



## P&C AGM Agenda Tuesday 18th February 2020, 7pm, Castle Cove Public School Shell

Agenda Item	Time Allocated	Vote Required?
<b>Welcome and Formal Opening</b>	2 min	No
<b>Present and apologies</b>	2 min	No
<b>Membership forms and fees</b>	2 min	No
<p><b>Annual General Meeting:</b></p> <p><b>Approval of 2019 AGM Minutes</b></p> <p><b>President's Annual Report</b></p> <ul style="list-style-type: none"> <li>● Review of 2019</li> <li>● Noting of CCPS P&amp;C Constitution, By-laws</li> </ul> <p><b>Treasurers Annual Report</b></p> <ul style="list-style-type: none"> <li>● Presentation and approval of the audited statement of income and expenditure and Annual Report</li> <li>● Determination of auditor for following year</li> </ul> <p><b>Elections of Office Bearers &amp; sub-committee coordinators - hosted by Jeanette Cope</b></p> <p>Declaration that all positions are vacant</p> <ul style="list-style-type: none"> <li>● President</li> <li>● Vice President x2</li> <li>● Secretary</li> <li>● Treasurer</li> </ul> <p><b>Representative positions</b></p> <ul style="list-style-type: none"> <li>● WWCC Coordinator</li> <li>● WWCC Officer</li> <li>● Fundraising &amp; Social Sub-Committee Coordinator</li> <li>● Band Sub-Committee Coordinator</li> <li>● Band Treasurer</li> <li>● Sports Sub-Committee Coordinator</li> <li>● Wellbeing Sub-committee Coordinator</li> <li>● Grants Coordinator</li> <li>● 2nd Hand Uniform Coordinator</li> <li>● Website/Publicity Coordinator</li> <li>● Survey Coordinator</li> <li>● Yearbook Coordinator</li> <li>● Outdoor Learning Coordinator</li> </ul> <p>AGM closed</p>	20 mins	yes

<b>General Meeting: Minutes of the previous meeting</b>	2 min	Yes
<b>Matters for Action - arising from the previous minutes</b>  October 2019 Meeting: <ul style="list-style-type: none"> <li>● Outdoor learning Working Group - LK <ul style="list-style-type: none"> <li>○ LK to engage with teachers to get their feedback on outdoor learning space.</li> </ul> </li> <li>● Website upgrade- LK <ul style="list-style-type: none"> <li>○ Investigate new website; wix.com for P&amp;C</li> <li>○ Investigate costs to get pages re-done</li> </ul> </li> <li>● Class list updates - LK &amp; CB <ul style="list-style-type: none"> <li>○ Investigate the use of google forms for class lists</li> <li>○ Year/class coordinators to be found - BC</li> </ul> </li> <li>● School mural - SD &amp; JC <ul style="list-style-type: none"> <li>○ investigate where the mural could go - a gift from year 6</li> </ul> </li> </ul>	10 min	No
Matters for noting <ul style="list-style-type: none"> <li>● Principal's Report</li> </ul>	10 mins	No
Matters for Discussion <ol style="list-style-type: none"> <li>1. Vacant positions</li> <li>2. Special Project - Outdoor learning space</li> <li>3. P&amp;C website - upgrade for discussion</li> <li>4. 2020 class list update</li> <li>5. Any other business</li> </ol>	15 mins	No
Matters for noting - P&C Reports provided at meeting <ul style="list-style-type: none"> <li>● <u>TREASURER</u></li> <li>● <u>SOCIAL &amp; FUNDRAISING</u></li> <li>● <u>BAND Coordinator &amp; Treasurer</u></li> <li>● <u>SPORTS Committee</u></li> <li>● <u>WELLBEING Committee</u></li> <li>● <u>GRANTS &amp; SPONSORSHIP</u></li> </ul>	20 min	
Matters for noting - Correspondence	2 min	
Other business	5 min	

We welcome and encourage all parents to attend the meetings, which are held on the second Tuesday of the first month during term time, at 7:00pm. P&C documents, including minutes of meetings are on the CCPS P&C website at [www.ccpsspandc.org](http://www.ccpsspandc.org)