

NOWRA HILL PUBLIC SCHOOL – P&C COMMITTEE

AGM MINUTES

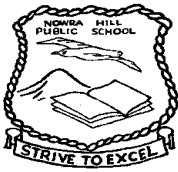
Tuesday 19th February 2019

Meeting Opened: 6:05pm

1. Welcome Receiving Officer – Jo West conducted the meeting
2. Attendance – Katrina Gee, Kylie De Brett, Libby Woods, Maxine Starkey, Sharon Starkey, Sally Reminis (Kindergarten Teacher NHPS), Georgie Paulin, Kerryn McCallum, Tracy Reece, Jackie Nolan, Jo West (Acting Principal)
3. Apologies – Courtney Usher, Jenna Nichols, Kirsty O’Connell, Amy-Jane Ward, Leigh Paulin
4. Acceptance of Previous minutes – Moved: Katrina Gee Seconded: Maxine Starkey
5. Election:

Jo west thanked outgoing executive committee and all other members and declared all positions vacant.

<u>President</u>	Nominee:	Tracy Reece
	Seconded	Katrina Gee
	Accepted:	Unanimous
<u>Vice President</u>	Nominee:	Kerryn McCallum
	Seconded	Katrina Gee
	Accepted:	Unanimous
<u>Secretary</u>	Nominee:	Maxine Starkey
	Seconded	Sharon Starkey
	Accepted:	Unanimous
<u>Treasurer</u>	Nominee:	Kylie De Brett
	Seconded	Maxine Starkey
	Accepted:	Unanimous
<u>Uniform Coordinator</u>	Nominee:	Libby Woods
	Seconded	Jackie Nolan
	Accepted:	Unanimous
<u>Canteen Coordinator</u>	Nominee:	Jackie Nolan
	Seconded	Katrina Gee
	Accepted:	Unanimous



6. **General Committee** – Sharon Starkey, Georgie Paulin, Leigh Paulin, Katrina Gee, Sally Reminis, Courtney Usher, Jenna Nichols, Kirsty O’Connell. Any other helpers to P&C activities (including uniform shop and canteen) and other interested parents and carers are encouraged to help out when they can throughout the year.

7. **Financial Report** – see attached and also
 - a. \$42.15 going to Jackie Nolan from Courtney Usher which is slush from a \$500 cheque given to her last year for canteen expenses. Jackie advised to take that out of her next receipt to balance.

 - b. A cheque worth \$400 was given to Courtney Usher for the purchase of Christmas Raffle prizes. Courtney used a portion of the funds and needs to return the balance of \$119.55 to Kylie De Brett.

 - c. A cheque for \$100 (cash) was issued to Jenna Nichols (2018 canteen coordinator) to purchase new equipment for the canteen. The cheque has been cashed and Jenna advised that she has purchased the items, however no receipts were returned. Jenna has advised that she cannot find any receipts. It was discussed and decided that Jenna will need to provide a Statutory Declaration advising the items purchased and the amount they were purchased for so this can be closed off in the accounts.

 - d. All of the above needs to be finalised before the 2018 year can be reconciled and sent to the auditor.

8. **Bank account Signatories** – The following members are to be new signatories for our P & C Commonwealth Bank account
 - a. Tracy Reece – President
 - b. Kerryn McCallum – Vice President
 - c. Maxine Starkey – Secretary

The following members are to be removed from our P & C Commonwealth Bank Account:

Courtney Usher
Lyndal Thomas
Katrina Gee

9. **Close of meeting** – There being no further business the meeting was closed at 6:36pm