



Glenmore State High School Parents & Citizens Association

Farm Street
North Rockhampton Q 4701
Box 5822
Red Hill, North Rockhampton 4701
Email: pandc@glenmoreshs.eq.edu.au

Telephone: (07) 49230333
Fax: (07) 49230300

Annual General Meeting Minutes

DATE:	20/03/2023						
VENUE:	GSHS						
CHAIRPERSON:	Brendan Shannon						
OPENING:	Jody Kelly						
The meeting opened at 4:37pm							
APOLOGIES:							
PREVIOUS MINUTES:							
The minutes of the previous Annual General Meeting held on DATE, were read by those present.							
Motion:	That the minutes be accepted as a true and correct record of the meeting						
	Moved	KELLJO	Seconded	LYESU	Carried	Yes/ No	
Business arising from the minutes of the previous annual general meeting:							
•							
ANNUAL FINANCIAL STATEMENTS:							
(without these statements the meeting cannot continue to the election of officers).							
Tabled							
Treasurer's Report for 2022							
Bank balances as at 31/12/2022							
Cheque Acct (Main)	470900907118	(Everyday acct)				\$	77,638.95
Business Online Saver	470910793931	(Wheld Tax, Super Accrual)				\$	10,955.92
Society Chq Acct	470910825868	(Containers for Change)				\$	983.20
 Notes from Profit and Loss							
<ul style="list-style-type: none"> • For the Year of 2022 – Loss of \$ 1 586.03 (in Quicken) • A great improvement from loss of \$ 18 044 from the year before • Tuckshop income increased by \$ 41 549 • Uniform Shop income increased by \$ 9 380 • P&C Fundraising was down by \$ 900 • P&C donated \$ 21 030 for the 2022 year to the school. (prev year was only \$1000) • Uniform shop purchases were around the same for both years • Payroll expenses up by \$ 15 000 for the year • Student Council have a balance of \$671.98 remaining (income less the expenses that P&C are holding for them) • P&C are also holding \$500 for the Indigenous Dance Troupe – donation came from Park Ave SS for them. 							
** This report and figures were completed before the final Audit report from our Auditor **							

With the uniform staff being trained in data entry, it has made my life much easier for the Treasurer role. Trina is taking some leave from the role and Michaela has stepped in as casual. Trina and Michaela will share the casual role moving forward and work around each other's family commitments making sure the Uniform shop is still open as a service to the families. At this point Opening hours are: Monday 8.30-12.30; Wednesday and Thursday 8.30-11.30.

The Executive need to make some processes to move forward with a clearer format for ordering uniforms. Casual uniform staff to do a brief stocktake at the end of each term to let the Committee know what stock is running low or excess of. Then at the end of the year, a full stocktake needs to be completed to send off to auditor.

With the Treasurer's role being so complex and so many levels of authorisation with banking and ATO, I am happy to continue as Treasurer unless a volunteer with book keeping, wages and super knowledge comes along. I would also like to see the uniform casuals to continue entering data for the Treasurer, to minimise my time in the volunteer role at the end of month time.

Thanks
Jo Harris.

Audited reports tabled and discussed. Any qualifications in the report need to be addressed.

Motion:	That the Annual Financial Statements be accepted					
	Moved	HARRJO	Seconded	BRADJU	Carried	Yes/No

PRESIDENT'S REPORT:

Report tabled

President Report 2023 AGM

Each year as I write my President's report reflecting on the year that has been I am reminded about how amazing our P&C is and the contribution each of us make.

Last year we donated \$20,000 to the school for improvements, including \$5,000 towards the auto shop tools, upgraded the storage areas in both the Tuckshop and Uniform Shops, installed a dishwasher and additional power-points in the Tuckshop, ran a successful Car Display for the MG CQ Chapter and assisted the School Health Nurse, Student Council, PBL Team and School Chaplaincy in their fundraising efforts.

