



AVIATION HIGH P&C

Widdop Street CLAYFIELD QLD 4011

You're Invited!

PARENTS, CAREGIVERS AND THE COMMUNITY ARE INVITED TO ATTEND THE
P&C ANNUAL GENERAL MEETING ON
MONDAY 10th March at 6.15PM (IN THE CANTEEN)

ABOUT THE P&C

The P&C are a group of volunteer parents, caregivers and community members who meet once - a - month (the **2nd Monday of each month** at 6.15pm in the school canteen) to discuss, decide and act on a range of school issues.

The P&C is an incorporated body in accordance with state legislation and each year a new executive is elected. The P&C work hard to supplement the limited funding given to the school each year and plays a vital role in increasing the resources available to Aviation High students and staff.

All parents & caregivers are invited to attend a P&C meeting and can become members if they choose to. Parents and caregivers can also support the P&C by participating in a range of activities throughout the year, including tuckshop, fundraising activities etc.

AT THE AGM

Each year, the P&C's committee is elected at the Annual General Meeting (AGM). All members step-down and we elect new members on the evening. At the AGM, the members also set the new Family Contribution amount for the following year.

OFFICE BEARERS

The following positions will be open for election:

1. **President** - presides at every meeting that s/he is present; is a signatory on all P&C accounts; works with the Principal on implementing decisions/recommendations made by the committee.
2. **Vice-President** - works with the President and other executive members, supporting and assisting them; fills in for the President when s/he is absent.
3. **Treasurer** - complies with Accounting Manual for P&C Association; prepares annual budgets for the P&C; is involved in preparation of the school budget; prepares & presents monthly reports of the P&C financials for each meeting; banks all monies; prepares reports for audit.
4. **Secretary** - collects all correspondence inwards, distributing it to relevant members; & prepares a monthly correspondence report. Records and distributes minutes for each meeting; retains P&C documents for annual audit.



AVIATION HIGH P&C

Widdop Street CLAYFIELD QLD 4011

AGM Agenda - Monday, 10 March 2014

1. Open & Welcome (President)
2. Apologies
 - 2.1 Amendments to Minutes of the Previous AGM (Minutes Secretary)
3. Confirmation of the Minutes of the Previous AGM
 - 3.1 Business Arising from the Minutes
4. Financial Reports (Treasurer)
 - 4.1 Receipts and Adoption of Auditor's Report
 - 4.2 Treasurer's Report
5. Receipt and Adoption of the President's Annual Report (President)
6. ALL MEMBERSHIPS LAPSE
7. Applications for Membership
8. Election of Office Bearers
 - 8.1 President
 - 8.2 Vice-President
 - 8.3 Treasurer
 - 8.4 Correspondence Secretary
 - 8.5 Minutes Secretary
9. Confirmation of the budgets of the P&C
10. Other Business
 - 10.1 Family Contribution
 - 10.2 Ratification of amended Constitution
11. Close

