



East Narrogin Primary School - P&C Association

Annual General Meeting

Minutes

Opened: 7.05pm

Venue: ENPS Staffroom

Date: 8th March 2021

Attendance: **Present:** Tracey Angwin, Louise, Armstrong, Sandy Birrell, Ros Boothey, Lynne Dorset, Marie Edgley, Belinda Furphy, Kate Furphy, Sarah Hennessey, Tegan Jamieson, Emma Peddey and Alyce Smith
Apologies: Michelle Birrell

1. MINUTES OF PREVIOUS MEETING:

Minutes of meeting held Monday 9th March 2020 accepted as a true and correct record.

Accepted: Lynne **Seconded:** Ros

2. BUSINESS ARISING FROM PREVIOUS MINUTES: Nil

3. CORRESPONDENCE

3.1 **Incoming:** Nil

3.2 **Outgoing:** Nil

4. ELECTION OF OFFICE BEARERS

Role	Nomination	Nominated by	Seconded by	Accepted
President	Belinda Furphy	Louise Armstrong	Marie Edgley	Yes
Vice President	Marie Edgley	Belinda Furphy	Ros Boothey	Yes
Secretary	Sarah Hennessey	Lynne Dorset	Marie Edgley	Yes
Treasurer	Lynne Dorset	Belinda Furphy	Marie Edgley	Yes
Executive committee members (not less than 3)	All committee members to be listed as executive members; Tracey Angwin, Louise, Armstrong, Michelle Birrell, Sandy Birrell, Ros Boothey, Tegan Jamieson, Emma Peddey and Alyce Smith			
Canteen committee	Not required			
Fundraising/Grants committee	Not required			
School board Rep	Louise Armstrong			

5. APPOINTMENTS

Honorary auditor	Vacant at present – enquiries being made
Account signatories	Account signatories to be President (Belinda Furphy), Vice President (Marie Edgley) and Treasurer (Lynne Dorset)
Motion to update	Motion: Kate Furphy to be removed as a signatory on all three of the ENPS P&C bank accounts and also removed from having authorisation access on internet banking for the P&C. Belinda Furphy to be added as signatory on all three of our bank accounts and be added for authorisation access on internet banking for the P&C Moved: Lynne Dorset Seconded: Marie Edgley Result of vote: Carried
Uniform coordinator	Belinda Furphy happy to continue in this role
Catering coordinator	Combined responsibility of Alyce Smith, Sandy Birrell and Tracey Angwin

Financial report was tabled by Lynne and signed off by Cath Froome – copies distributed at meeting

6. GENERAL BUSINESS

6.1 **P&C Accounts** – ATO form to complete Belinda is recorded as Director and Marie as Public Officer

6.2 **Role statements** - all have been updated for approval and will be circulated with minutes

6.3 **Project applications** – procedure in place to nominate and approve projects

Meeting Closed: 7.55pm