



28 November 2019

RE: INVITATION TO OUR 2019 ANNUAL GENERAL MEETING

Dear Parents & Carers

With the end of 2019 almost upon us, the Petersham Public School Parents & Citizens Association take great pleasure in inviting you to our Annual General Meeting on **Tuesday 10 December**. There will be drinks and nibbles in the Sustainable Outdoor Learning Area from 6:30pm, with formalities commencing in the library at 7pm.

All executive committee positions will be declared vacant at the AGM, and we will elect new leadership to take us into 2020. Reports outlining the achievements of the P&C and financial statements for 2019 will also be tabled.

A draft agenda for the AGM (and the general meeting that immediately follows the AGM), together with an executive committee nomination form, are included with this letter.

An active and engaged community is integral to the success of Petersham Public School. Please come along and support your P&C by attending this important meeting. Regardless of whether this is your first or fiftieth P&C meeting, everyone is very welcome!

We are also looking for volunteers to help the P&C in 2020. No matter your background, experience or skillset, we have a variety of formal and informal roles available. For more information about how you could get involved or to express an interest in volunteering next year, please email petershampandc@gmail.com. We'd love to hear from you.

For more information about the invaluable role of the P&C in public schooling, sample role descriptions for executive committee positions and more, you may wish to visit the *Federation of Parents and Citizens Associations of New South Wales* website: <https://www.pandc.org.au/faqs/>

On behalf of the outgoing executive committee, I would like to thank you for your support of the P&C throughout 2019. I look forward to seeing you at our AGM.

Kind regards

Sean Richardson
Vice President

DRAFT AGENDA

Annual General Meeting – 2019

Date	Tuesday 10 December 2019
Time	7pm
Location	Petersham Public School Library

Item	Detail	Lead
1. Open and welcome		David Shannon
2. Attendance and apologies		David Shannon
3. New members		Anthony Murty
4. Overview of AGM process		David Shannon
5. Review previous AGM minutes, matters arising and motion to accept		Anthony Murty
6. Key correspondence (relating to AGM)		Anthony Murty
7. Executive committee annual reports	President Secretary Treasurer	David Shannon Anthony Murty Mark Irwin
8. Elect Executive Committee for 2020	Appoint returning officer Declare all positions vacant Call for nominations Ballot Confirm positions	Returning officer (Hugh Miller)
9. Appoint auditor for 2020		Mark Irwin
10. Membership fee for 2020 and member renewals		Anthony Murty
11. General business		David Shannon
12. Next AGM	Tuesday 8 December 2020 (TBC)	David Shannon
13. Close		David Shannon

Notes:

- Please email petershampandc@gmail.com to request an item of business be added to the agenda for this meeting.
- All items raised at this meeting must relate to the AGM. A general meeting will immediately follow.
- Only current P&C members are eligible to vote at meetings. You are recognised as a member of the P&C after the meeting closes at which your membership form and membership fee are submitted.

DRAFT AGENDA

General meeting – December 2019

Date	Tuesday 10 December 2019
Time	Immediately following the AGM
Location	Petersham Public School Library

Item	Detail	Lead
1. Open and welcome		President
2. Attendance and apologies		President
3. New members		Secretary
4. Review previous general meeting minutes, matters arising and motion to accept		Secretary
5. Key correspondence		Secretary
6. Principal's report		Hugh Miller
7. Executive committee monthly reports	President Secretary Treasurer	David Shannon Anthony Murty Mark Irwin
8. Subcommittee reports	Band Fundraising Social Environment	Subcommittee representatives
9. General business		President
10. Next general meeting	Tuesday 11 February 2020 (TBC)	President
11. Close		President

Notes:

- Please email petershampandc@gmail.com to request an item of business be added to the agenda for this meeting.
- Only current P&C members are eligible to vote at meetings. You are recognised as a member of the P&C after the meeting closes at which your membership form and membership fee are submitted.

EXECUTIVE COMMITTEE NOMINATION FORM

Nominator: I wish to nominate:

Name	
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for the Petersham Public School Parents & Citizens Association executive committee position of:

<input type="checkbox"/>	President
<input type="checkbox"/>	Vice President
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	Other member

for the school year.

I hereby move the above nomination:

Name	
Signature	
Date	

Seconder: I hereby second the above nomination:

Name	
Signature	
Date	

Candidate: I hereby accept the above nomination.

Name	
Signature	
Date	

Notes:

- The nominator, seconder and candidate must be current members of the P&C.
- Candidates may nominate themselves.
- This form may be submitted in advance (please scan and send to petershampandc@gmail.com) or completed and tabled at the Annual General Meeting.