Minutes - Annual General Meeting
13 March 2013

1	<p>Welcome and opening: 1610 The Traditional Owners of the land - the Turrubal and Jagera Peoples were acknowledged.</p>	
	<p>Present: Leesa Watego, Karen Long, Kerry Bond, Sharon Baxter, Sarah Ashby, Joanne Bleisner, Tim Amourous, Belinda Ansford, Deanna Weston, Glen Donald, Nigel Solensen, Brad Gilhooly, Geoff Murphy, Michael Maat Apologies: Phil Cooper, Grace Nam, Wendy Richardson</p>	
2	<p>Confirmation of the minutes of the previous meeting That the minutes of the 2012 Annual General Meeting are a true and accurate record of the meeting. Moved: Louise Coman Seconded: Sarah Ashby // Carried Unanimous</p>	
3	<p>Business arising from the minutes</p>	
4	<p>Financial Reports 4.1 Receipt and adoption of auditor's report (see attached report) <ul style="list-style-type: none"> • The auditor's report was prepared by Confidential Tax and Services, Gympie Road. That the financial reports be received and adopted Moved: Deanna Weston Seconded: Karen Long // Carried Unanimous 4.2 Treasurer's Report (see attached report) <ul style="list-style-type: none"> • The financial reports were presented by Deanna Weston. • The largest item in the assets is the large amount of stock of hats. We are required to have the hats as a result of the sun-safe policy. That the financial reports be adopted. Moved by Deanna Weston Seconded: Louise Coman // Carried Unanimous</p>	
5	<p>Receipt and Adoption of the President's Annual Report</p> <ul style="list-style-type: none"> • Apart from some ongoing financial difficulties, we have managed to come out of the year with money in the bank. • The school is looking great. The opportunities that are available to students are immeasurable. Because of the school size and the way that it runs, there are opportunities available to students that aren't available at other schools. • For those new parents, Michael would hopes that you have the same experience that he had. • The only disappointment is the financials. However, while the canteen is still losing money, it does provide a great service to the community. • The kids and staff are spoiled for choice on the menu. The P&C has chosen to maintain paying a little bit more to make a little bit more money and to maintain quality. • The hats, while the stock is large, we have chosen to have them because of the sun safe policy. We have also chosen to sell them almost cost price.. 	
6	<p>ALL MEMBERSHIPS LAPSE All membership lapse. Acting Principal Glen Donald takes over as chair of the meeting</p>	
7	<p>Applications for Membership Geoff Murphy, Sarah Ashby, Grace Nam, Karen Long, Sharon Baxter, Deanna Weston, Kerry Bond, Wendy Richardson, Tim Amourous, Louise Coman, Leesa Watego, Nigel Sorenson, Michael Matt, Belinda Ashford, Brad Gilhooly, Joanne Bleisner, Lisa La Rosa, That the new memberships be accepted. Moved: Leesa Watego Second: Michael Matt // Carried Unanimous</p>	
8	<p>Election of Office Bearers 8.1 President Nomination: Sarah Ashby Moved: Michael Matt, Seconded: Kerry Bond. Nomination accepted. Elected unopposed. 8.2 Co- Vice-Presidents Nomination: Sharon Baxter Moved: Sarah Ashby Seconded: Louise Coman. Nomination accepted. Elected Unopposed. Nomination: Karen Long Moved: Michael Maat Seconded: Deanna Weston. Nomination accepted. Elected unopposed. 8.3 Treasurer Nomination: Deanna Weston Moved: Michael Maat Seconded: Sarah Ashby. Nomination accepted. Elected unopposed. 8.4 Secretary Nomination: Leesa Watego Moved: Karen Long Seconded: Sarah Ashby. Nomination accepted. Elected unopposed. 8.5 Assistant Secretary Nomination: Lisa La Rosa</p>	

	Moved: Leesa Watego Seconded: Louise Coman. Nomination accepted. Elected unopposed	
9	Confirmation of the budgets of the P&C <ul style="list-style-type: none"> ● Deanna Weston spoke to the proposed budget. ● Cost of auditing fees - Sarah has located a much cheaper than the current budgeted amount. This will be raised later in the year. That the budget be accepted. Moved: Deanna Weston Seconded: Michael Maat	
10	Confirmation of the 2013 Auditor <ul style="list-style-type: none"> ● To be held over to a monthly meeting 	
11	Other Business 11.1 Family Contribution That the voluntary family contribution be set at \$50 Moved: Leesa Watego Seconded: Kerry Bond // Carried Unanimous 11.2 Thank you <ul style="list-style-type: none"> ● A big thank you to Michael Maat for his contribution to the school 	
	Close: 1910	



AVIATION HIGH P&C

Widdop Street CLAYFIELD QLD 4011

Application for P&C Membership for 2014

Please complete and return to the P&C Secretary

Name: _____

Address: _____

Phone No: _____

Email Address: _____

Membership: New Renewal (please circle one)

I am a parent/ caregiver / community member (over 18 years of age) at the school (please circle one)

I agree to be bound by the constitution of the P&C and by all valid resolutions passed by the Association. I agree to work within the boundaries of the *Education (General Provisions) Act 2006*. I agree to be bound by Education Queensland's Code of Conduct which includes the following:

- personal privacy - information obtained as a P&C representative MUST be considered confidential and treated accordingly
- courtesy, respect, dignity and fairness will be observed at all times
- discrimination against any person will not be tolerated (refer *Anti-Discrimination Act 1991*)

Signature _____

Date: _____

P&C Secretary Use:

Date received: ___ / ___ / 2014

Date accepted: ___ / ___ / 2014

Secretary's signature: _____

Entered in P&C Register