

Hawker Park Primary School Parents and Citizens' Association Incorporated



AGM - February 2024

When 13-02-2024 at 19:00
Location: Hawker Hub, Hawker Hub
Chairperson Cassandra O'Sullivan
Minute taker Renee Evans
Present Cassandra O'Sullivan , Dr Irma Roberts
Apologies Sandie Beard
Unconfirmed Karina Pledge

Minutes

1. Meeting open

2. Present/apologies

Present - Renee Evans, Cassandra O'Sullivan, Deb Ryan, Emma Claessen, Natasha Goodchild, Sarah Lightfoot-Stoker, Suzie O'Bree, Natasha Wiese, Kristy Moss, Andrew Ethridge, Dr Irma Roberts, Claire Jones, Mia Lanigan, Karla Madahar, Nicole Arnold

Apologies - Rebecca Valenti, Karina Pledge

3. Confirmation of previous minutes - 28 November 2023

Minutes accepted as a true and accurate record.

1st - Deb Ryan

2nd - Claire Jones

4. Inwards/outwards correspondence

Bank statements, fundraising planner

5. Finance

Presentation of annual financial report

Solvency declaration was signed by executive prior to the AGM.

Financial motions:

Motion 1 - Transfer \$2,500 from the Canteen Account across to the Main Account. That we transfer \$6,000 from the Uniform Account to the Main Account.

Motion 2 - That we accept the Audited Accounts for 2023 as presented along with the Audit Report from J D Accounting.

Motion 3 - That we do/do not have the financials audited/reviewed by _____.

Motion 4 - The Executive Committee can spend up to \$200 without further motion on Administrative Costs and Stationery for the P & C generally.

Motion 5 - That a debit card account be used in the operation of running the canteen at Hawker Park Primary School. That the Debit Card Terms of Operation dated January 2024 be accepted for the year 2024, and that the signatories to the account are the President, Vice President, Treasurer and Secretary. That authorised users will agree to follow the Terms of Operation and will be authorised to use the card to a maximum of \$150 per purchase.

Motion 6 - That Nic Fitzpatrick, in her capacity as Canteen Manager, be appointed as an authorised user of the Canteen Debit Card. This appointment is subject to her agreeance to follow the Debit Card Terms of Operation.

Motion 7 - That the running balance of the Canteen Debit Card be maintained at a level of \$300 in response to increased use of the card as a result of grocery shortages at regular locations.

Motion 8 - Debit card transactions must be authorised by a General Meeting or Executive Committee Meeting. The Debit Card will be used under the terms and conditions of the bank that issues it. • Debit Cards are not to be used to withdraw cash from ATM or using EFTPOS cash out facilities. The card balance can only be increased (topped up) by deposit from dual authorised signatories. The maximum balance in the debit card account is to be \$300. Debit Card is to be used for approved purchases up to the value of \$150. A debit card control register of authorised users will be maintained regularly.

[AGM_Financial_Motions.docx](#)

[Resolution_to_use_a_Debit_Card.docx](#)

[AGM_13_February_2024.docx](#)

[Asset_Register.pdf](#)

[Canteen_Account_Bank_Reconciliation.pdf](#)

[Canteen_Profit_and_Loss_2023.pdf](#)

[Main_Account_Bank_Reconciliation.pdf](#)

[Uniform_Shop_Bank_Reconciliation.pdf](#)

[Main_Account_Profit_and_Loss_2023.pdf](#)

[Independant_audit_report_2023.pdf](#)

[Uniform_Shop_Profit_and_Loss_2023.pdf](#)

[Bank_Statement_3_-_1Oct23-30Dec23.pdf](#)

[Canteen_Account_Bk_Statement.pdf](#)

[Main_Account_Bk_Statement.pdf](#)

[Uniform_Shop_Account_Bk_Statement.pdf](#)

Decision

All motions supported unanimously.

Motion 3 - Members agreed to support the financials being audited by JD Accounting.

6. Election of Office Bearers and Executive Committee Members

Cassandra O'Sullivan outlined her role as President and her positive experience.

President - No nominations, remains open.

Vice president - No nominations, remains open.

Treasurer - No nominations, remains open.

Secretary - Renee Evans

Executive members - Claire Jones, Emma Claessen, Karla M

Ex officio member - Dr Irma Roberts

Canteen Subcommittee - Emma Claessen, Karla

Uniform Subcommittee - Members agreed to delay formation of subcommittee until future management of uniform shop discussed.

Fundraising Subcommittee - Emma Claessen, Natasha, Tarn Deere ??

Voluntary positions:

Scholastic Book Club - Claire Jones

BFG - Renee Evans

Containers for Change - Sandy Chalice

Colour Run - Kristy Moss

Mother's Day and Father's Day stalls 2024 - Natasha Goodchild

Entertainment Book - Rebecca Leuzzi

Loose parts shed - requires a coordinator

Bunnings Sausage sizzle - Emma Claessen and Deb Ryan

7. Meeting schedule

Committee members agreed to continue with alternating Tuesday and Wednesday night meetings commencing at 7pm, to be held in week 3 and week 8 of each term.

8. Uniform Shop

Renee Evans presented options to the committee regarding the future management of the uniform shop. Dr Irma Roberts expressed gratitude to the committee for consideration of options and potential outsourcing opportunities.

Nicole Arnold also conveyed that the School Board would support the school in moving forward with uniform shop outsourcing should it be voted on in the affirmative by the P&C.

Long serving committee members noted that the uniform shop had been difficult for the committee to manage over a long period of time.

The committee agreed to support closure of the uniform shop and to hold a special general meeting so that members could vote on the future of the P&C running uniform shop.

 [Uniform_Shop_Options.docx](#)

Decision

Close uniform shop and hold special general meeting to vote on whether the P&C will continue to provide service

Tasks

- Conduct a stocktake of new items to inform outsourcing
Assignee: Renee Evans
Due date: 22-02-2024
- Hold a special general meeting to vote on P&C running uniform shop in future
Assignee: Renee Evans
Due date: 29-02-2024

9. Meeting close

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of AGM - February 2024 on 13-02-2024

Summary of Matters Arising

Decisions

Item Decision

5. All motions supported unanimously.
Motion 3 - Members agreed to support the financials being audited by JD Accounting.
8. Close uniform shop and hold special general meeting to vote on whether the P&C will continue to provide service

Tasks

Item	Task	Assigned to	Due date
8.	Conduct a stocktake of new items to inform outsourcing	Renee Evans	22-02-2024
8.	Hold a special general meeting to vote on P&C running uniform shop in future	Renee Evans	29-02-2024

Summary of Attachments

Attachments

Item File Name

5. [AGM_Financial_Motions.docx](#)
[Resolution_to_use_a_Debit_Card.docx](#)
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8. [Uniform_Shop_Options.docx](#)

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [AGM - February 2024](#)