

Bellingen High School P & C Association

AGM Agenda

Monday 13th March 2023 6pm

Bellingen High School Staff common room
Gumbaynggirr Country

Attendees – Rachael Case (chair), Sandra Ruming, Graziella Reeson, Katharine Sutherland, Elisa Hall, Chelone Boshier, Tim Laverty (relieving Principal), Caroline Thomas, Raeleen Carey, Sally Hawkins, Vicki Greer, Michelle Bowling, Milo Bowd, Jade Tsang, Melanie Tyas, Kathleen Hannah,

1. Welcome and opening remarks (Chair) (6.00 pm)

Open, welcome & acknowledgement of country by current President Racheal Case.

2. Apologies

Melissa Sankey – Outgoing Secretary.

3. Confirmation of minutes of previous AGM, 14 March 2022 (6.02 pm)

Previous AGM Minutes tabled & moved by Milo Bowd 2nd Mel Tyas.

4. President's Annual Report tabled (President) (6.04pm)

Annual Report for 2022 tabled by Rachael Case. Highlights the achievements as supported by the P&F for the last year. Report was circulated at the end of 2022 & can be found on the school website, Facebook page or by request.

5. Treasurer's Report including Financial Statements and Auditor's Report (Treasurer) (6.05pm)

Outgoing Treasurer Sandra Ruming presented 2022 P&F Financial Statements.

Account balance at the end of 2022 was \$3,837.88 Cr.

Auditor's report identified no errors.

Request from Sandra to send a letter of thanks on behalf of the P&F to HQB for the report to be prepared at no cost to the P&F.

6. Appointment of Auditor (Chair) (6.06pm)

It is proposed to re-appoint **James Davis of HQB Accounting** as our auditor for **2023**.

The re-appointment was agreed for 2023. Moved Rachael Case 2nd Mel Tyas.

7. Membership dues paid

(6.07pm)

Continuing & new members were encouraged to fill out Membership Interest Form and submit \$1 p/person entitling them to participate in decision making at P&F Meetings for 2023.

Fifteen (15) forms received.

8. Election of volunteers to committee positions (Principal)

(6.07pm)

Tim Laverty (Acting Principal) declared all positions spilled & open for 2023. Newly elected office bearers are as follows:

- President –Rachael Case, Nominated & accepted.
- Vice President –Milo Bowd, Nominated & accepted.
- Secretary –Graziella Reeson, Nominated & accepted.
- Treasurer –Melanie Tyas, Nominated & accepted.
- Ass. Secretary –Katherine Sutherland, Nominated & Accepted.

Banking changes:

Mel needs to become a BCU member.

Existing signatories Sandra Ruming & Melissa Sankey are to be removed, Melanie Tyas and Graziella Reeson to be added. Rachael Case to remain.

The Change of signatories paperwork to be requested from BCU and changes to be made to the P&F Account.

Any two to sign.

9. Other Business will be covered in the General Meeting to follow the AGM

10. CLOSE

(6.10pm)