

Woodcrest State College

Parents and Citizen's Association

2023 ANNUAL GENERAL MEETING - AGENDA



DETAILS

Tuesday 14th March 2023 5:30pm

Recorded by: Jess Huiskamp

Agenda Item	Details	Minutes
Open and Welcome	<p>Welcome prospective members Present;</p> <p>MS Teams attendees; Please keep your microphone on mute unless speaking to minimise background noise.</p> <p>Please raise your hand to let everybody know you would like to speak.</p>	<p>Meeting commences: 5:35 pm</p> <p>Scott Fields Lee Hobson Kim Hannant Sheree Skinner Krystal Caston Steph Rossow Kelsey Oakes Debbie Hansen Troy Best Alfio Balsamo Peter Lund Geoff Paton Donna Howard Jessica Huiskamp Cassie Fraser</p> <p>Apologies: Angela Luttrell</p>
Previous AGM minutes acceptance	<p>Motion: that the minutes from the previous AGM 15th March 2022 are a true and accurate record of the previous minutes.</p>	<p>Action item 1 – added to action item register for 2023.</p> <p>The minutes of the 2022 AGM will be sent to Troy / Krystal / Sheree for review and confirming they are accurate.</p>
Reports		
Annual financial statement	<p>1.1 Annual audit to be tabled. Motion to receipt and adopt the annual audit.</p> <p>1.2 Budgets for 2022 to be tabled. Motion to receipt and adopt budgets.</p>	<p>1.1 Motion to receipt and adopt the annual audit.</p> <p>First: Jess Seconded: Krystal Carried</p> <p>1.2 – Budgets for 2023 will be prepared ready for the next general meeting in May.</p>
President's annual report	<p>1.3 Motion to adopt the tabled President's report.</p>	<p>1.3 First: Sheree Seconded: Debbie</p>

		Carried
Memberships		
Applications for membership	2.1 Applications to be tabled, including renewals. Motion to approval all renewals and new applications.	2.2 2.1 Motion to approval all renewals and new applications (total of 28) First: Jess Seconded: Sheree Carried
Election of Officers		
election of Officers/Executive Committee	3.1 Call for nominations for new executive members. 3.2 Acceptance of the new nominated Executive Committee.	3.2 President: Jessica Huiskamp First: Krystal Seconded: Lee Carried Vice president: Kim Hannant First: Cassie Seconded: Krystal Carried Treasurer: Cassie Fraser First: Kim Seconded: Sheree Carried Secretary: no nominations - not filled
Principals Report		
Campus Report	4.1 Report of the overall campus from Debbie Hansen (Executive Principal) to be tabled.	Debbie provided an overview of the updated strategic plan. This needs to be endorsed by the P&C. Alfio provided an update on Compass. Compass now available to all students, staff and parents. 55% of families have now downloaded. That is the highest representation in the region. <ul style="list-style-type: none"> FAQs will be created and made available. A newsfeed will be released (in app) Information being delivered by the school FB Ability to book PTIs Calendar functionality of the app to be rolled out soon. Potential to add future P&C events. Action 2 – Jess to send Alfio the P&C calendar.

		<ul style="list-style-type: none"> • P&C may be able to send alerts to parents via the newsfeed/email function in Compass. • Primarily brought in for students – to access to their timetable, view and track positive behaviours etc. • Staff can email students <p>BYOD update– highest rate of uptake across the region for years 7-12</p> <p>Lee motioned the Student Resource Scheme to remain at the same prices for 2024. No other changes. Carried: All in favour</p> <p>The P&C had suggested adding an amount to the SRS to cover costs of targeted programs for students around consent and safety. Kelsey advised the dept has recently released respectful relationship resources and professional learning. This is an avenue to investigate to enable student access to these types of programs.</p>
New Business		
Banks	<p>5.1 Motion to remove the past Elected Officers and add the current Elected Officers to be the financial signatories. These accounts include but are not limited to Westpac accounts 034130 218425, 034130 218396, 034130 218409, 034130 218353, 034130 218388, 034130 218361, 034130 218417, 034130 282611.</p> <p>5.2 Motion to remove the P&C Operations manager (Sheree Skinner) from all accounts as the Operations Manager role no longer exists</p> <p>5.3 Motion to allow the new Executive Committee (including Jessica Huiskamp, Kimberleigh Hannant, and Cassandra Fraser) to obtain debit cards to the debit accounts and to cancel the past Executive committee debit cards (for Krystal Caston (nee Kay), and Sheree Skinner. Accounts include: 034130 218425, 034130 218396, 034130 218409, 034130 218353, 034130 218388, 034130 218361, 034130 218417.</p> <p>5.4 Motion to add the Retail Manager (Stephanie Rossow) to all accounts to assist with the day-to-day finances. Accounts include: 034130 218425, 034130 218396, 034130 218409, 034130 218353, 034130 218388, 034130 218361, 034130 218417, 034130 282611.</p>	<p>Motions 5.1 to 6.4 Documents tabled – no questions from the group. All in favour</p>

