



## North Kellyville Public School P&C Association P&C General Meeting | Agenda

Details	
<b>Name</b>	NKPS P&C Association   General Meeting (Meeting No. 2)
<b>Location</b>	North Kellyville Public School, School Library
<b>Date   Time</b>	Wednesday 20 March 2019   7:30pm to 9:00pm
<b>Chairperson</b>	Alison N   President, NKPS P&C Association

### Agenda Items

No.	Description	Timing	Responsible
1	Acknowledgement of Country	7:30pm	Alison N
2	Welcome and Apologies	7.30pm	Alison N
3	Minutes of the Previous Meeting	7:30pm to 7.40pm	Alison N
4	Business Arising from the Previous Meeting Minutes	7:30pm to 7:40pm	Alison N
5	Correspondence and Announcements	7:30pm to 7:40pm	Alison N
6	President's Report	7:40pm to 7:50pm	Alison N
7	Principal's Report	7:50pm to 8:00pm	Tom Moth
8	Treasurer's Report	8:00pm to 8:10pm	Marichelle U
9	General Business	8:10pm to 9:00pm	All
9.1	Return and Earn – can / bottle deposit bin		Tom Moth
9.2	Speakers Series – inviting guests to speak at meetings		Tom Moth
9.3	Inviting suppliers to promote their products and services		Tom Moth
9.4	Band Program		Tom Moth
9.5	Sub Committees – formation, membership, purposes, sponsorships, etc.		Alison N, Lee M, Katie H
9.6	Community Grant application		Alison N, Lee M
9.7	Update on School Uniforms		Lee M
9.8	Other business		All
10	Meeting Close and Next Meeting (Wednesday 15 May 2019)	9:00pm	Alison N



## North Kellyville Public School P&C Association Minutes from P&C General Meeting

Details	
<b>Name</b>	NKPS P&C Association General Meeting (Meeting No. 1)
<b>Location</b>	North Kellyville Public School, School Hall
<b>Date   Time</b>	Wednesday 13 February 2019   7:30pm to 9:30pm
<b>Chairperson</b>	Tom Moth   Principal, NKPS P&C Association
<b>Attendees</b>	Artemiss K, Gloria H, Luke P, Simon H, Alison N, Alicia M, Rebecca H, Marichelle U, Kelly T, Lisa R, Sunayana S, Mark S, Katie H, Sinem O, Kristy W, Elizabeth R, Amanda J, Poornima N, Sharon W, Lee M, Carolyn H, Shelley B, Tracy R, Sandra C, Terri G, Jaye B, Sue R, Tina C, Ben R
<b>NKPS Staff Attendees</b>	Tom Moth, Kasey-Lea McGill, Stephen Bondfield, Samantha Newth, Lisa Ingleton, Sonia Kadian
<b>Apologies</b>	Courtney A, Nathan M

### Minutes

Agenda Items	Minutes / Action / Summary	Responsible
<b>1. Welcome, Acknowledgement of Country</b>	Mr Moth welcomed the attendees to the inaugural meeting of the Foundation North Kellyville Public School P&C Association. Mr Moth read the acknowledgement of country.	Noted
<b>2. Introduction by Principal</b>	Mr Moth introduced himself and outlined his role within the P&C. Mr Moth explained that as the Principal of NKPS, he is an invited guest of the P&C but has no voting powers. Mr Moth noted that part of his role was to provide guidance to the P&C on the fundraising efforts, and how the monies could be spent for the school and students. Mr Moth then invited the attendees to introduce themselves.  Mr Moth noted that as this was the inaugural meeting of a Foundation P&C, he was acting as the Chairperson until such time as the Office Bearers were elected.	Noted
<b>3. Review and Endorsement of</b>	Mr Moth provided a general overview of the following documents:  3.1 Constitution	Noted



Agenda Items	Minutes / Action / Summary	Responsible
<p><b>Procedures and Policies</b></p>	<p>3.2 By-laws 3.3 Sub-committee rules 3.4 Grievance procedures</p> <p>Mr Moth provided a detailed review of the By-laws, noting in particular the financial year end (31 December of each year), the date of the Annual General Meeting (to be held in March of each year), general meetings to be held twice per term in Weeks 3 and 8 of each term.</p> <p>Mr Moth invited the attendees to ask questions on the overview provided.</p> <p><b>MOTION:</b> Mr Moth moved that the Constitution, By-laws, Sub-committee rules, and Grievance Process be endorsed by the attendees. Motion was seconded by Terri G. No objections were recorded.</p> <p>Motion to endorse the Constitution, By-laws, Sub-committee rules, and Grievance Process was <b>ACCEPTED</b>.</p>	
<p><b>4. Setting of Membership Fee</b></p>	<p>Mr Moth provided an overview of the P&amp;C membership, noting that members of the P&amp;C must become financial members to have voting rights. To be eligible to vote at a P&amp;C Meeting, attendees would need to pay the membership fee at their first meeting attended to be eligible to vote at their second meeting. Mr Moth further noted that there was an exception to this rule, which would apply to all attendees at this meeting – for this meeting only, all attendees who pay their membership fees will be eligible to vote immediately.</p> <p>Mr Moth noted that the membership fee is usually a nominal amount, and in his experience, the fees ranged from 50c to \$2. Mr Moth invited attendees to set the membership fee.</p> <p><b>MOTION:</b> Mr Moth moved that the membership fee be set at \$2. Motion seconded by Kristy W. No objections were recorded.</p> <p>Motion to set the NKPS P&amp;C Membership Fee at \$2 was <b>ACCEPTED</b>.</p>	<p>Noted</p>
<p><b>5. Payment of Membership Fees and Updating the Membership Register</b></p>	<p>Mr Moth invited the attendees to pay their membership fees of \$2, and complete the membership register.</p> <p>Mr Moth declared all attendees to be foundation members of the NKPS P&amp;C Association.</p>	<p>Noted</p>
<p><b>6. Election of Office Bearers</b></p>	<p>Mr Moth provided an overview of the roles of the Office Bearers, noting the nominations he had received to date, and invited nominations from the floor for each of the roles. Mr</p>	<p>Noted</p>



