

MINUTES: BELLINGEN PUBLIC

MEETING DETAILS

Date and Time	19.02.2024 6:00pm
Location	Staff room, Bellingén Public School
Attendees	Chair: Nicola Mackie Attendees: Charlene Kellett, Ness Cavanagh, Sally Hawkins, Nicola Mackie, Caroline Thomas, Fleur Blainey-Deen, Abbie Clark, Kaila Jobson, Rebecca Hicks
Apologies	Amy Ginis, Michelle Bowling, Dave Johnson, Renae McBay
Minutes	Caroline Thomas

SCHOOL

MEETING MINUTES

Agenda Items	Discussion & Agreed Action	Whom
1. Acknowledgement of Country		Nicola Mackie
2. Apologies	See above	
3. Confirmation of minutes of previous meeting	13/03/23: Moved – Sally Hawkins 2 nd – Nicola Mackie	Caroline Thomas
4. Payment of fees	All attendees paid \$1 joining and voting rights fee	Caroline Thomas
5. Quorum reached	Ascertained a quorum of over 5 members had been reached	Nicola Mackie

<p>6. President's Annual Report</p>	<p>The P & C held two meetings per term, with a venue change that brought us back to the school from the Youth Hub. There were a number of successful fundraising events including: Mother's Day Stall and Father's Day stall - The P & C are thankful for the generous donations, and support from the parent community and staff. The bucket shake at the community market was highly successful. The Glowtastic Disc, coordinated by Nicola, was a lot of fun from student and teacher feedback.</p> <p>Other social events included the family barbeque in second term and the end of year dinner at Cedar Bar. There was also a Kindy play at the park which was not as successful. Two morning teas were provided for teachers and staff as a recognition of World Teacher's Day and the end of year.</p> <p>Donations to the school included:</p> <ul style="list-style-type: none"> - Readers, Games Hub goods and large amounts of lego - Science Incursion for Stage 1 - Payment towards excursions for Stage 2 and 3 - Table cloths and storage tubs for the ongoing use of the Year 6 farewell yearly committees <p>Spriggy was set up for uniform sales and events which has proven to be a positive and successful move.</p> <p>A conscious effort has been made to increase FaceBook engagement and a public page was created.</p>	<p>Nicola Mackie</p>
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<p>7. Treasurer's Annual Report</p>	<p>Treasurer Charlene Kellett presented the HQB Accounts audit of the P & C accounts prepared for the year ended 31/12/2023 which declared Bellingen Public School financially viable.</p> <p>Please see attached audit information. Summary below:</p> <p>Profit for 2023 of \$368, due in most part to donation of \$10 917 to school projects and initiatives. Mention was made of the asset position of \$16 673 in cash and \$23 860 in uniform stock <i>*Please note stock levels were taken prior to beginning of year uniform sales and included a large order in anticipation of these coming sales*</i></p> <p>Charlene also declared she would be standing down from the position this year.</p>	<p>Charlene Kellett</p>
<p>8. Election of Auditor</p>	<p>Fleur Blainey Deen moved to reappoint James Davis from HQB Accountants as auditor for 2024. Sally Hawkins 2nd. Motion carried.</p>	
<p>9. Election of Returning Officer</p>	<p>Principal Ness Cavanagh took over chair of meeting. Ness declared all executive positions vacant.</p>	<p>Ness Cavanagh</p>
<p>10. Election of volunteers to executive committee positions</p>	<p>Following nominations made and carried:</p> <p><u>President</u>: Nicola Mackie (also acting as organisation's Public Officer)</p> <ul style="list-style-type: none"> - Moved Fleur, 2nd Sally - carried <p><u>Vice President</u>: Dave Johnson (although not at meeting, Dave was consulted and agreed to this appointment)</p> <ul style="list-style-type: none"> - Moved Sally, 2nd Fleur - carried <p>Secretary: Amy Ginis (similarly, although not at meeting, Amy was consulted and agreed to this appointment)</p> <ul style="list-style-type: none"> - Moved Fleur, 2nd Caroline - carried <p><u>Treasurer</u> - Kaila Jobson</p> <ul style="list-style-type: none"> - Moved Nicky Mackie, 2nd Rebecca Hicks - carried <p><u>Uniform shop Coordinator</u> - Caroline Thomas</p> <ul style="list-style-type: none"> - Moved Fleur, 2nd Kaila Jobson - carried 	<p>Ness Cavanagh</p>

<p>11. Signatories</p>	<p>All voted the following signatory changed to be made: <u>To please add as a signatory:</u> Kaila Jobson Amy Ginis Dave Johnson <u>To please remain as signatories:</u> Nicola Mackie and Caroline Thomas <u>To please remove signatories:</u> Charlene Kellett Sally Hawkins</p> <p>All current signatories to have access to all accounts. Two to sign when signatures or approvals required.</p>	
<p>12. Date of next meeting and close</p>	<p>Next meeting Feb/Mar 25 6pm, staff room. Meeting ended 6:35pm.</p>	