

**Annual General Meeting**  
**Tuesday 16 November 2021, 7.30pm**  
**Zoom (<https://au01web.zoom.us/j/66585602512>)**

**AGENDA**

IMPORTANT: All parents are welcome to attend the annual general meeting, however only paid members are able to vote for the motions. The annual membership fee (\$2) is valid until the end of the annual general meeting each year. After the meeting, the fee must be paid again for the upcoming year. If you would like to be a member for 2022:

1. Pay the \$2 membership fee by direct deposit into the P&C bank account: BSB: 032-090, Account #: 358220, with your first and last name in the reference field. You can do this before or during the annual general meeting.
2. You must then send an email to [secretary@chspandc.org.au](mailto:secretary@chspandc.org.au) so your name and contact details (including email address) can be added to the P&C member register.

1. Welcome and apologies
2. Approval of minutes of the 2020 Annual General Meeting (pages 3-4)  
**Motion: *To accept the minutes of the previous Annual General Meeting held on 10 November 2020.***
3. President's Report
4. Treasurer's Report (See Attachments, Financial Audit Report 31 December 2020, ACNC submission)  
**Motion: *To accept the reports and financial statements as presented.***
5. Uniform Shop Report (pages 5-6)
6. 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.***
7. Audit and Finance  
**Motion: *To appoint Rupaninga Dharmasiri of LBW & Partners Chartered Accountants as auditor for the year ended 31 December 2021.***  
**Motion: *To authorise the Executive to pay routine accounts including insurances.***
8. Election of P&C Office Bearers and other positions (see below)  
**Motion: *To declare all current P&C positions vacant and hold elections.***  
**Motion: *To appoint David Osland as the Returning Officer.***

<b>P&amp;C Position</b>	<b>Nominations received</b>
President	Ange Todd
Vice-President (x 2)	Sarah Boyd, Karyn Cardew
Well-being Coordinator	Karyn Cardew
Treasurer	Apurva Kamat
<b>Secretary</b>	
Uniform Shop Convenor	Dharini Pararajasingham
Building Works Convenor	Nigel Justins
PRG Nominee	Nigel Justins
Website Manager	Tali Friedman
Facebook Administrators	Tali Friedman, Rebecca Cleary
Student Locker Coordinator	Cathryn Co, Rebecca Cleary
Teacher Selection Panels – parent representatives 2022	Apurva Kamat, Karyn Cardew, Rebecca Cleary, Ange Todd

9. Any other business

**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.

## **Chatswood High School P&C Uniform Shop Convenors Report Wednesday 4 November 2021**

A big thank you to Sarah Bouch CHS P&C Uniform Shop Manager, Catharine Miller CHS P&C Uniform Shop Supervisor, the uniform shop committee, and volunteers of 2021, and to the committed P&C members who have been busy supporting the uniform shop though out the year.

A special thanks to Katherine Alexander and Apurva Kamat for their continued contribution in keeping the uniform shop financials and online presence in good order.

Thank you also to the CHS school staff and community for their continued support of our shop, we could not run the uniform shop without you. A special mention to Ineke Sicklinger and Sarah Blatch for their continued assistance and support of the shop. In particular I would like to recognise Sarah's unfaltering assistance in getting our online orders to the CHS students through term 4, as the uniform shop has been unable to open during school hours due to the COVID-19 restrictions to distribute the many orders.

### **2021 recap and shop news**

2021 has been another big year. The shop closed with the Sydney shutdown on June 26<sup>th</sup> and will remain closed during school hours until the restriction is lifted by the Department of Education. We have been able to access the shop on three occasions this term, to process the stock deliveries and assist our Term 4 new starter with uniform fittings.

Planning for fittings for new starters 2022 is still on track with out of hours appointments being offered over 3 Saturdays / 1 Sunday in Nov/Dec.

Current Year 9 students transitioning to year 10 in 2022 will require a senior uniform, and we not yet able to offer fitting opportunities for these students. The uniform shop will continue to work closely with the school and will (hopefully) be able to open the shop during normal hours by the end of term 4 to help our new senior students get their uniforms. An information sheet will be sent out to the year 9 parents by the school with details on the senior uniform requirements and the opening schedule as soon as this information is available.

### **Staffing**

There has been a loss of a number of volunteers who, due to personal circumstances, are no longer able to assist at the shop. We thank them for their help over the years and they will be missed.

We are always looking for more help in the shop, so if you have a spare hour or two and would like to join the lovely group of volunteers, please email Sarah at [uniformshop@chspandc.org.au](mailto:uniformshop@chspandc.org.au).

I am sorry to announce that we will be losing our CHS P&C Uniform Shop Supervisor, Catharine Miller, who will be leaving us at the end of 2021. I would like to thank Catharine for her help as supervisor, volunteer and the uniform shop technical expert on the new Shopify online ordering system. Catharine has made an enormous contribution to the shop and will be sorely missed. Thank you Catharine.

We are in the process of employing a new supervisor who is a current volunteer with the shop. More details to come as soon as the appointment is finalised.

### **Student Volunteers**

CHS P&C Uniform shop has continued to support the Duke of Ed students, this year providing the opportunity for 3 Bronze, 1 Silver and 2 Gold Duke of Ed participants to complete their service component of the award at our shop. The students have been an excellent addition to the shop and have (I hope) been enjoying the experience as well as learning during their service hours.

**The uniform shop is moving...**

The uniform shop will be moving to a new location over the summer break! The school, CHS P&C Website and CHS P&C FaceBook (Meta) page will provide updates on the new location later in the year once the details have been finalised.

**Convenor update**

It is my great pleasure to introduce our new convenor for 2022, Dharini Pararajasingham. Dharini has been an active volunteer with the uniform shop and a uniform shop committee member for a number of years and is a very able and experienced candidate. Welcome Dharini!

I will be stepping down as convenor but remain with the shop as a volunteer and to support Dharini in her transition into the convenor role.

**Goodbye and thank you**

The CHS P&C uniform shop provided a wonderful opportunity for me, as a parent, to contribute to our school community. As convenor, I was, with the help of our fantastic uniform shop team & school, able to drive some important changes to how we run the business; the implementation of online ordering, appointment bookings for new and transitioning students to CHS, access to uniform stock throughout the year via our bulk ordering process as well as making the shop a COVID-Safe business, all of which has enabled the uniform shop to pass on around 10% profit each year to the CHS P&C to distribute to the school.

It has been a wonderful 6 years, and I thank everyone who has been part of the shop and the school community that have made it so fun and successful. Thank you.

**Alex Hudson**