



**Chatswood High School P&C Annual General Meeting  
Tuesday 10 November 2020, 7.30pm (online via Zoom)  
Draft Minutes**

**Attendees (members):** Alex Hudson, Angela Todd, Apurva Kamat, Chris Freeman, David Osland, George Dragoi, Jenny Biggin, Karyn Cardew, Kylie Barter, Lyndall Franks, Lynn Donohue, Matthew Baird, Melanie Bayl-Smith, Nigel Justins, Phillipa Sobb, Sarah Boyd.

**Attendees (other):** Alicia Gong, Jenne Dimzon, 'Jane', Katherine Alexander, Mary Wills, Paul Haynes, Rosemarie Tan.

**Apologies:** Joanne Chew, Karin Wentworth-Ping.

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**Minutes of the previous Annual General Meeting (12 November 2019)**

**Motion:** To accept the minutes of the previous Annual General Meeting held on 12 November 2019. Moved by George Dragoi and seconded by Alex Hudson. Motion passed.

**President's Report**

The President, Lynn Donohue, presented highlights from her written report, previously circulated with the agenda. She acknowledged the significant efforts of the school principal, David Osland, and the teaching staff during the disruptions associated with COVID-19.

**Treasurer's Report**

**Motion:** To accept the reports and financial statements as presented. Moved by Karyn Cardew and seconded by Alex Hudson. Motion passed.

**Membership Payments**

**Motion:** To maintain the P&C membership fee at \$2 for the period from the AGM in one year until the AGM in the following year. Moved by Apurva Kamat and seconded by Jenny Biggin. Motion passed.

**Audit and Finance**

**Motion:** To appoint Rupaninga Dharmasiri of LBW & Partners Chartered Accountants as auditor for the year ended 31 December 2020. Moved by Alex Hudson and seconded by Karyn Cardew. Motion passed.

**Motion:** To authorise the Executive to pay routine accounts including insurances. Moved by Apurva Kamat and seconded by Jenny Biggin. Motion passed.

**Uniform Shop Report**

The Uniform Shop Convenor, Alex Hudson, referred to her written report, previously circulated with the agenda. She thanked Uniform Shop staff and volunteers for supporting operations and flexible working arrangements through a difficult year.

### **Election of P&C positions**

All current P&C positions were declared vacant. David Osland was appointed as the Returning Officer for election of the 2021 positions. The following people were voted onto the P&C Executive Committee for 2020:

President – George Dragoi

Vice President – Jenny Biggin

Vice President – Sarah Boyd

Treasurer – Apurva Kamat

Secretary –Angela Todd

Uniform Shop Convenor – Alex Hudson

Building Committee Convenor – Nigel Justins

Other Executive Committee members: Lynn Donohue, Karyn Cardew

A new position, Music Program Liaison, was proposed. Further discussions will be held with the existing Parent Music Committee.

Meeting closed at 8.10 pm.