

## Unconfirmed Minutes of Annual General Meeting

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<b>Meeting Type:</b>	Annual General Meeting	<b>Recorded By:</b>	Tamsin Ainscow
<b>Meeting Date:</b>	17/02/2021	<b>Chaired by:</b>	Alana Dowley
<b>Meeting Number:</b>	AGM	<b>Start Time:</b>	7:00 pm
<b>Location:</b>	South Perth Primary School Staff Room	<b>Finish Time:</b>	8:05 pm

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### Attendees:

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Alana Dowley (AD)	Tamsin Ainscow (TA)	Lanny Leman (LaL)	Kristine K Panton	James Shore
Melinda Williams (MW)	Cecilia Benitez (CB)	Angela Lowden (AL)	Yee-Tching Liu (YTL)	Gabriela Contreras (GC)
Karen Owens (KO)	Laura Castineyres	Mel Mundy (MM)		

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### Apologies:

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Stephen Lau (SL)	Michelle Outram (MO)	Sam Taylor (ST)	Livia Faulkner (LF)
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Item	Business	Moved; Seconded	Action
	<p><b>WELCOME &amp; INTRODUCTIONS</b> – Alana Dowley</p> <p>Alana thanked the retiring committee members for their immense contributions to the SPPS P&amp;C and school community over many years. Alana highlighted the roles undertaken by Yee Tching – uniform shop coordinator and Lanny – P&amp;C treasurer and school lunch coordinator. A huge thank you is extended to all.</p>		

Item	Business				Moved; Seconded	Action
2.	<b>P&amp;C ROLES</b> AD explained the various roles within the SPPS P&C.					
3.	<b>ELECTION OF OFFICE BEARERS 2021</b>					
	<b>Position</b>	<b>Nomination</b>	<b>Nominated by</b>	<b>Seconded</b>		
	President	Melinda Williams	Self	TA		
	Vice President/ WACSSO Rep	Vacant – no nominations				
	Secretary	Tamsin Ainscow	Self	MW		
	Treasurer	Vacant – no nominations <sup>(1)</sup>				
	Assistant Treasurer	Cecilia Benitez <sup>(1)</sup>	Self	MW		
	Executive Committee	Mel Mundy Gabriela Contreras Angela Lowden Livia Faulkner Yee Tching Liu	Members self-nominated	MW		
	Parent Rep Coordinator	Angela Lowden	Self	MW		
	Uniform Shop Coordinator	Gabriela Contreras	Self	MW		

Item	Business			Moved; Seconded	Action
	Events and Fundraising Coordinator	Michelle Outram	Self	MW	
	Events and Fundraising Committee	Melinda Williams Kristine Panton Stephen Lau Angela Lowden Liv Faulkner	Members self-nominated	MW	
	Entertainment Book Representative	Note – this will move under the events and fundraising coordinator			
	School Board Representative	Melinda Williams, Laura Castineyres, Tamsin Ainscow	Self		
	School Lunch Coordinator	Vacant – no nominations			
	Traffic Management	Mel Mundy			
	<p>(1) CB to continue in role as Treasurer until replacement is found. CB can take role of Assistant Treasurer to assist with handover.</p> <p>Vacant roles to be advertised on Connect. MW to action.</p>				MW

Item	Business	Moved; Seconded	Action
4.	<p><b>APPOINTMENT OF AUDITOR - 2020</b></p> <p>Joe Demarco is not available to do the 2020 review of the P&amp;C and Uniform Shop accounts. Connect notice to be drafted to school committee requesting assistance from qualified person.</p>		MW
5	<p><b>NEXT MEETING</b></p> <p>The next AGM will be held in Week 3, Term 1, on Wednesday 16th February 2022.</p> <p>Meeting closed at 8:05pm</p>		

**Attachments:**

- P&C Office Bearers and Members 2021

SPPS P&C Office Bearers & Roles 2021

Rev 1 (TA added to school board observers)

21/02/2021

Position	Name
President	Melinda Williams
Vice President	Vacant
Secretary	Tamsin Ainscow
Treasurer	Vacant *Cecilia Benitez to continue until position filled
Assistant Treasurer	Cecilia Benitez
Executive Committee	Mel Mundy Angela Lowden Gabriella Contreras Liv Falkner Yee Tching Liu
Parent Rep Coordinator	Angela Lowden
Uniform Shop Coordinator	Gabriella Contreras
Uniform Shop Assistant Coordinator	Mel Mundy
School Lunch Coordinator	Vacant
Events and Fundraising Coordinator	Michelle Outram
Events and Fundraising Committee	Melinda Williams Kristine Panton Angela Lowden Stephen Lau Liv Falkner
WACCSO Rep	Mel Williams
School Board P&C Observers	Mel Williams Laura Castineyres Tamsin Ainscow
Traffic Management Rep	Mel Mundy
<b>School</b>	
Principal	Karen Owens
Deputy Principal	Sam Taylor
<b>Other Members</b>	
James Shore	