**Agenda Items** | **Outcome**
---|---
Open 9.00am | The First Annual General Meeting of Brightwater P & C Association was opened at 9.00am. Welcome to Principal (Robyn Taplin), all current members & visitors.
**Attendances:** Robyn Taplin, Mark Kennedy, Annette Newland-Nell, Chyrel Slapp, Amy McBride, Melissa Barr, Krystal Goudge, Jacqui McBride, Sarah tello, Sheree Schultze, Karen Ziebarth, Kristen Stylianou, Lindsey Asher, Michelle Paddenburg, Rick Nyari, Jennifer L’Estrange, Denise Marshall, Adele Benson, Melody Trevor, Marie Williams, Robyn Mansfield, Sally Turnbull.

Apologies: | Christina Notely & Bree Neild

Minutes: | This being the Brightwater P & C’s first Annual General Meeting there were no Minutes to move.

Business Arising: | There was no business arising from minutes

Audited Annual Financial Statement: | No bank accounts were opened prior to January 2012. No financial transactions were made prior and no audit was necessary.

President’s Report: | Receipt and adoption of the President’s Annual Report – Read by Mark Kennedy - a copy attached.

Presidents Report was adopted and accepted by all present

Principal’s Report: | Robyn Taplin read her report extending thank you’s to the Interim Executive Committee the Parents support and the wonderful and blessed school community she is proud of.

*Current enrolments:* 224 - Accepting only In zone students at this stage.

*Events:* Meet the teachers, laptop bootcamp, leadership camp, district swimming carnival

Regional (2), Leadership 4,000 children attended in Qld., Inspired by leaders, Brisbane Lions,

Curricumlum, 1-1 laptop prog 4-7, Performing Arts started, tech.program up and running,

PE increased, dance troop, choir, guided games at lunch time, Auss kick, helping hands, staff development Prog. on Thurs. Are some of many implemented (see attached Principal’s Report).
**BRIGHTWATER STATE SCHOOL P & C ASSOCIATION**  
**ANNUAL GENERAL MEETING**  
**7TH March, 2012**  
**Venue: Resource Centre, Brightwater State School, Mountain Creek.**

| Annual improvement plan to be signed, school management plan to be signed off (see below).  
**Copy of Principal’s Report attached:**  
All was adopted and accepted by members as the Principals report for 2012. |
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<td><strong>Memberships</strong></td>
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| All Memberships Lapsed and all Executive Officers vacated their positions.  
the Principal (Robyn Taplin) chaired the Annual General Meeting Executive Committee election.  
Applications for memberships and renewals commenced with (9) new members and (17) renewal Memberships. |
| **Election of Officers / Executive committee:** |
| Mark Kennedy was asked for his preference with staying on as President.  
Mark respected this request, but hesitated his response until the Officers were elected.  

- **President - Karen Ziebarth.**  
  Nominated by herself, –seconded by Mark Kennedy  
- **Vice President -Mark Kennedy.**  
  Nominated by Annette Newland Nell– seconded by Chyrel Slapp  
- **Vice President- Annette Newland.**  
  Nominated by Mark Kennedy, seconded by Chyrel Slapp  
- **Secretary – Chyrel Slapp.**  
  Nominated by Annette Newland Nell– seconded by Jacqui McBride  
- **Correspondence Secretary- Jennifer Le’Strange**  
  Nominated by Chyrel Slapp, seconded by Sarah Tello  
- **Treasurer - Krystal Goudge** nominated by herself, - seconded by Jacqui McBride |
| The Principal stepped down from her role as Chair and welcomed the New Executive Committee. |
| **Confirmation of the new Cafe Subcommittee of the Brightwater State School P & C Association and appointment of Subcommittee members :** |
| • Chair: Jacqui McBride  
• Secretary – Vikki Taylor  
• Helped by Sarah Tello, Melody Trevor, Amy McCracken. |

The Cafe Subcommittee was accepted and given Subcommittee Operating Guidelines and Subcommittee Operation Manual for review. **Guidelines are to be updated at the next General Meeting:**

**Other topics to review are:-** include - up to six P & C Members in - **Process, Procedures and Finance-P1,** Add + including **Contracts Process, Procedures and Finance-P1,** remove the word **Treasurer** in – Reporting Expectations-P2, Add – a P & C **Policy** about uses other than general running of the Cafe,
**BRIGHTWATER STATE SCHOOL P & C ASSOCIATION**
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| Executive Committee Meetings and Cafe Subcommittee Meetings once stock & equipment are Inventory Items under - **Purpose.**  
* A copy of the Operating Guidelines for the Cafe Subcommittee attached to this report. |

| **General Business** | o P & C Policies - Adopt Cafe Subcommittee Guidelines read and adopted:- all agreed on the proviso that the word Treasurer be removed and an Amount $.......... added as an estimate of Working Capital. Reviews at the next General Meeting.  
  o Motion to propose a draft Shared Resources Document Draft a policy document together for Shared resources - all are in Favour.  
  o Motion to propose a draft Student Protection Risk Management Strategy Working with the Principal on drafting a document for this - all are in favour.  
  o School council Parent (?) – P & C takes the place of a school Council. N/A.  
  o Constitution (changes ?) – Constitution remains as is dated 9th November, 2011 endorsed by Principal (Robyn Taplin).  
  o Endorse the Schools AOP and Budget – Annual Operation plan Endorsed by Former President Mark Kennedy. |

| **Close Meeting 9.55am** |

Signed: ..........................................................................................................

(Karen Ziebarth – President)

President Of Brightwater State School, Parents and Citizens Association

Date:........................................