

Caboolture State High School P&C General Meeting Minutes		
<b>Date:</b> 25 March 2025	<b>Time:</b> 18:35pm	<b>Location:</b> Admin Office – Conference Room
<b>AGENDA ITEM</b>		
Opening and welcome by the Chair	<i>No set agenda – meeting run in connection with AGM</i> <i>Attendees: Doug W; Tess H; Jacqui W; Afra F; Deanne B; Maree K</i>	
Apologies	<i>Rochelle Mason (CSHS Business Manager)</i>	
Confirmation of the minutes of the previous general meeting	<i>(Minutes should be distributed in draft prior to the meeting if possible. Allow a few minutes for people to peruse the minutes. The President asks if there are any amendments. If yes, note these on the original copy and include the words “as amended” in the motion. Chair to sign the confirmed copy of minutes.)</i>	
<b>Motion</b>	“That the minutes be confirmed as a true and correct record of the meeting held 9 March 2023” Moved: Jacqui W                      Seconded: Tess H                      Carried	
Business arising from the minutes of the previous general meeting	NA	
Correspondence received since the previous general meeting:	<i>Attached</i>	
<ul style="list-style-type: none"> <li>• Inward (as listed)</li> <li>• Outward (as listed)</li> </ul>		
<b>Motion</b>	“That the inwards correspondence be received and outwards be endorsed.” Moved: Deanne B                      Seconded: Jacqui W                      Carried	
Business arising from the correspondence	NA	
Table of executive committee’s decisions (if any)	NA	
Treasurer’s report and financial statement, and any business arising from these.	<i>No report – presented current statements as financial position – seek alternative to using CMS and David Unwin Accountants</i>	
<b>Motion</b>	“That the Treasurer’s report be accepted and payments as listed be endorsed.” Moved: Deanne B                      Seconded: Jacqui W                      Carried	
Subcommittee reports and financial statements and any business arising from these.	NA	
<b>Motion</b>	“That the subcommittee reports be accepted.” Moved:                      Seconded:                      Carried/Lost	
Other reports (This will include the Principal’s Report)	NA	
<b>Motion</b>	“That the (name of report) reports be accepted as tabled.” Moved                      Seconded                      Carried/Lost	

Motions on notice	NA
General Business	<i>Students not receiving notices/messages in P1 classes – seeking alternative so students don't miss reminders; class changes; important info</i>
Applications for membership and recording of new members	<i>Tess H; Afra F; Deanne B; Jacqui W; Maree K – submitted at AGM</i>
<b>Motion</b>	<p>"That applications for membership received be accepted"</p> <p>Moved   Doug W                      Seconded                      Tess H                      Carried</p>
Date of next meeting	6 May 2025
Close	18:54pm

#### **Actions from the meeting:**

- 1 Submit new Executive Team to Doe; P&C QLD
- 2 New signatory/s for COMBANK
- 3 Doug/Tess to follow up re student messages

#### **CONFIRMATION OF MINUTES**

**Chair name:** Deanne Buck

**Signature:**

**Date:**