

Amaroo School P&C Association

Annual General Meeting

Minutes

Monday 4th March 2024

Amaroo School, Katherine Street, Amaroo

Open: 7:05pm **Closed:** 7:34pm



Meeting Minutes

1. Procedural/Administrative

2. Welcome (President)

President opened the meeting at 7:05pm and thanked everyone for attending. An acknowledgement of country was also made.

3. Confirmation of 2023 AGM minutes

Secretary moved that the minutes of the 20 March 2023 Annual General Meeting be approved as an accurate record of that meeting. Seconded by Treasurer. CARRIED

4. Presidents Report

The President provided a summary of the key activities over 2023 including:

- Disco
- Canteen and Uniform Shop additional roles
- Now have 7 Canteen staff and 1 Uniform Shop as P&C staff
- Audit report was mentioned to be detailed in General meeting.

5. Financial Report

Treasurer presented the 2023 audited financial statements and auditors report. Secretary moved that the financial statements been accepted, and Tegan and Emma seconded. CARRIED

The Treasurer noted that the auditor's letter to the P&C Committee outlined some suggestions for continuing to improve the financial management of the P&C. These suggestions will be addressed at the general meeting.

The net profit for the P&C for 2023 was \$3,140.22, compared with a deficit of -\$1,174.72 in 2022. P&C donated \$7,580 to the school for a range of items including pre-school playground equipment, paper recycling bins etc.

The P&C's cash at bank as at 31 December 2023 was \$51,583.39. The P&C holds 4 bank accounts (after consolidating the pre-school Account last year) with the following balances as at 31 December 2023.

Account	Amount	Account	Amount
P&C	\$2,396.77	Tax/Super	\$10,130.24
Canteen	\$24,018.89	Uniform/ event	\$15,037.49

6. **Appointment of Auditor**

Secretary moved that the auditor Peter Langford CPA be appointment for the 2024 financial year. Seconded. CARRIED

7. **Election of office bearers and members**

Cindie requested nominations for the following positions. Previous office bearers were given opportunity to advise interest in continuing in the position (self-nominate), then additional nominations requested. (As agreed by majority and in alignment with the constitution.) All nominations received unanimous approval.

Elected Office Bearers:

President: Emma Harley

Vice President: Cristina Holman

Secretary: Stephanie Parry

Treasurer: Katrina Stathis

Vice Treasurer: Tegan Arnold

Public Officer: Katrina Stathis

P&C Council members: Tegan Arnold

The P&C noted the Presidents (Emma) declaration that she works in the canteen. As President, Emma has:

- signed a disclosure of member interests; (Completed in 2023)
- not approve her own timesheets or own wage/super or PAYG payments from the canteen bank account;
- not have access to the canteen bank account; and
- will excuse herself from voting at P&C meetings on matters affecting the canteen.

Other Roles:

Preschool Representative: Bec Newton

Canteen Chair: Kristy Halls

8. **Meeting Close – 7:34pm**

Next meeting – Term 2 Week 6