



Northmead CAPA High P & C

AGM Meeting Minutes

Wednesday, 22nd May 2024

Meeting opened at 7.42pm

Chair: Chris Kirk

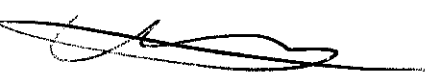
Minutes: Katherine Kirk

AGENDA	
1. Attendance	Katherine Kirk Chris Kirk Mary Byrne Simon Hall Vaishali Brahmhatt JR Binder Jaythene Hiscock Irina Voinea Megan Ridge Kim Shiels Jo Kaye Jean Parker Leah McNeil Jason Merefield Keyleigh Strike Eloise Doyle Emilia Djonov Samantha Frain Kath Blythe Jeremy Windeyer Miranda Payne David Wright-Smith Khushi Chikani
2. Welcome and Acknowledgment of Country	Chris Kirk opened the meeting and thanked everyone for attending. Chris presented the P&C Acknowledgment of Country.
3. Call for New Members	Chris put a call out for new members.
4. Confirmation of the minutes of the previous AGM	Forwarded by Kim Shiels Seconded by Mary Byrnes

5. Business arising from the minutes of the previous AGM	Chris confirmed no business arising from the previous AGM.
6. Receipt and adoption of the audited financial report	<p>Mary provided a Treasurer's report and confirmed that the 2023 financials had been reviewed and signed off by an external and independent person.</p> <p>Current balance of \$6448.81.</p> <p>Audit/financial report approval was forwarded by Mary Byrnes and seconded by Chris Kirk.</p>
7. Receipt and adoption of the President's annual report	<p>Chris delivered the President's report (attached). It was moved by Chris Kirk and seconded by Chris Kirk. A gift from the P & C was presented to Narelle Vazquez for her 20 years of service as the Principal of Northmead CAPA High School. Kim Shiels was presented with a Life Membership from Northmead CAPA High School P & C. This had been voted on and approved by the financial members of Northmead CAPA High School P & C.</p> <p>Chris then stepped down as President and handed over to Narelle Vazquez as the Returning Officer for elections.</p>
8. Elections	<p>Narelle extended her gratitude to the P&C for all their support over the past year, especially to the office bearers and their work in growing the P & C.</p> <p>Narelle declared nominations open for President. Chris said he was happy to stand again if no one else wanted to take on the role. Mary Byrne nominated Chris. Seconded by Katherine Kirk. Chris Kirk accepted the nomination. Chris Kirk was elected as President..</p> <p>Narelle opened up nominations for Vice President x 2. Katherine nominated herself as Vice President. Mary Byrne nominate Keyleigh Strike as the other Vice President. Chris Kirk seconded both nominations. Katherine Kirk and Keyleigh Strike accepted the nominations and were elected as the two Vice Presidents.</p> <p>Narelle declared nominations open for Secretary. Katherine Kirk nominated Jo Kaye. Chris Kirk seconded this nomination. Jo Kaye accepted the nomination. Jo Kaye was elected as Secretary.</p> <p>Narelle asked for nominations for Treasurer. Kim Shiels nominated Mary Byrne as Treasurer. Chris Kirk seconded this</p>

	<p>nomination. Mary Byrne accepted the nomination. Mary Byrne was elected as the Treasurer.</p> <p>Narelle called for nominations for Executive Members (non-office bearing) – up to six positions.</p> <p>Jeremy Windeyer nominated himself. Katherine Kirk seconded this. Kim Shiels nominated herself. Chris Kirk seconded this. Jaythene Hiscock nominated herself. Katherine Kirk seconded this. Jean Parker nominated herself. Chris Kirk seconded this. Khushi Chikani nominated herself. Chris Kirk seconded this. Jeremy Windeyer, Kim Shiels, Jaythene Hiscock, Jean Parker and Khushi Chikani were all elected as non office-bearing executive members.</p> <p>Chris Kirk confirmed Elections are done and thanks to everyone and great to see some new faces plus all the positions being filled on the Executive.</p>
9. Approval of Signatories (Removal and Addition)	<p>Chris Kirk confirmed Yasmin Duckworth and Claire Keipert will be removed as signatories. (ANZ Bank Account: BSB: 012 478 Acc: 2433 05351)</p> <p>Jo Kaye and Keyleigh Strike will be added to Northmead CAPA High School P & C's ANZ banking as signatories. (ANZ Bank Account: BSB: 012 478 Acc: 2433 05351)</p> <p>Officebearers to review banking to look at other payment options instead of cheques.</p>
10. Appointment of the P&C Associations auditor	<p>As we are a small P & C, Northmead only require a financial review. Mary Byrne was happy to use the same person that was used for this year's review.</p>
11. Adoption or review of by laws, rules, policies, and procedures	<p>Nil to change.</p> <p>Updated bylaws had been approved during 2023 so Northmead CAPA High P & C does have updated bylaws based on P & C Federation guidelines.</p>
12. Setting the annual subscription fee	<p>Chris Kirk moved that we keep the membership fee at \$2. Seconded by Mary Byrne. Approved by the meeting.</p>
13. Close	<p>Chris Kirk closed the meeting at 8.00pm.</p>

Signed as a true and accurate record:



Chris Kirk

President

6th June 2024

APPENDIX A:

President's Report:

President's Report for Northmead CAPA High School P&C Association AGM 2023/24

Dear Members,

It is with great pleasure that I present to you the annual report for the Northmead Creative and Performing Arts P & C for the year 2023. This past year has been filled with numerous events, achievements, and milestones, all made possible through the dedication and support of our members and the wider school community.

