice President, Secretary, Treasurer and at least three other Executive Members plus the Principal and so this is a critical action item to be dealt with as soon as possible.

Following the meeting, Kelly volunteered to continue to as Uniform Coordinator & Brendon offered to continue to act as Secretary until replacements are voted in.

Tasks

- ✓ Further advertising within the school community for nominees.
Assignee: Kate Sinfield
Due date: 28 Feb 2020

9. Other Business

Discussed the opportunity to write a letter of thanks to Bernie Dunn for his years of Service.

Tasks

- ✓ Tracey offered to draft a letter.
Assignee: Tracey Galton
Due date: 16 Mar 2020

10. Next General meeting - 23 March 2020

Meeting concluded at 8:10 pm.

*End of minutes.
Summary of matters arising are tabled on the following
page.*

Minutes of 20200224 CSHS P&C Annual General Meeting on 24 Feb 2020

Summary of Matters Arising

Decisions

Item Decision

3. The Minutes of the General Meeting of 2 December 2019 were Moved, Voted & ACCEPTED as a true record.
6. It was Moved, Voted & ACCEPTED to accept the Treasurer's report & 2019 Audited financial report as true records.

It was Moved, Voted & ACCEPTED to appoint Australian Audits for the 2020 financial audit.

It was Moved, Voted & ACCEPTED to treat all fundraising events in 2020 as GST input taxed.

Tasks

Item	Task	Assigned to	Due date
8.	Further advertising within the school community for nominees.	Kate Sinfield	28 Feb 2020
9.	Tracey offered to draft a letter.	Tracey Gralton	16 Mar 2020

Summary of Attachments

Attachments

Item File Name

3. [20191202_Minutes_complete.pdf](#)
4. [20200224_President_Report.pdf](#)
5. [20200224_Principal_Report.pdf](#)
6. [20200224_AGM_-_Treasurer_report.pdf](#)
[20200224_Australian_Audit_-_Management_Le....pdf](#)
[CSHS_-_Audited_Financial_Statements_2019.pdf](#)

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [20200224 CSHS P&C Annual General Meeting](#)