Agenda Items	Minutes / Action / Summary	Responsible
	<p>Moith noted there were several nominates for each of the roles, and invited the nominees to make a short presentation on why they wish to be elected to the roles. Mr Moith noted votes would be cast by a secret ballot, and counted by an NKPS staff member in attendance. Mr Moith declared all positions vacant.</p>	
	<p>6.1 President</p> <p>The following nominees were invited to make a short presentation:</p> <ul style="list-style-type: none"> <li>• Luke P</li> <li>• Mark S</li> <li>• Alison N</li> <li>• Courtney A (in absentia)</li> </ul> <p>Votes were cast and counted by Ms McGill.</p> <p>Mr Moith declared the Foundation President to be Alison N, as elected by the members of the NKPS P&amp;C Association.</p>	Noted
	<p>6.2 Vice President (2)</p> <p>The following nominees were invited to make a short presentation:</p> <ul style="list-style-type: none"> <li>• Luke P</li> <li>• Gloria H</li> <li>• Simon H</li> <li>• Courtney A (in absentia)</li> </ul> <p>Votes were cast and counted by Ms McGill.</p> <p>Mr Moith declared the Foundation Vice Presidents to be Luke P and Simon H, as elected by the members of the NKPS P&amp;C Association.</p>	Noted
	<p>6.3 Secretary</p> <p>The following nominees were invited to make a short presentation:</p> <ul style="list-style-type: none"> <li>• Gloria H</li> <li>• Kristy W</li> <li>• Courtney A (in absentia)</li> </ul> <p>Votes were cast and counted by Ms McGill.</p> <p>Mr Moith declared the Foundation Secretary to be Gloria H, as elected by the members of the NKPS P&amp;C Association.</p>	Noted



Agenda Items	Minutes / Action / Summary	Responsible
	<p>6.4 Treasurer</p> <p>The following nominees were invited to make a short presentation:</p> <ul style="list-style-type: none"> <li>• Marichelle U</li> <li>• Mark S</li> <li>• Carolyn H</li> <li>• Courtney A (in absentia)</li> </ul> <p>Votes were cast and counted by Ms McGill.</p> <p>Mr Moth declared the Foundation Treasurer to be Marichelle U, as elected by the members of the NKPS P&amp;C Association.</p>	Noted
	<p>6.5 General Members of the Executive (6)</p> <p>Nominees were invited to make a short presentation.</p> <p>Votes were cast and counted by Ms McGill.</p> <p>Mr Moth declared the Foundation General Members of the Executive to be Terri G, Artemiss K, Tracy R, Sunayana P, Sinem O, and Kristy W, as elected by the members of the NKPS P&amp;C Association.</p>	Noted
<p><b>7. Formation of Sub-committees</b></p>	<p>Mr Moth provided an overview of the purpose of sub-committees, and invited the members to consider the formations of sub-committees.</p> <p>It was <b>AGREED</b> that this item be held over to the next meeting for further discussion.</p>	Noted
<p><b>8. Principal's Report</b></p>	<p>Mr Moth provided his report, outlining:</p> <ul style="list-style-type: none"> <li>8.1 The first few weeks</li> <li>8.2 Class formation and composition</li> <li>8.3 Fund-raising priorities</li> <li>8.4 Parent financial contributions</li> <li>8.5 Defect management</li> <li>8.6 Site update</li> </ul>	Noted
<p><b>9. Items of General Business</b></p>	<p>9.1 Pick up lines (AS)</p> <p>This was deferred to the school as an operational matter and discussion was not held due to time.</p>	Noted
	<p>9.2 Notes to and from school (AS)</p> <p>This was deferred to the school as an operational matter and discussion was not held due to time.</p>	Noted



Agenda Items	Minutes / Action / Summary	Responsible
<b>10. Close and Next Meeting</b>	Mr Moth thanked all the members for attending the inaugural meeting of the Foundation NKPS P&C Association.  Next meeting will be held on Wednesday 20 March 2019 at NKPS Library, commencing 7.30pm.  Meeting was closed at 9.30pm.	Noted