This year we are focused on supporting the Home Ec department with upgrading their windows to include fly screening, additional minor upgrades in the Tuckshop and Uniform Shop, supporting our teachers and students through PBL incentives, supporting the school with grant applications for beautification projects around the school and no doubt some other focused planning as the year goes along.

As I write this, I realise this is my last report as President. I have enjoyed volunteering as part of the P&C over the past 7-8 years and feel that I have contributed greatly to improving a lot of functions that are defined by P&C Qld and Education Queensland. I hope that I am able to pass on to the next President, a great footprint for them to take forward with the P&C and the School.

Jody Kelly
President
Glenmore State High School P&C Association

Motion:	That the President's report/s be accepted					
	Moved	KELLJO	Seconded	LYESU	Carried	Yes/No

MEMBERSHIP:

	a) motion to consider all applications to renew existing membership
	b) motion to accept applications to renew existing membership
	c) motion to consider all new applications for membership
	d) motion to accept new applications for membership

ELECTION OF OFFICERS OF THE ASSOCIATION:

(usually chaired by the Principal)

Call for nominations for the position of President

Jody Kelly	Moved	SHANNBR	Seconded	LYESU	Carried	Yes/ No
Call for nominations for the position of Vice President/s						
Suella Lye	Moved	KELLJO	Seconded	HARRJO	Carried	Yes/ No
Call for nominations for the position of Secretary						
Theresa Edgerton	Moved	BRADJU	Seconded	LYESU	Carried	Yes/ No
Call for nominations for the position of Treasurer						
Jo Harris	Moved	SHANNBR	Seconded	JOHNAN	Carried	Yes/ No
Call for nominations for any other positions as determined by the Association						
	Moved		Seconded		Carried	Yes/No
Welcome new officers to positions and the Principal hands the chair back to the P&C President to continue the meeting.						
BANK SIGNATORIES:						
Motion:	to change bank signatories to the newly elected Officers					
	Moved	KELLJO	Seconded	LYESU	Carried	Yes/ No
ONGOING SUBCOMMITTEES:						
Ongoing subcommittees must be confirmed at the AGM.						
Establish a sub-committee for Safe-School Traffic Committee and Jubilee. Will look into rules surrounding Sub-committees to confirm if this is appropriate or set up or working group.						
Motion:	To confirm that a Safe School Traffic and Jubilee subcommittee may form in the coming year.					
	Moved	LYESU	Seconded	KELLJO	Carried	Yes/ No
AUDITOR APPOINTMENT:						
Motion:	To appoint an auditor for the coming year (must be confirmed with the auditor that they are willing to be the auditor for the coming year.					
	Moved	HARRJO	Seconded	KELLJO	Carried	Yes/ No
GENERAL BUSINESS:						
Provide a dot point summary of discussion and the exact wording of any motion put forward. Confirm any decisions with a Motion.						
<ul style="list-style-type: none"> • Adopt the Student Protection Risk Management Strategy • Adopt a new version of the constitution • Annual Operation Plan <ul style="list-style-type: none"> ○ Tuckshop security cameras ○ QKR setup ○ Volunteer shirts ○ Relationship with Student Council ○ PBL donation ○ Liaise with Darumbal • Student Representation Policy/ Bursary Program <ul style="list-style-type: none"> ○ Secretary to email out to members for feedback 						
Motion:						
	Moved		Seconded		Carried	Yes/No
ADOPTION OF STUDENT PROTECTION RISK MANAGEMENT STRATEGY:						
Motion:	to adopt the Student Protection (found on P&Cs Qld Website)					

	Moved	KELLJO	Seconded	SHANNBR	Carried	Yes/ No
ADOPTION OF P&C CONSTITUTION:						
Motion:	to adopt the Constitution (found on P&Cs Qld Website)					
	Moved	KELLJO	Seconded	LYESU	Carried	Yes/ No
NEXT MEETING:						
The next meeting of the Association will be held on __20/3/23_____						
CLOSURE:						
Chair closed the meeting at 5:45 pm.						
Minutes endorsed as true and correct/...../.....						
President			Secretary			