



Kirwan State High School

Kirwan State High School's Parents & Citizens Association

Kirwan State High School's P&C Annual General Meeting Minutes

Date: Tuesday 12/03/24

Time: 6.05pm

Location: Future Centre

Attendance: JJ Taylor, Stephen Jess, Ben Kingsun, Vicki James, Karen Andersen, Mandy Blackford, Melissa Spilsbury, Belinda Barattucci, Rikke Shaw, Mandy Blackford, Nikki Trautmann, Nicole Godwin, Sonya Hill, Helena Taylor, Shan Delany(online)

Apologies: Heather Murry

Topic	Raised by	Minutes information
Opening and Welcome	JJ Taylor	<p><u>Acknowledgement to Country:</u> I wish to acknowledge the Traditional Owners of the land on which we meet, the Wulgurukaba Peoples and the neighbouring Bindal Nation, and their ongoing connection to Country, and pay my respects to the Elders, past present and emerging.</p> <p>Welcome to members and introduction of any special visitors</p>
Apologies		Heather Murry
Confirmation of Minutes from previous AGM 28/03/23		<p> P&C AGM Minutes 230328.pdf</p> <p>MOTION: That the minutes be confirmed as true and correct record of the meeting held 28/03/23 Moved: Stephen Jess Seconded: Belinda Barattucci Motion: Carried</p>
Business arising from previous AGM		NIL
Treasurer's Report Receipt and Adoption of the Associations audited annual financial statement and Treasurers Report (circulated via email prior to AGM)		<p> 2023 financial Statements.pdf</p> <p>MOTION: That the Treasurer's report and Audited annual financial statement be accepted</p>



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		<p>as a true and accurate summary of the financial year.</p> <p>Moved: Vicki James Seconded: Stephen Jess Motion: Carried</p> <p> INV-62964.pdf</p> <p>MOTION: That the P&C approve the payment of the book auditing to Jessups to the value of \$3245</p> <p>Moved: Stephen Jess Seconded: Vicki James Motion: Carried</p>
<p>President's Report</p>		<p> President's report.pdf</p> <p>MOTION: That the President's report be accepted as tabled.</p> <p>Moved: Vicki James Seconded: Sonya Hill Motion: Carried</p>
<p>Renew existing memberships, accept new memberships. At the AGM, members who are NOT PRESENT at the meeting can apply for membership in writing. Forms need to be rec'd by the Secretary PRIOR to the AGM</p>		<p>MOTION: That the membership applications for (all suitable applicants) be accepted as tabled.</p> <p>Moved: Vicki James Seconded: Stephen Jess Motion: Carried</p>
<p>Election of Executive Committee Declare vacancies of existing positions and all office bearers step down</p>		<p>President – JJ Taylor Vice- President – Stephen Jess and Ben Kingsun Secretary – Melissa Spilsbury Treasurer – Belinda Barattucci</p> <p>MOTION: That Karen Andersen will act as scrutineer for the election of Officers</p> <p>Moved: Vicki James Seconded: Belinda Barattucci Motion: Carried</p>



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Parent Representative on the School Council		Not applicable at this meeting.
Change Bank signatories to newly elected officers (if required)		<p>MOTION: That the following Executives be removed/added as bank signatories: Remove Vicki James and add New Belinda Barattucci and Melissa Spilsbury Moved: Vicki James Seconded: Stephen Jess Motion: Carried</p>
Confirmation of continuing subcommittees (including appointment of members of each subcommittee)		<p>Creative Arts Support Group Chairperson – Jane Collier Vice-Chair – Tamra Wilson Secretary – Position Vacant Treasurer – Belinda Barattucci Fundraising Co-ordinator – No P&C Representative – Belinda Barattucci Student Reps – TBC</p> <p>Sports Academy Support Group Chairperson – Sonya Hill Vice-Chair - Vacant Secretary – Peter Cox Treasurer – Vacant P&C Representative – Sonya Hill</p> <p>MOTION: That the subcommittees be accepted to continue, with proposed executives and members, as tabled. Moved: Stephen Jess Seconded: Ben Kingsun Motion: Carried</p>
Appointment of Auditor		<p> Auditor quotes.docx</p> <p>MOTION: That the Association’s Auditor be appointed as Davis Accounting, 7/31 Fleming Street Aitkenvale, quoted cost \$2244 - \$3060 Moved: Belinda Barattucci Seconded: Stephen Jess Motion: Carried</p>



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<p>Adoption of the Student Protection Risk Management Strategy</p>		<p> KSHS 2024-student-protecr</p> <p>MOTION: That the Student Protection Risk Management Strategy be adopted as tabled. Moved: Belinda Barattucci Seconded: Stephen Jess Motion: Carried</p>
<p>Adoption of new model constitution</p>		<p> 2024 P&C Constitution120324</p> <p>MOTION: That the new Model Constitution be adopted as tabled. Confirm quorum numbers for AGM = 6, General Meeting = 4 & Special Meeting = 6. Confirming that petty cash will remain at \$50. Moved: Stephen Jess Seconded: Vicki James Motion: Carried</p>
<p>Honorary Life Membership awards (if any)</p>		<p>MOTION: That the Honorary Life membership be not applicable for 2024</p>
<p>General Business</p>		<p>MOTION 1: The Kirwan State High School Parents and Citizens Association is registered for GST. The tuckshop is operated as a Non-Profit Sub entity of the Association. For GST purposes the tuckshop will be treated as input taxed. The Creative Arts Support Group is operated as a Non-Profit Sub Entity of the Association. For GST purposes the Creative Arts Support Group is not subject to GST. The Sports Support Group is operated as a Non-Profit Sub Entity of the Association. For GST purposes the Sports Support Group is not subject to GST.</p> <p>Moved: Belinda Barattucci Seconded: Stephen Jess Motion: Carried</p> <p>MOTION 2: That the association appoint Mandy Blackford as the Public Officer and</p>



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		Belinda Barattucci as an Associate for the purpose of ATO reporting/registration Moved: Ben Kingsun Seconded: Stephen Jess Motion: Carried
Meeting Closed		7.08pm
Date of next AGM 2025		11 March 2025

