

**Narrabundah College P&C Association**  
**MINUTES - 2023 ANNUAL GENERAL MEETING**  
**6.00-6.30 pm, 14 February 2023**

Attending: Michell Morthorpe - Principal, Sandra Hayhoe – 2022 President, Craig Boyle – 2022 Treasurer, Adam Tran – minutes, Patricia Holmes – 2022 Committee Member, Mahreen Ali, (+ approximately 40 others)

**1. Welcome and Opening Remarks (Principal)**

The Principal, Michell Morthorpe, opened with an acknowledgement of country and welcomed parents to the AGM. She reiterated the unique opportunity Narrabundah College has in having a P&C and its importance to the College.

**2. Apologies**

Amara Ikewecheh – Vice President, Jenny Grant-Curnow - Vice President, Aaron Garnham – Secretary

**3. Confirmation of minutes of previous AGM - 15 Feb 2022**

Craig Boyle - proposer, Patricia Holmes – seconded, minutes confirmed.

**4. President's Annual Report**

Full President's report is available on the P&C website [here](#). Sandra Hayhoe highlighted the following the key achievements of the P&C over 2022 which demonstrate the importance of an active P&C to the college and our and the benefits it delivers:

**College Canteen**

- The main priority last year was the ongoing operation and viability of the College canteen. It operates on a not-for-profit basis, and provides a vitally important service, as it means students do not have to travel off campus for healthy food and drinks.
- Without a functioning P&C we would not be able to provide a not for profit canteen on campus. Although the canteen is largely self managed by the very capable and dedicated staff we employ, the P&C provides the necessary legal framework and governance structures. In this regard Sandra especially thanked the treasurer, Craig Boyle for his work during the year managing the Canteen finances and staff payments.

- **Floriade on campus**

The Floriade/Bundah bulbs event that involved partnering with the student Green Team and securing a couple of grants from Floriade Communities to plant bulbs and to fund a pop up event held on the last afternoon of Term 3. The feedback received from the College around this event was extremely positive and we hope to make it a regular event in the College calendar. It also really promoted a sense of community, involving students teachers, canteen staff and parent and community volunteers and local residents. Big thanks to Jenny Grant Curnow who coordinated the whole event.

- **Other activities that were part of the regular calendar of events:**

- Parent and carers evening at Gryphon's, in Griffith, provided opportunity to meet other parents in a relaxed social setting.

- Organised a cheese and biscuits platter as part of a morning tea to recognise our teachers on International Teachers Day.
- Contributed \$1,500 towards the annual Year 12 breakfast in November and a number of parent volunteers assisted in food preparation.
- Funded the inaugural P&C Citizenship Award to reflect the mission of the P&C by recognising a year 12 student who, throughout their time at the College, has consistently demonstrated citizenship through their everyday attitude and actions.
- Overall, the P&C's financial position remains sound. Although the closing balance as of 30 November 2022 is less than the previous year it is still sustainable.
- Thanks to all those who were involved in 2022. With a strong and vibrant P&C in 2023 we look forward to continuing with the activities that are an important part of the Narrabundah tradition and maybe even expand our horizons.

### **5. Treasurer's Report**

The full Treasurer's report is available on the P&C website [here](#). In summary, P&C finances are running smoothly. Although the P&C experienced a \$12,000 loss in 2022, this was partly attributable to Long service leave payments to a resigning staff member and rapid inflation. The canteen currently employs three staff but only two are ever on duty at one time. We continue to apply for and receive grants for various initiatives and opportunities to apply for monies and use the money wisely. Lots of potential to add value.

Reviewed financial statement for 2022 not available for this meeting. Will be presented at the next meeting.

### **6. Election of volunteers to committee positions for 2023**

The Principal thanked the entire committee from last year, particularly Sandra and Craig and declared all positions vacant. The following people were elected to the committee for 2023:

- a. President – Sandra Hayhoe
- b. Vice President x2 Jenny Grant-Curnow and Mahreen Ali
- c. Secretary – No nominations
- d. Treasurer – Craig Boyle
- e. Public Officer – Craig Boyle
- f. Council Delegate - No nominations
- g. Other roles to be filled at a Special General Meeting to be conducted as part of the regular Committee meeting on 22 March 2023

7. Next Meeting Wednesday 22 March 6pm

Meeting Finished at 6.30pm