

# EHPS P&C Association – Annual General Meeting Minutes

**Date:** Wednesday 12 November 2025

**Time:** 8:00pm

**Location:** School Staff Room

## 1. Welcome

The Chair, Jessie Evans, declared the Annual General Meeting of the Elanora Heights Public School P&C Association open and welcomed everyone.

**Quorum confirmed.**

## 2. Attendance & Apologies

### Attendance (Members):

Danni Bailey, Sarah Burns, Melanie Cunningham, Jessie Evans, Melanie Hallam, Cassie Hitchen, Nastassja Lane, Erin Needs, Roz Pursey, Lauren Sciacca, Alix Parker, Edwina Symonds

### Attendance (Guests):

Adam Hearne (Acting Principal)

Jono Rosconi

Aimee Fraser

### Apologies:

- Emma Dacker
- Liz Ashley

## 3. Confirmation of Minutes of Previous Annual General Meeting

The Chair confirmed that the minutes of the previous AGM were circulated prior to the meeting and taken as read.

### Motion:

That the minutes of the Annual General Meeting held on **12 November 2024** be accepted as a true and accurate record.

**Moved:** Jessie Evans

**Seconded:** Roz Pursey

**Carried.**

## 4. Business Arising from Previous Minutes

There was no business arising.

## **5. President's Report**

The President read the report.

Note: The report will also be uploaded to the website.

### **Motion:**

That the President's Report be received and adopted.

**Moved:** Jessie Evans

**Seconded:** Sarah Burns

**Carried.**

## **6. Treasurer's Report**

The Treasurer's Report was presented.

### **Motion:**

That the Treasurer's Report be received and adopted.

**Moved:** Jessie Evans

**Seconded:** Dani Bailey

**Carried.**

## **7. Appointment of Returning Officer**

Prior to the election of Officeholders, the Chair advised that **Jono Rosconi** had nominated to act as Returning Officer.

### **Motion:**

That Jono Rosconi be appointed as Returning Officer for the election of Office Bearers.

**Moved:** Jessie Evans

**Seconded:** Roz Pursey

**Carried.**

## **8. Election of Executive Positions**

The Chair declared all Executive positions vacant in accordance with the Constitution.

Ballot papers were distributed for roles with written nominations; nominations from the floor were taken for remaining roles. Ballots were counted and results confirmed by the Returning Officer.

**The following Executive Officeholders were declared for 2026**

- **President:** Jessie Evans
- **Vice President:** Roz Pursey
- **Treasurer:** Aliz Parker

- **Interim Vice President:** Dani Bailey
- **Interim Secretary:** Edwina Symonds

## 9. Election of Non-Executive Positions

The Chair declared all Non-Executive Committee positions vacant.

Nominations and seconds were received, and elections were conducted via show of hands.

### Non-Executive Positions for 2026

- **Communications Coordinator (incl Uniform and Canteen):** Edwina Symonds
- **Fundraising Coordinator (Non-Events):** *Vacant No nominations.*
- **Volunteer Coordinator:** *Vacant No nominations.*
- **Mother's Day Coordinator:** *Vacant No nominations.*
- **Father's Day Coordinator:** *Vacant No nominations.*
- **School Disco Coordinator:** Dani Bailey
- **Community Events Coordinator:** Nastassja Lane

## 10. General Business

### 10.1 Membership Subscription

#### **Motion:**

That the annual membership subscription for the Elanora Heights Public School P&C Association remain at **\$2** for the 2026 year.

**Moved:** Jessie Evans

**Seconded:** Roz Pursey

**Carried.**

### 10.2 Confirmation of By-Laws

#### **Motion:**

That the Elanora Heights Public School P&C Association confirm the existing By-Laws (dated August 2024) as the operating By-Laws for the forthcoming year.

**Moved:** Jessie Evans

**Seconded:** Alix Parker

**Carried.**

### 10.3 Update Bank Accounts

#### **Motion:**

That the bank accounts be updated to reflect **Alix Parker** as the new Treasurer.

**Moved:** Jessie Evans

**Seconded:** Roz Pursey

**Carried.**

## **11. Next Meeting**

The next General Meeting will be held **Week 5, Term 1, 7pm, School Staff Room**, followed by General Meetings as scheduled.

## **12. Close**

The Chair congratulated the newly elected Executive.

**The Annual General Meeting was declared closed at 9:00pm.**