

Dobroyd Point Public School P&C

Minutes - AGM

AGM Date: 7pm, Wednesday 21st February 2024

Venue: Michael Maher Room, Haberfield Library.

Present: Sue Morrissey, Marni Patterson, Nick Ballard, Andrew Sweeten, Anna Virgona, Sarah Percival, Marcus Trimble, Lorraine Devjak, Will Devjak, Megan Greig, Sarah Thornborough, Matt Easton, April Dell'Arte, Josie Vallelonga, Alistair Hyde Page, Kurt Wilson.

Apologies: Diane McGarvey, Kim Singh, Ellen Diviney, Ali Schmidt, Meg Huckstepp Lowe, Jen Wilson, Natalie Mackenzie, Zoe Cookson, Roh Singh.

#	Topic	Approx. Mins	Notes	Responsibility or Lead
1	Opening and Apologies	7:12PM 2 mins	Apologies: Diane McGarvey, Kim Singh, Ellen Diviney, Ali Schmidt, Meg Huckstepp Lowe, Jen Wilson, Natalie Mackenzie, Zoe Cookson, Roh Singh.	Nick Ballard
2.	Acceptance of minutes from previous AGM.	1 min	Acceptance of minutes from the previous AGM, May 2023.	Moved: Anna Virgona Seconded: Sue Morrissey
3.	Voting and nominations	5 mins	All positions declared open and vacant. Call for nominations and seconding for positions. Voting on the election of Executive Positions, including: <ul style="list-style-type: none"> • President: Nick Ballard Nominated: Anna Virgona Seconded: Marcus Trimble • Vice President (Bay Run): Andrew Sweeten Nominated: Anna Virgona Seconded: Nick Ballard • Vice President (Fundraising): Anna Virgona Nominated: Nick Ballard Seconded: Megan Greig • Secretary: Lorraine Devjak Nominated: Nick Ballard Seconded: Anna Virgona • Treasurer: Person nominated did not accept nomination. Position to be filled. Nominated: Seconded: 	Sue Morrissey
4.	Meeting Closed	7:20PM	Meeting Closed	Nick Ballard.

Dobroyd Point Public School P&C

Decisions on Proposed changes to:

“Rules to Accompany the Constitution of the Dobroyd Point Public School P&C Association”.

AGM Meeting Date: Wednesday 21st February 2024, 7pm

Venue: Michael Maher Room, Haberfield Library.

Present: Sue Morrisey, Marni Patterson, Nick Ballard, Andrew Sweeten, Anna Virgona, Sarah Percival, Marcus Trimble, Lou Devjak, Will Devjak, Megan Greig, Sarah Thornborough, Matt Easton, April Dell'Arte, Josie Vallelonga, Alistair Hyde Page.

#	Rule No	Current wording	Proposed Wording	Proposed	Passed Y/N
1	Amendment to Rule 5	A general meeting of the Association shall be held at 7.30pm on the fourth Wednesday of each month of the school year.	A general meeting of the Association shall be held at 7.00pm on the third Wednesday of each month of the school year.	Nick Ballard	Passed
2a	Amendment to Rule 5. Option One	Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer or nominee of the Treasurer after any general meeting.	Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$5.00 to the Treasurer or nominee of the Treasurer after any general meeting.	Nick Ballard	Not passed
2b	Amendment to Rule 5. Option Two	Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer or nominee of the Treasurer after any general meeting.	Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$10.00 to the Treasurer or nominee of the Treasurer after any general meeting.	Roh Singh	Not passed
3	Amendment to Rule 18.	The Association authorises expenditure necessary for the normal running costs of the association's activities to the amount of \$200.00. Amounts greater than that require the association's approval, with the exception of Rule 19, below.	The Association authorises expenditure necessary for the normal running costs of the association's activities to the amount of \$1,000.00 . Amounts greater than that require the association's approval, with the exception of Rule 19, below.	Kim Singh	Passed
4	Amendment to Rule 19.	In the event of amounts greater than \$200.00 being required for running costs and it not being practicable to wait until the next scheduled meeting of the Association, amounts up to \$1,000.00 can be authorised by the Executive. The Executive must report this authorisation at the next Association meeting.	In the event of amounts greater than \$1,000.00 being required for running costs and it not being practicable to wait until the next scheduled meeting of the Association, amounts up to \$2,500.00 can be authorised by the Executive. The Executive must report this authorisation at the next Association meeting.	Kim Singh	Passed
5	Amendment to Rule 21.	At the P&C's request, to be made no more than quarterly, any subcommittee in surplus of \$5,000, taking into account uncommitted expenditure, should transfer that surplus into the P&C general account, within 15 days of such request.	At the P&C's request, to be made no more than quarterly, any subcommittee in surplus of \$10,000 , taking into account uncommitted expenditure, should transfer that surplus into the P&C general account, within 15 days of such request.	Kim Singh	Passed
6	Amendment to Rule 4.	The Annual General Meeting of the Association shall be held in February of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.	The Annual General Meeting of the Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.	Nick Ballard	Passed