Events:

In 2023, our P & C organised the Comedy for a Cause night which stands out as a highlight, not only for its entertainment value but also for its significant contribution to our fundraising efforts. This event also provided our current Year 12 students with a fundraising opportunity for their Year 12 formal, so this was a twofold success.

We also helped to fund a SASS Staff lunch for the School Admin and Support Staff which was very much appreciated.

We also organised a free morning tea with COS School supplies for all our teachers where they also received free gifts, as our way of thanking the staff for all that they do for our students. The staff greatly appreciated this event.

I would like to extend my heartfelt gratitude to all those who supported and participated in our P & C events, including our outgoing Vice President and former President, Claire Keipert. Claire's unwavering commitment and hard work, over the last few years, have been instrumental in the success of our endeavors, and her support will be sorely missed as she moves on from her role within the P & C although we do hope to see her at meetings when she can.

School Wish List:

Through generous parent contributions, we were able to provide funding for the following School Wish List items, which I will just read totals out for but have included an itemised list for the minutes:

- Science:

- Dynamics Cart: \$1,439.70
- Water bath with thermostat control: \$1,349.70
- Hot plate Simmerstat: \$2,999.70

- Drop Counter Sensor: \$385
- Slotted weights with carrier (8 sets): \$319.60
- Slotted weights: \$389.55
- Tick Timers: \$799.60
- **Total: \$8,162.75**

- **PBL Year 7:**
 - DJ Controller booth (15): \$279 each
 - DjPad: \$649
 - **Total: \$9,928**

- **Visual Arts & Photography:**
 - Canon EOS90D +18-135USM Lens: **\$2,199**

- **PE:**
 - 1 outdoor tennis table: \$2,500
 - 10 left-handed softball/baseball mits: \$725
 - 5 right-handed softball/baseball mits: \$362
 - Jumping measure mat: \$319
 - Swift yard stick for measuring leg power in a vertical jump: \$1,850
 - **Total: \$5756**

- **BBQ: \$1,099**

- **LOTE (Languages Other than English) Incursions: \$4,500**

- **Maths Years 7 and 9:**
 - Incursions: **\$4,500**

- **English:**
 - **Five Green screens** (wishlist): \$229 each
 - **Total: \$1,145**

We have also worked with the School in securing grants for projects around the School

Office Bearers:

Along with Claire, our P & C was fortunate to have a dedicated team of office bearers who worked together to fulfill our objectives and mission.

Vice Presidents: Claire Keipert and Yasmin Duckworth

Treasurer: Mary Byrne

Secretary: Katherine Kirk

I would like to express my appreciation to each member of the executive committee for their hard work and dedication throughout the year. I would like to thank Katherine for her behind the scenes work with communications and updates to our website page, logo and P & C documentation. I know that Katherine is also stepping down as Secretary so I just want to acknowledge her efforts to raise our P & C profile. We also brought in new bylaws that were recommended by the P & C Federation.

Acknowledgments:

I would like to extend special thanks to Narelle, Mark, Maria, and Tina for their continued support for our P & C. Your dedication and enthusiasm to the School have been invaluable to our organisation, and we are truly grateful for your involvement.

Furthermore, I would like to recognise and thank the school administration for their ongoing support, particularly in facilitating communication through emails and newsletters. Your collaboration has been crucial in ensuring the smooth operation of our activities and helping with increasing our member numbers.

Special Recognitions:

In recognition of exceptional contributions and dedication, I am thrilled to announce that we will be awarding life membership to a very deserving member of our P & C. It is with great pleasure that we honour Kim Shiels for her outstanding commitment and service to both the P & C and the broader school community since joining in 2016. Kim's tireless efforts have made a significant impact, and we are privileged to have her as part of our organisation. We have a certificate and badge here to present you with Kim.

Additionally, on behalf of the entire P & C, I would like to acknowledge and express our heartfelt gratitude to Narelle for her remarkable 20 years of service and leadership as Principal of Northmead CAPA High. Narelle's vision and dedication have played a pivotal role in shaping the school's success, and her impact will be felt for years to come. We have bought a gift on behalf of the P & C. Thank you Narelle.

Conclusion:

In closing, I would like to thank each and every one of you for your unwavering support and commitment to the Northmead Creative and Performing Arts P & C. It is through our collective efforts and collaboration that we have been able to achieve so much this past year, and I look forward to continuing our work together in the years ahead.

This concludes my President's Report. Thank you.

Warm regards,

Chris Kirk
President