



*Lane Cove West Public School
Parents & Citizens Association*

P&C Annual General Meeting

To be held Thursday 28 November 2018
at 7:30pm in the library

AGENDA

1. Opening & Apologies
2. Receipt and Adoption of the Minutes of the Previous Annual General Meeting held on 29 November 2018
3. Matters arising from the Minutes
4. Presentation of Annual Reports
 - 4.1 President
 - 4.2 Treasurer
 - 4.2.1 Presentation of 2018 Audited accounts
 - 4.3 Band
 - 4.4 Canteen
 - 4.5 Uniform shop
 - 4.6 Fundraising
5. Motions of which notice has been given

Motion

That the P&C membership approve the operational spending for 2020 for the P&C, Uniform Shop and Band. For the P&C, this includes spending on insurance, P&C Federation membership, website and technology fees. For the Uniform Shop, this includes payments to the Uniform Shop Coordinator, and the purchase of stock for the uniform shop. For the Band, this includes insurance, ongoing conductor fees, competition fees, instrument maintenance, and band uniform purchases. This approval does not cover contributions to the school from fundraising monies, or other discretionary spending.

Explanation

Technically, all spending by the P&C must be approved by either the Executive (for amounts below \$1,000) or the P&C Membership (for amounts over \$1,000). To ensure all spending is appropriately approved, we propose that operational spending (i.e. that incurred regularly in the ordinary course of business for P&C activities) be approved annually as part of the Annual General Meeting as a standing item. All discretionary spending (e.g. on contributions to the school, or one-off spending such as band instruments) would need to get approval as normal through the P&C Membership or Executive.

6. Election of Office Bearers for 2020

6.1 Executive Committee Positions to be filled:

- 6.1.1 President
- 6.1.2 Vice President and Canteen Coordinator
- 6.1.3 Vice President
- 6.1.4 Secretary
- 6.1.5 Treasurer
- 6.1.6 Assistant Treasurer
- 6.1.7 Band Coordinator
- 6.1.8 Communications Coordinator
- 6.1.9 Volunteer Coordinator
- 6.1.10 Uniform Shop Liaison

6.2 Non-Executive Positions to be filled:

- 6.2.1 K-2 Representatives
- 6.2.2 Maintenance Coordinator
- 6.2.3 School Banking Coordinator
- 6.2.4 Book Club Coordinator
- 6.2.5 Chess Club Coordinator

Meeting Close:.....

Attachments

- 1. Minutes of AGM 2018
- 2. Audited Accounts 2018
- 3. Position Descriptions