



## Duffy Primary School P&C Association Inc. Annual General Meeting (AGM)

### Agenda

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**Date:** Tuesday 23 February 2016                      **Time:** 6.30 pm  
**Venue:** Duffy Primary School Staff Room

- 1. Welcome, meeting open and apologies**
  - General welcome & introduction to the association
  
- 2. President's Annual Report for 2015**
- 3. Treasurer's Annual Report for 2015**
- 4. Call for nominations and Election of Office Bearers and Ordinary Members of the Executive Committee**
  - *President*
  - *Vice President*
  - *Secretary*
  - *Assistant Secretary*
  - *Treasurer*
  - *Assistant Treasurer*
  - *P&C Delegate (to the ACT Council of P&C Associations)*
  - *Fundraising Committee Coordinator*
  - *Uniform Shop Coordinator*
  - *Preschool Representative*
  - *Grants Officer*
  - *Ordinary Members (up to 3 Ordinary Members of Executive Committee may be elected)*
  
- 5. Non-Executive roles - Year/Unit Representatives**
  
- 6. Meeting Close**

The first general meeting of the Association will be held immediately following the AGM see separate agenda.



## Duffy Primary School P&C Association Inc. General Meeting

### Agenda

**Date:** Tuesday 23 February 2016  
**Venue:** Duffy Primary School Staff Room

**Time:** 7.00 pm (directly following AGM)

#### 1. Welcome, meeting open and apologies

- Unfilled Executive positions
- Constitution

#### 2. Confirmation of previous general meeting minutes

#### 3. Actions arising from Previous Meetings

Action list from committee meeting 20 October 2015

Minute	Action	Who	By	Remarks
3 (previous action item 5.6)	Debbie to check with Mel Costello about St George school funding for re-financing. If so, Cath to spruik via email, website etc.	<b>Debbie Noble-Carr</b> <b>Cath Collins</b>	20 Oct 2015	Stuart advised he would look into this with his contact
5.1	Cath to advertise price rise coming and encourage purchasing before end of year.	<b>Cath Collins</b>	1 December	COMPLETED
5.2	Jennie to confirm date for Preschool end of year celebration with Executive Teacher Laurel	<b>Jennie Sheppard</b>	20 November	COMPLETED
5.2	Cindie to investigate Directorate Policy on Jumping Castle hire	<b>Cindie Deeker</b>	Mid-November	
7.1	Janine to speak to Ali about possibly sourcing logs from her work	<b>Janine Hunstone / Ali Mungoven</b>	End Term 4	
7.2	Cath to call for volunteers to assist with Staff Breakfast	<b>Cath Collins</b>	1 December 2015	COMPLETED

#### 4. Correspondence

Outgoing

Incoming

#### 5. Standing Agenda Items:

5.1 Treasurer's report - Fiona

- Mathletics
- Recent purchases
- Bain Marie & old BBQ (*Stuart*)

5.2 Preschool Subcommittee update

5.3 School Board update - Debbie

5.4 P&C Council update

5.5 Grants update

5.6 Fundraising / Events Subcommittee update

- Schedule of Events for 2016
- Bunnings BBQ
- Fun Run
- Entertainment Books

**6. Principal's Report**

**7. General Business**

7.1 Days / Dates for P&C Meetings in 2016 (Cath)

7.2 After School Care Tender Process - lessons learnt (*Cath*)

**8. Next meeting date and time**

7pm Tuesday, 22 March 2016 (week 8)