2022 Auditor	5.5 Motion to continue to use GJ Walsh Accounting to conduct the annual audit for 2023 as they currently manage all our financial reporting.	5.5 Motion continue to use GJ Walsh Accounting to conduct the annual audit for 2023
Student Risk Management Strategy	5.6 Student Protection Risk Management Strategy to be tabled. Motion to adopt the Student Protection Risk Management Strategy	5.6 Motion to adopt the Student Protection Risk Management Strategy
Constitution	5.7 P&C QLD constitution has been updated for 2023. NB: changes have been implemented to the 2023 <i>P&C Constitution</i> by the Department of Education. * Section 9 has been amended to reflect the changes to P&Cs with a DGR Building Fund * The Membership Application form has been amended to include Blue Card Number expiry date - if required	5.7 Motion to accept the 2023 P&C Qld Constitution
Other	5.8 Motion to limit mail reporting in meetings to important correspondence only.	5.8 Motion to limit mail reporting in meetings to important correspondence only.
General Business		
Policy's	6.1 Motion to adopt the tabled policies for the Canteens, Uniforms Shop and Volunteers	6.1 Motion: to adopt the tabled policies for the Canteens, Uniforms Shop and Volunteers (unchanged from last year)
General roles for the P&C	6.2 Call for nominations for the general roles of the P&C 6.3 Acceptance of the nominations for the general P&C roles Social Media Coordinator: Website Coordinator: Volunteer Coordinator: Advertising Coordinator: Events Coordinator: Live Meeting Coordinator:	No general roles allocated
Business Management	6.4 Motion to continue to leave the general management and care of the businesses to the Executive Committee and day to day running of the businesses to the Retail Manager	6.4 Motion to continue to leave the general management and care of the businesses to the Executive Committee and day to day running of the businesses to the Retail Manager
Social media	6.5 Approval of new administration for the P&C run pages	6.5 New administration of the pages by the new exec committee
Donations	6.6 Motion to approve future yearly donations to the school - \$250 Teacher and Staff Day	6.6 First Krystal Seconded: Kim Carried

	<p>- \$250 Woodcrest awards night totalling; \$500</p> <p>6.7 Motion to continue the canteen forgotten lunch policy which allocates up to \$750 a year across the two sub schools for children who have forgotten, or have come to school without food.</p>	<p>6.7 First: Krystal Seconded: Kim Carried</p> <p>Current process is to provide vouchers to the value of: \$7.5 secondary \$5 primary</p> <p>They can be handed out by teachers or through ithrive for lunch. They are not a gift voucher for snacks and treats.</p>
Next Meeting		
	<ul style="list-style-type: none"> • Tuesday 14 March 2023 (immediately after the AGM) • Tuesday 16 May 2023 • Tuesday 13 June 2023 • Tuesday 25 July 2023 • Tuesday 29 August 2023 • Tuesday 17 October 2023 • Tuesday 21 November 2023 	
Meeting close		
		Time: 6:40 pm

The minutes were amended on 30/03/2023 to ensure the full names of all parties to be added and removed for the bank accounts have been recorded correctly and in full.

I declare that the minutes of the Annual General Meeting (AGM) on 14 March 2023 be confirmed as true and accurate.

Name:

Signature:

Date:

Name:

Signature:

Date: