



P&C Annual General Meeting

Supporting our school, our students, and our school community

Meeting	Manly West P&C Annual General Meeting
Date	Tuesday, 1 June 2021
Time	7pm
Location(s)	MWPS Science Room and via Zoom
	Zoom Meeting ID: 613 7580 7173 Passcode: 189150

MINUTES

1. Meeting opened at 7.10pm by Tracey Martin

Tracey welcomed attendees and informed them that the AGM was rescheduled from Term 1 because the Audit Report was delayed due to the flow on effect of COVID-19.

Tracey spoke about the P&C Constitution and By-Laws and explained the voting process for P&C meetings. She also explained the voting process for P&C members and shared the link to the online voting poll for those attending by Zoom. Ben Goodland was the nominated presiding officer.

Tracey also thanked Ali Devlin and the Environment Committee for arranging the catering for tonight's meeting.

2. Conflicts of interest.

None declared

3. Meeting attendance and apologies:

- Members: Tracey Martin (president), Ben Goodland (vice president), Gayle Graham (vice president), Tony Falzarano (treasurer), Ken Douglas Hill (exec), Merdith Dundas (exec), Karen Petersen (exec), Sarah Bickford, Ali Devlin, Sarah Falzarano, Alison Gracia, Kate Grant, Anna Head, Emma King, Jessica Kirkham, Kate Mooney, Jamie Murrell, Jo-ann Plowman, Ashleigh Searle and Helen Yardley.
- Observers: Clare Abbot, Jane Allen, Kirsty Brown, Celia Butcher, Kelly Courtnall, Jo Day, Stephanie Donohoe, Luisa Fryday, Mark Gilbert, Megan Gilbert, Yvette Gooley, Steph Lidbury, Faye Marden, Kylie Pintos-Oliver, Angie Penn, Liv Pennie, Rebecca Power, Marc Stears, Vicky Stokes, Chiara Valente, Denisa Valera Hanike and Holly Vaughan.
- MWPS Executive: Julie Organ (principal), Amber Fuller (vice principal), Wendy Mwanga (vice principal) and Jenni Milburn (vice principal).
- Apologies: Suzanne Cairns

4. Minutes of AGM held 8 September 2020

A copy appears in the Appendix

Tracey Martin explained that the Minutes were approved at the 2020 Term 4 General Meeting held 1 December 2020 and that this reference was to confirm that the Minutes of the AGM held on 8 September 2020 be received and adopted.

Motion 1: That the MW P&C Association's Minutes of the 2019 AGM be received and adopted – previously voted on at the 2020 T4 General Meeting.

Moved: Kate Mooney

Seconded: Karen Petersen

Carried

5. Review of Open Action Items

No action items to review

Motion 2: That the MW P&C Association's 2019 AGM Action Items have been received.

Moved: Karen Petersen

Seconded: Tony Falzarano

Carried

6. Business Arising from Minutes

P&C By Laws

Tracey Martin reported that the MW P&C Association's Rules and By-Laws has been amended to include the new Prescribed Constitution for online meetings as per Motion 3 in the Minutes. The updated document is available on the P&C website

7. President's Report, including P&C Annual Report, Constitution and By-Laws

Report presented by Tracey Martin – refer to Appendix for full report

Summary of topics included:

- P&C Annual Report, Constitution and By-Laws.
- Thanked P&C members, staff and committee members for their support during 2020 and for their patients with the rescheduled date of the AGM due to receiving the Audit Report because of delays caused by COVID-19.
- Thanked Executive Committee for their dedication and commitment to the P&C during the changes required to the P&C during 2020 to meet COVID-19 restrictions as set by the Government and the Department of Education.
- Thanked Julie Organ and the school for their ongoing support of the P&C.
- Highlighted key topics from the President's report that appears in the P&C Annual Report – refer Appendix.

8. Treasurer's Report, including Audit Report and Budget

Report presented by Tony Falzarano - refer to Appendix for full report

Summary of topics included:

- Audit Report for the 2020 financial year
- Proposed P&C Budget for the 2021 financial year.

Motion 3: That the MW P&C Association's Audit report for 2020 has been table and accepted.

Moved: Gayle Graham

Seconded: Sarah Falzarano

Carried

Motion 4: The Manly West P&C Association puts to tender the Auditor for the 2021 financial year and announces recommended Auditor at the 2021 Term 4 General Meeting.

Moved: Gayle Graham

Seconded: Kate Grant

Carried

Motion 5: That the Manly West P&C Association's 2021 budget is approved.

Moved: Kate Grant

Seconded: Ali Devlin

Carried

Motion 6: The MW P&C Association member fees be maintained at \$1.00 per tenure year.

Moved: Tony Falzarano

Seconded: Ken Douglas-Hill

Carried

9. Principal's Report, including P&C Annual Report and MWPS Annual Report

Report presented by Julie Organ – refer to Appendix for full report

Summary of topics included:

- thanked the P&C for their support in 2020 and the management of COVID-19. Julie also highlighted key topics from the Principal's report that appears in the P&C Annual Report – refer Appendix.
- presented the Manly West Public School's Annual Report. Hard copies were distributed at the meeting. The report is also available on the [MWPS website](#)

10. Presentation of Life Memberships

Congratulations to the following people who were awarded life memberships:

Ben Goodland – Executive

Tracey Martin – outgoing President

Special Achievement Award - Presented to Ben Goodland.

11. Elections for 2021 P&C Positions – Office Bearers, Executive and Sub-committees - See Appendix for the complete list of 2021 P&C elected positions and results.

Congratulations to the following new position holders:

President: Tony Falzarano

Vice President: Helen Yardley and Jamie Murrell

Secretary: Suzanne Cairns

Executive: Ken Douglas-Hill, Jessica Kirkham, Karen Petersen

BASC: Sarah Falzarano (convenor), Jo-ann Plowman (treasurer)
Jess Olivier, Anna Head and Tim Stubbs

Canteen: Kate Mooney (convenor)

Environment & KG: Ali Devlin (convenor), Sarah Bickford, Richard Griffiths and
Jessica Kirkham

Finance: Tony Falzarano, Meredith Dundas and Anna Head

Governance: Gayle Graham (convenor), Tony Falzarano and Jo-ann Plowman

Uniform: Alison Gracia (chair)

Sun Smart Rep: Meredith Dundas

12. Delegated Officers for Financial Transaction

Motion 7: That the President, Treasurer and both Vice Presidents are appointed as delegated authorised officers as signatories on all P&C bank accounts and that all expenditure must be signed either in writing or electronically by two of the four delegated authorised officers.

Moved: Gayle Graham

Seconded: Karen Petersen

Carried

13. New members welcomed by outgoing P&C President, Tracey Martin

Tracey congratulated the incoming committee members and thanked everyone for their support.

14. Meeting closed at 8.25pm

The Annual General Meeting Minutes will be presented for approval at the 2021 Term 3 General Meeting scheduled for 24 September 2021.

**The Minutes of the Annual General Meeting held on 1 June 2021
have been confirmed and passed**

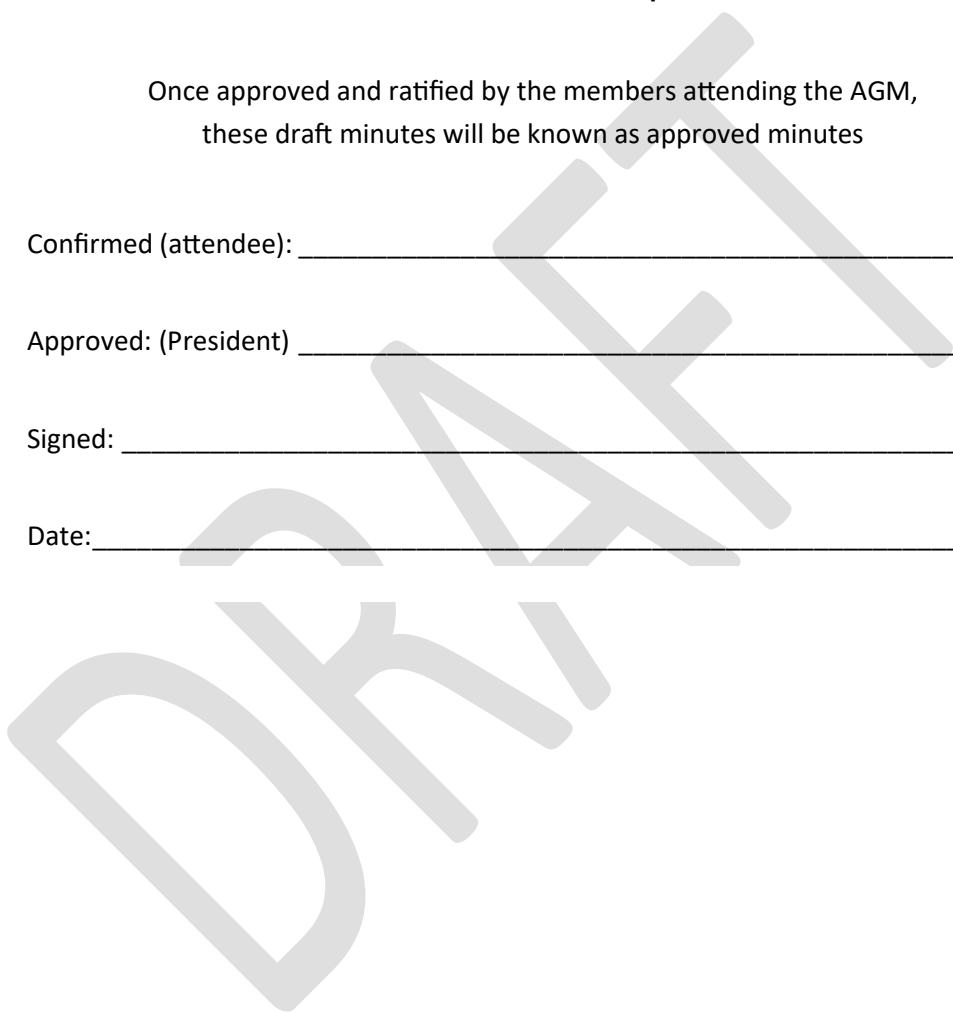
Once approved and ratified by the members attending the AGM,
these draft minutes will be known as approved minutes

Confirmed (attendee): _____

Approved: (President) _____

Signed: _____

Date: _____



APPENDIX

Appendix 1 – Referenced Documents – page 5

Appendix 2 – Election Results for 2021 P&C Positions – page 6

Appendix 1

Referenced Documents

Links to the documents in the minutes of the Annual General Meeting held on 1 June 2021 appear below.

Also available on the P&C website www.manlywestpandc.org.au

- [Minutes of Annual General Meeting](#) – held 8 September 2020
- [Minutes of the 2020 Term 4 General Meeting](#) – held 1 December 2020
- [P&C Annual Report](#) – Finance Year January to December 2020
- [P&C Audit Report](#) – Financial Year January to December 2020
- [Proposed Budget](#) – Financial Year January to December 2021
- [P&C Constitution](#)
- [P&C Rules and By-Laws](#)

Also available on the MWPS website <https://manlywest-p.schools.nsw.gov.au/about-our-school/school-planning-and-reporting.html>

- [Manly West Public School Annual Report](#)



Election results for 2021 P&C Positions

Casual Vacancy positions can be filled at any P&C General or Annual General Meeting.

