

Bellingen High School P & C Association
AGM Minutes
Monday 17th March 2025 6 pm
Bellingen High School Staff Common Room
Gumbaynggirr Country

Attendees – Rachael Case (Vice Pres), Kathleen Hannah (Treasurer), Caroline Thomas, Melinda Weigert, Sally Hawkins, Michelle Bowling, Sissiel Keogh (BHS admin), Josh Forbes (Yr 7 Advisor/teacher), Lisa Welsh (DP), Michelle Elliott (P)

1. **Welcome and opening remarks** (Chair) (6.06 pm)
Open & welcome by current President Rachael Case.
2. **Apologies** – Milo Bowd, Alicia Scanlon, Eva Wright, Graziella Reeson
3. **Confirmation of minutes of previous AGM, 14 March 2023** (6.08 pm)
Previous AGM Minutes tabled & moved by Rachael Case, 2nd Caroline Thomas.
4. **President's Annual Report tabled** (Vice President / Acting President) (6.10 pm)
Annual Report for 2024 tabled by Rachael Case. Highlights the achievements as supported by the P&C for the last year.
5. **Treasurer's Report including Financial Statements and Auditor's Report** (Treasurer) (6.15 pm)
Outgoing Treasurer Kathleen Hannah presented 2024 P&C Financial Statements.
Account balance at the end of 2024 was \$7,654.53 Cr.
Auditor's report identified no errors.

Request from Kathleen, to send a letter of thanks on behalf of the P&C to HQB for the report to be prepared at no cost to the P&C.
6. **Appointment of Auditor** (Chair) (6.18 pm)
It is proposed to re-appoint James Davis of HQB Accounting as our auditor for 2025.
The re-appointment was agreed for 2025. Moved Rachael Case 2nd Melinda Weigert.
7. **Membership dues paid** (6.20 pm)
Continuing & new members were encouraged to fill out the Membership Interest Form & submit \$1 p/person, entitling them to participate in decision-making at P&C Meetings for 2025.
Two new membership forms were received.
8. **Election of volunteers to committee positions** (Principal) (6.13 pm)

Michelle Elliott (Principal) declared all positions spilled & open for 2024. Newly elected office bearers are as follows:
 - President – Remains Vacant
 - Vice President – Melinda Weigert volunteered, 2nd Kathleen Hannah.
 - Secretary – Avril Tyrrell volunteered, 2nd Caroline Thomas
 - Treasurer – Alicia Scanlon nominated by Rachael Case, 2nd Kathleen Hannah
 - Vice President / or other – remains vacant
Banking changes:
Existing signatories Rachael Case, Kathleen Hannah and Milo Bowd are to be removed, Alicia Scanlon and Melinda Weigert and Avril Tyrrell will be added.
The Change of signatory's paperwork is to be requested from BCU and changes are to be made to the P&C Account. Any two to sign.
9. Other Business will be covered in the General Meeting to follow the AGM

CLOSE (6.30 pm)

Attachments

1. Minutes of previous AGM
2. President's report (can be found on the school website)
3. Treasurer's report including Audited Financial Statements and Committee Report