

**ELLEN STIRLING PRIMARY SCHOOL P & C ASSOCIATION INC.
P&C Membership Form**

Please return to your P&C Secretary

I, (your name)

Of..... (your address)

Phone Mobile.....

Email (optional)

I wish to become a financial member of.....P&C Assoc Inc.

by paying the annual membership fee of...**\$ 1-00**.....

Please send the meeting minutes and notice of meetings via (please tick preferred option).

Email With my child..... Child's name) (Room)

I understand that my annual membership is current until the next AGM

I agree to abide by the P&C Constitution (Association rules) and P&C Code of Conduct

Signed.....(Member)

Secretary's use only:

Fee paid:..... Signed.....(Secretary)

Date:



(Give this part to member)

2019 P&C Membership Receipt

Received from..... (members name)

Amount paid (membership fee)

Being Annual Membership fee of P&C Assoc Inc

Signed (P&C Secretary)

Date

<p style="text-align: center;">ELLEN STIRLING PRIMARY SCHOOL P & C ASSOCIATION INC. Annual General Meeting Agenda</p>

All agenda items are to be notified to the Secretary or President two weeks before the meeting and, if required, accompanied by a written report, and a written proposed motion.

Our Parents and Citizens Association aims to improve academic, social and emotional outcomes of students regardless of a student's ability, race, gender, religion or socio economic status.

All members should remember to:

- Be punctual
- Be prepared
- Listen without interrupting
- Speak briefly
- Criticise the idea not the person

Date: 7pm, Monday 18th February, 2019

Present: An attendance sheet will be passed around for all to record their names on.

Meeting Opened:

Prior to meeting commencement, all present must have:

1. Membership form
2. Agenda and reference documents
3. Pen

Welcome and opening remarks – Karly Farrand

Apologies:

1. CALL FOR MEMBERSHIP

Annual membership is \$1.00. Only financial members of the P & C can be on sub-committees and have the right to vote and put forward motions.

Please complete your membership form and hand your \$1.00 and form to the Secretary prior to further progression of the meeting.

2. MINUTES FROM PREVIOUS MEETING

MOTION: That the minutes of the previous meeting of the Ellen Stirling Primary School P & C Association held on Monday, 26th November 2018, to be taken as read and confirmed as a true and accurate record.

Approval of minutes

1st:

2nd:

3. **BUSINESS ARISING FROM PREVIOUS MEETING**

4. **CORRESPONDENCE**

5. **PRIORITY BUSINESS**

6. **PRESIDENT'S REPORT** – Karly Farrand

7. **TREASURER'S REPORT** – Jessica Barallon

Presentation and adoption of audited financial statements for the current year.

MOTION: That the audited financial statements for 2018 are adopted.

1st:

2nd:

8. **CANTEEN COMMITTEE'S REPORT** – Jodie Richards

No report at this stage

9. **FUNDRAISING COMMITTEE'S REPORT** – Karly Farrand

No report at this stage

10. **SCHOOL BOARD'S REPORT** – Dean Goldspink

11. **PRINCIPAL'S REPORT** – Dean Goldspink

12. **ELECTIONS**

Dr Goldspink now chairing the meeting.

I declare all Office Bearers and Executive Committee positions vacant and call for nominations.

* Office Bearer Nomination Forms are to be available *

a) Call for nomination for position of President

Nominations received (on Office Bearer Nomination Form)

If one person is nominated, **SECOND:**

Vote, all those in favour of the nominated person becoming President:

Passed/Not Passed

If more than one person is nominated, second for each person:

-

-

-

All nominated persons are to leave the room to allow for a secret vote
Vote, all those in favour of _____ becoming President: Count for:
Vote, all those in favour of _____ becoming President: Count for:
Vote, all those in favour of _____ becoming President: Count for:

The person with the most votes is the successful nominee.