2021 P&C Nominations - Annual General Meeting

Committee	Position	Nominee	Seconded	Outcome
OFFICE BEARERS	President	Tony Falzarano	Helen Yardley	Carried
	Vice President	Helen Yardley	Sarah Falzarano	Carried
	Vice President	Jamie Murrell	Ken Douglas-Hill	carried
	Secretary	Suzanne Cairns	Kate Mooney	Carried
	Treasurer	No nominations received	-	Casual Vacancy
EXECUTIVE	Executive 1	Jessica Kirkham	Sarah Bickford	Carried
	Executive 2	Ken Douglas-Hill	Jamie Murrell	Carried
	Executive 3	Karen Petersen	Jess Kirkham	Carried
	Executive 4	Joanne Day	Kate Mooney	Carried
	Executive 5	No nominations received	-	Casual Vacancy
	Executive 6	No nominations received	-	Casual Vacancy
BAND	Convenor	No nominations received	-	Casual Vacancy
	Member 1	No nominations received	-	Casual Vacancy
	Member 2	No nominations received	-	Casual Vacancy
	Member 3	No nominations received	-	Casual Vacancy
	Member 4	No nominations received	-	Casual Vacancy
BASC	Convenor	Sarah Falzarano	Helen Yardley	Carried
	Secretary	No nominations received	-	Casual Vacancy
	Treasurer	Jo-ann Plowman	Sarah Falzarano	Carried
	Member 1	Tim Stubbs	Sarah Falzarano	Carried
	Member 2	Jess Olivier	Sarah Falzarano	Carried
	Member 3	Anna Pillinger	Meredith Dundas	Carried
	Member 4	No nominations received	-	Casual Vacancy
CANTEEN	Convenor	Kate Mooney	Jamie Murrell	Carried
	Member 1	No nominations received	-	Casual Vacancy
	Member 2	No nominations received	-	Casual Vacancy
	Member 3	No nominations received	-	Casual Vacancy
	Member 4	No nominations received	-	Casual Vacancy

FINANCE	Convenor	No nominations received	-	Casual Vacancy
	Member 1	President		Carried
	Member 2	Treasurer		Carried
	Member 3	Meredith Dundas	Jamie Murrell	Carried
	Member 4	Anna Pillinger	Gayle Graham	Carried
	Member 5	No nominations received	-	Casual Vacancy
	Member 6	No nominations received	-	Casual Vacancy
UNIFORM	Convenor	Alison Gracia	Jo-ann Plowman	Carried
	Member 1	No nominations received	-	Casual Vacancy
	Member 2	No nominations received	-	Casual Vacancy
	Member 3	No nominations received	-	Casual Vacancy
	Member 4	No nominations received	-	Casual Vacancy
CLASS PARENT	Representative	No nominations received	-	Casual Vacancy
SUN SAFETY	Representative	Meredith Dundas	Tracey Martin	Carried
ENRICHMENT	Convenor	No nominations received	-	Casual Vacancy
	Member 1	No nominations received	-	Casual Vacancy
	Member 2	No nominations received	-	Casual Vacancy
	Member 3	No nominations received	-	Casual Vacancy
	Member 4	No nominations received	-	Casual Vacancy
ENVIRONMENT AND KITCHEN GARDEN	Convenor	Ali Devlin	Kate Mooney	Carried
	Member 1	Sarah Bickford	Jessica Kirkham	Carried
	Member 2	Jessica Kirkham	Ali Devlin	Carried
	Member 3	Richard Griffiths	Jamie Murrell	Carried
	Member 4	No nominations received	-	Casual Vacancy
EVENTS AND FUNDRAISING	Convenor	No nominations received	-	Casual Vacancy
	Member 1	No nominations received	-	Casual Vacancy
	Member 2	No nominations received	-	Casual Vacancy
	Member 3	No nominations received	-	Casual Vacancy
	Member 4	No nominations received	-	Casual Vacancy
GOVERNANCE	Convenor	Gayle Graham	Tony Falzarano	Carried
	Member 1	Jo-ann Plowman	Sarah Bickford	Carried
	Member 2	No nominations received	-	Casual Vacancy
	Member 3	No nominations received	-	Casual Vacancy
	Member 4	No nominations received	-	Casual Vacancy

SCHOOL ZONE SAFETY	Convenor	No nominations received	-	Casual Vacancy
	Member 1	No nominations received	-	Casual Vacancy
	Member 2	No nominations received	-	Casual Vacancy
	Member 3	No nominations received	-	Casual Vacancy
	Member 4	No nominations received	-	Casual Vacancy

Additional ad-hoc sub-committees will be formed as needed

DRAFT