



Russell Lea Public School P&C

Annual General Meeting

Annual General Meeting Agenda

8 December 2020

1. Welcome & Apologies
2. Previous Minutes – Endorsement and Matters arising
3. Treasurer’s Annual Report
4. President’s Annual Report
5. Election of 2021 Office Bearers
6. Appointment of Auditor

Meeting Attendance

Executive			
President (Chair)	1. Jacqui Manning	Vice President	2. Liz Maniscalco
Vice President	3. Narelle Horton	Treasurer	4. Amando Buenaventura
Secretary	5. Sonja Screpis		
Attendees			
Davina Kite Wendy Shih Debbie Bell Roberta Costello Anthony Mak David Ho Laura Woodall Rebecca Nichols Megan Varlow Livia Sendelbeck Chau Dong Dan Sprange		Janet Le Anika Martin Elise Tchaikhedian Kylie Nixon Jemma Siomes Greg Weller Lauren Phillips Guisseppina T	

Apologies

Mrs G
Cheryl Turner

1. Welcome
 - Meeting opened at 7.40pm.

2. Minutes of previous meeting

Motion	M100501	That the P&C pass the previous minutes without amendment	
Moved		Seconded	Outcome
Jacqui Manning		Debbie Bell	Carried

Matters arising - nil

3. Treasurer’s report

- See attached treasurer’s report – November 2020
- Chase up cheques:
 - Cyber Safety presenter
 - Harlequin
 - Karen Mac
 - Michelle Andrews
 - Enlighten Education
- December – Amando will prepare the books and files for handover. Working forward from October financial statement.
- School Uniform pricing scheme – need to review the mark up based on the new costs.
- Follow up Draft Revenue Policy and Insurance Review.

Annual Financial Report 2020 – Amando

- See Annual Report 2020
- Direct school support is a dollar amount given to the school to use as they see fit. It has currently been approved at \$23,000 a year by the P&C.

4. President's report

- See attached Annual report

5. Office Bearer Positions – Nominations and Confirmations

Dan Sprange took the chair to manage proceedings as Returning Officer

Election of Executive Office Bearers

- President - Nomination: Narelle Horton. Seconded: all – President confirmed
- Vice President Nominations: Livia Sendelbeck, Megan Varlow, Wendy Shih
Short introductory presentation by each then two voting rounds
Vice President Round 1: Livia Sendelbeck confirmed
Vice President Round 2: Wendy Shih confirmed
- Treasurer - Nomination: Anthony Mak. Seconded: all – Treasurer confirmed
- Secretary – Nomination: Sonja Screpis. Seconded: all – Secretary confirmed

Appointment of P&C Representatives/Sub-Committee Leads

- Uniform Shop Co-ordinators – Evy Hatzigiannis and Lauren Phillips. Seconded by all – confirmed
- Fundraising Committee Lead – Megan Varlow self-nominated. Seconded by all – confirmed
- Social Committee Lead - Laura Woodall self-nominated. Seconded by all - confirmed
- Social Media – Sonja Screpis, Suzy Hori and Suzanna Park self-nominated. Seconded by all - confirmed
- OOSH Liaison – Roberta Costello self-nominated. Seconded by all - confirmed
- Grants Officer – Rebecca Nichols and Davina Kite self-nominated, seconded by all – confirmed

Welcome to New P&C Executive Team!

President – Narelle Horton
Vice President – Livia Sendelbeck
Vice President – Wendy Shih
Treasurer – Anthony Mac
Secretary – Sonja Screpis

Position still available – P&C Facilities Management – to advertise as open vacancy in 2021

6. Appointment of Auditor

Pending; to advertise open vacancy in early 2021

7. AGM Closed (8:57 pm) when General meeting commenced

Next AGM will be held on second Tuesday in December, 2021.

Attachments:

1. President's Annual Report and Treasurer's Annual Report
(one combined document)