



DUNCRAIG SENIOR HIGH SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC

GENERAL MEETING Minutes

Wednesday 31 March 2022

Online meeting

1. Meeting opened 7:03pm

2. Acknowledgement to country

3. Attendees:

Rob Fairholme, Tia Tutti, Thomas Becker, Anita Catalano, Jenny Buxey, Guy Boden, Vicky Botha, David Singleton, Hannah von Ahlefeld, Brendan Everett, Paul Harris,

Apologies: Sonya Elek

4. Minutes: Confirmation of minutes of the P&C Annual General Meeting 23/02/2021

Accepted: Tia Secended:

5. Business arising from previous minutes:

5.1 Rob to look into a maintenance schedule for the canteen equipment. This can tie in with an inventory done of canteen equipment and insurance policy review as suggested by Treasurer. *Continuing work in progress*

5.2 Rob will look into identifying a new auditor for next year as our current auditor is retiring. *Continuing work in progress*

5.3 What's Happening In This School (WHITS) survey planning to be discussed.
Left for Peter to report on at a later stage as COVID protocols are taking all his time.

6. New Business:

6.1 Parent engagement: Parent Survey

6.2 Motion that the DSHS P&C Association approve the Terms of Reference for the P&C Family Engagement Committee. In 2022, this Committee is responsible for managing the Treat the Teachers fundraiser - including organising "treats" and allocating all associated



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funds, excluding administrative costs - , co-ordinating a Family Engagement Survey, and assembling an annual calendar of events and activities for and with families.

Accepted: Hannah Seconded: Brendan

5.2 Financial motion to reimburse previous secretary for Google space (domain and email addresses). Total value **\$200.90**. *Tia will look into future payment options*

Accepted: Tia Seconded: Jenny

7. Correspondence:

7.1 Correspondence In:

ANZ monthly statements - 3

WACCSO 2022 P&C Handbook

P&N Bank – letter regarding Term Deposit that has been re-absorbed into General Account

7.2 Correspondence Out:

Nil

8. Reports:

8.1 Principal's Report Attached – *Thank you to P&C for Coffee Van and Individualised cards, COVID cases to date – 181, Tracing Protocols are equal to 7 people full time*

8.2 President's Report Attached – *Many thanks and comments received from staff*

8.3 Treasurer's Report – *Not received*

8.4 Canteen Manager's Report – Purchase of new dryer was approved *Accepted: Jenny*

Seconded: Tia

Meeting Closed: 8:01

Next Meeting:

General meeting 18 May 2022 at 7pm