Rules to Accompany the Constitution of the DOBROYD POINT PUBLIC SCHOOL P&C ASSOCIATION

1. These rules are made under the constitution of Dobroyd Point Public School Parents and Citizens Association.
2. The Association is formed for the benefit of the pupils of the school and to that end it will:
 - 1.1. Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - 1.2. Co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales, and District and Regional Councils; and
 - 1.3. Do such other things as may promote the interests of public education.
3. The financial year of the Association shall close on 31 December of each year.
4. The Annual General Meeting of the Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month.
5. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.
6. A general meeting of the Association shall be held at 7.00pm on the third Wednesday of each month of the school year.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain current until the close of the Annual General Meeting in the following year. The Secretary or the Secretary's nominee shall be responsible for maintaining an up-to-date register of membership.
8. At a general meeting the quorum shall be 5 members.
9. Members shall be polite when addressing any meeting of the Association.
10. The Agenda is to be forwarded to the members of the Association at least 5 days prior to a general meeting.
11. Members wishing to place items on the Agenda should advise the President or Vice President/s at least 7 days prior to a general meeting.
12. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time:

- 1.1. the Secretary shall; or
- 1.2. in the absence of a Secretary the remaining members of the Executive shall; or
- 1.3. failing that, any 5 members of the Association may,

call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the Association.

- 13. Documents may be sent to members by email where the member so elects.
- 14. All meetings of the association shall be conducted in accordance with the appropriate By-Laws of Federation "Standing Orders for the Conduct of All Meetings". Those By-Laws provide for reference to N E Renton's Guide for Meetings (s.14).
- 15. A group of members of the Association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.
- 16. The Association may elect a member/s to represent the Association. The Association may decide at the time of election the parameters of that authority and what form of reporting is required.
- 17. A general meeting of the Association may declare any officer who has been absent for three successive meetings to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
- 18. Any motion to expend Association monies exceeding \$2,000.00 must be placed on notice for the meeting at which it is to be considered.
- 19. The Association authorises expenditure necessary for the normal running costs of the association's activities to the amount of \$1,000.00. Amounts greater than that require the association's approval, with the exception of Rule 19, below.
- 20. In the event of amounts greater than \$1,000.00 being required for running costs and it not being practicable to wait until the next scheduled meeting of the Association, amounts up to \$2,500.00 can be authorised by the Executive. The Executive must report this authorisation at the next Association meeting.
- 21. The P&C must keep a cash surplus of \$10,000 in the P&C general account at all times. The association only authorises expenditure of that amount if the association requires money for unforeseen circumstances.
- 22. At the P&C's request, to be made no more than quarterly, any subcommittee in surplus of \$10,000, taking into account uncommitted expenditure, should transfer that surplus into the P&C general account, within 15 days of such request.

SIGNED BY:

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President

DPPS P&C Association

Dated:/...../.....

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Treasurer

DPPS P&C Association

Dated:/...../.....

Dobroyd Point Public School P&C

Register of Members – February 2024

Position	Name	Email	Mobile
President	Nick Ballard	nickballard1@gmail.com	+61 425 203 052
Vice President (Bay Run)	Andrew Sweeten	andrewsweeten@gmail.com	+61 407 764 499
Vice President (Fundraising)	Anna Virgona	anna.m.virgona@gmail.com	+61 421 082 775
Treasurer	Vacant		
Secretary	Lorraine Devjak	lorraine.devjak@gmail.com	+61 452 514 305
Member	Sue Morrissey	Susan.morrissey@det.nsw.edu.au	
Member	Marcus Trimble	marcus@bennettandtrimble.com	+61 404 831 501
Member	Zoe Cookson	zcookson@wenona.nsw.edu.au	
Member	Roh Singh	roh@populis.com.au	+61 404 049 613
Member	Natalie Mackenzie	mackenzieN@sbhs.nsw.edu.au	
Member	Diana McGarvey	dj@dijones.net.au	+61 410 619 655
Member	Ellen Diviney	ellendiviney@outlook.com	+61 402 311 488
Member	Kim Singh	kimberlyerinsingh@gmail.com	+61 488 022 878
Class Rep (KP)	Sarah Percival	Sarahpercival@gmail.com	+61 404 690 738
Class Rep (1)	Anna Virgona	anna.m.virgona@gmail.com	+61 421 082 775
Class Rep (2)	Lorraine Devjak	lorraine.devjak@gmail.com	+61 452 514 305
Class Rep (3)	Sarah Thornborough	sarahjthornborough@gmail.com	+61 434 350 197
Class Rep (4)	Ali Schmidt	Alischmidt183@gmail.com	+61 402 346 222
Class Rep (5)	Meg Huckstepp Lowe	Meg.huckstepp-low@det.nsw.edu.au	+61 431 012 123
Class Rep (6)	Jenny Wilson	jen_jen110@hotmail.com	+61 438 625 245