



*Lane Cove West Public School*

*Parents & Citizens Association*

## **P&C Annual General Meeting**

To be held Monday 05 December 2011  
at 8.00pm in the library

### **AGENDA**

- 1. Opening & Apologies**
- 2. Receipt and Adoption of the Minutes of the Previous Annual General Meeting held on 06 December 2010**
- 3. Matters arising from the Minutes**
- 4. Presentation of Annual Reports**
  - 4.1 Treasurer
    - 4.1.1 Presentation of 2010 Audited accounts
    - 4.1.2 Presentation and acceptance of 2012 budget
    - 4.1.3 P&C 2012 Membership fee
    - 4.1.4 School Voluntary Contribution fee
  - 4.2 Band
  - 4.3 Canteen
  - 4.5 Uniform shop
- 5. Membership for 2012**
- 6. Motions of which Notice has been given**
  - 6.1 That the School Contribution Payment of \$125,000 be accepted and released to the school as detailed in the 2012 budget.
  - 6.2 To approve the expenditure of \$30,000 to concrete the dusty area between the cricket nets and the library to provide extra play areas
  - 6.3 To approve the expenditure of \$21,000 for purchase and installation of 2 new Interactive Whiteboards for the new demountables for 2012 and 4 sets of blinds for the demountables acquired for 2011 & 2012
  - 6.4 To approve the expenditure of \$10,000 from Band to replace older instruments
  - 6.5 To approve the expenditure of \$6,000 from Band to purchase New Band Uniforms

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### **AGENDA cont...**

#### **7. Election of Office Bearers for 2012**

- 7.1 Executive Committee Members
  - 7.1.1 President
  - 7.1.2 Vice President – Fundraising Overview Role
  - 7.1.3 Vice President – Uniform Liaison
  - 7.1.4 Secretary
  - 7.1.5 Treasurer
  - 7.1.6 Assistant Treasurer
  - 7.1.7 Band Coordinator / Assistant Secretary
  - 7.1.8 Canteen Coordinator
  - 7.1.9 Communications/Website Coordinator
  - 7.1.10 Major Event Organiser (Social Night)
  - 7.1.11 Major Event Organiser (Halloween)
  
- 7.2 Non-Executive Positions to be filled
  - 7.2.1 Maintenance Coordinator
  - 7.2.2 Chess Club Coordinator
  - 7.2.3 Banking Coordinator
  - 7.2.4 Scholastic Book Club Coordinator
  - 7.2.5 Lapathon Coordinator
  - 7.2.6 Father's Day Breakfast Coordinator
  
- 7.3 Additional Bank Account signatories for the following sub-entities
  - 7.3.1 Band
  - 7.3.2 Canteen
  - 7.3.2 Clothing Shop