President:

- b) Call for nominations for position of VICE PRESIDENT
Nominations received (on Office Bearer Nomination Form):
If one person is nominated, **SECOND:**
Vote, all those in favour of the nominated person becoming the Vice President:
Passed/Not Passed
- c) Call for nominations for position of HONORARY SECRETARY
Nominations received (on Office Bearer Nomination Form):
If one person is nominated: **SECOND:**
Vote, all those in favour of the nominated person becoming Honorary Secretary:
Passed/Not Passed
- d) Call for nominations for position of HONORARY TREASURER
Nominations received (on Office Bearer Nomination Form):
If one person is nominated: **SECOND:**
Vote, all those in favour of the nominated person becoming Honorary Treasurer:
Passed/Not Passed
- e) Call for nominations for position of EXECUTIVE COMMITTEE MEMBERS
(minimum 3 required)
Nominations received (on Office Bearer Nomination Form)
If one person is nominated: **SECOND:**
Vote, all those in favour of the nominated person becoming the Executive Committee Member:
Passed/Not Passed
- Executive Committee Member:
Executive Committee Member:
Executive Committee Member:
Optional – Executive Committee Member:
Optional – Executive Committee Member:

Dr Dean Goldspink will now hand the Chair back to Karly Farrand for the remainder of the meeting.

13. SIGNATORIES TO THE BANK ACCOUNT

The minutes will show that the signatories to the P & C bank account are:

President:

Vice President:

Honorary Treasurer:

Honorary Secretary:

14. FUNDRAISING COMMITTEE

Motion: That a committee be formed to be known as the Ellen Stirling Primary School Parents & Citizen's Association Fundraising Committee.

SECOND:

a) Call for FUNDRAISING COMMITTEE MEMBERS

Fundraising Committee Member

Fundraising Committee Member

Fundraising Committee Member

Fundraising Committee Member

b) Call for nominations for the position of FUNDRAISING COMMITTEE CHAIR

Nominations received:

(Process as for President)

Vote, all those in favour of the nominated person becoming the

Fundraising Committee Chair:

Passed/Not passed

Fundraising Committee Chair

15. CANTEEN COMMITTEE CHAIR

Motion: That a committee be formed to be known as the Ellen Stirling Primary School Parents & Citizen's Association Canteen Committee.

SECOND:

a) Call for CANTEEN COMMITTEE MEMBERS (Max 10 Members)

Canteen Committee Member:

Canteen Committee Member:

Canteen Committee Member:

Canteen Committee Member:

Canteen Committee Member:

Canteen Committee Member:

Canteen Committee Member:

Canteen Committee Member:

b) Call for CANTEEN COMMITTEE CHAIR

Nominations received:

(Process as for President)

Vote, all those in favour of the nominated person becoming the Canteen

Committee Chair:

Passed/Not passed

Canteen Committee Chair:

16. SCHOOL BOARD MEMBER

Call for nomination for position of SCHOOL BOARD MEMBER

Nominations received:

(Process as for President)

Vote, all those in favour of the nominated person becoming the P & C Association School Board Member:

Passed/Not passed

School Board Member:

17. APPOINTMENTS

a) Call for the appointment of Honorary Auditor

Vote, all those in favour of the nominated person becoming the P & C Association Honorary Auditor: Janet Coates

Passed/Not passed

Honorary Auditor:

18. ELLEN STIRLING PRIMARY SCHOOL P & C ASSOCIATION CONSTITUTION

Carry over to next meeting

19. ELLEN STIRLING PRIMARY SCHOOL P & C ASSOCIATION TERMS OR REFERENCE

Carry over to next meeting

20. ELLEN STIRLING PRIMARY SACHOOL P & C ASSOCIATION CANTEEN POLICY

Carry over to next meeting

Next General Meeting: Monday 4th March 2019

Ellen Stirling Primary School Staffroom

The following dates are a proposed schedule for the years P & C meetings:

Term 1:

Week

Week

Term 2:

Week

Week

Term 3:

Week

Week

Term 4:

Week

Week