



**P&C Annual General Meeting  
MINUTES OF MEETING  
7:00 pm Monday, 24 March 2025  
Resource Centre**

**1. Meeting Open**

Meeting Opened By Cameron Wearing at 7:31 pm

**2. Attendance & Apologies**

<b>Attended</b>	<b>Apologies</b>
Agnes Chikan	Andrea Ree
Alicia Trevena	Beatrix Hueglin
Amanda Smyth	Carla Ward
Becky Rowe	Cassandra Gow
Cameron Wearing	Cathie Rodrigues
Georg Lippold	Christine Percy
Jacki Schott	Donna Crawley
John Gill	Gae Larkin-Hill
Karen Wilson	Jo Miller
Kiah Lanham	Joana Kelly
Kim Born	Jonathan Vaughan
Lourens Geldenhuys	Kelli Messer
Madonna Morton	Kym Benckendorff
Mari Low	Luke Ferdinands
Maryan Waddell	Marie Lyster
Megan Towner	Nicole Warner
Nathan Percy	P&C Bus Ops Manager FGSHS P&C
Rolf Sterzl	Sheree Rye
Roxanne Rosenberg	Suzanne Morris
Sarah Campling	
Trevor Dann	
Carly Dann	

Signed by:  
 01/12/2025  
1733D266046CBBC8

Signed by:  
 30/01/2026  
C6717CEE1580610C

**Attachments**

[2025 P&C Membership Application & Renewal.pdf](#)

[2025 P&C Executive Officer Nomination Form 2.pdf](#)

[2025 P&Cs Qld Representative Nomination Form.pdf](#)

**3. Confirmation of the minutes of the previous annual general meeting**

**Attachments**

[2024-03-25 Minutes - P&C Annual General Meeting \(1\).pdf](#)

**Motions**

250324-001 The minutes of the meeting held on 23 March 2024 were a true and accurate record

**Status:** Carried    **Mover:** Amanda Smyth    **Seconder:** Trevor Dann

#### 4. Business arising from the minutes of the previous annual general meeting

#### 5. Audited annual financial statement and Treasurer's report

Total Audit - Audit complete

The Audit review points are attached to this report and all documentation is available for circulation at this meeting.

Amanda Smyth, thanked Madonna Morton - Uniform Convenor for pulling the accounts together and Becky Rowe - Member, for her help in getting the paperwork together for the meetings.

#### Attachments

[2025 FGSHS P&C Floats.pdf](#)

[2024 FGSHS PC Financial Reports -Signed.pdf](#)

[Management Letter 2024.pdf](#)

[Audit Report 2024.pdf](#)

[Total Audit Invoice INV-19499 MArch 2025.pdf](#)

[Total Audit 2025 Audit Quote for 2026.pdf](#)

[2025 AGM Treasurer Report.pdf](#)

[Total Audit 2024 Audit Review Points.pdf](#)

#### Motions

250324-002 That the annual financial statements for year ended 31 December 2024 be adopted by the P&C and incorporated in the minutes of this meeting

**Status:** Carried    **Mover:** Rolf Sterzl    **Seconder:** Jacki Schott

250324-003 That the canteen/cafe business units be treated as input tax entities, the uniform store remain registered for GST & the AG Support Group, Languages Parent Support Group, Music Support Group, Parent Sports Support Group and Stationery Store be treated as non-profit sub-entities (NPSE) for GST purposes. Activities will be monitored to ensure turnover does not approach \$ 150,000 in each entity.

**Status:** Carried    **Mover:** Rolf Sterzl    **Seconder:** Jacki Schott

250324-004 That the 2025 Business Operations & Sub-Committee floats plus the P&C Debit card bank account (up to \$3000 limit) as tabled be approved.

**Status:** Carried    **Mover:** Rolf Sterzl    **Seconder:** Jacki Schott

250324-005 That this report be accepted and included in the minutes

**Status:** Carried    **Mover:** Rolf Sterzl    **Seconder:** Jacki Schott

250324-006 Invoice from Total Audit Services as detailed in financials for \$3,795.00 (inc GST) be ratified for payment by the members present.

**Status:** Carried    **Mover:** Rolf Sterzl    **Seconder:** Jacki Schott

#### 6. Presidents annual report

Thank you again to all the staff and subcommittee members.

We have implemented the supporting every student program, which is growing.

Acoustics for the music department discussed.

Complemented the Sports Awards, Ag Dept at the Samford Show, noting that all events strengthen our school and the community.

P&C will be embracing digital options as best we can, to be able to reach out to more parents.

P&C changing accounting software, and changing how we produce reports. Looking to make the P&C Admin running more streamlined.

P&C have been and will continue to support school infrastructure projects.

Thank you to everyone for coming along tonight, all the best, hope to see you all in the new P&C year.

#### Motions

[250324-007](#) That the President's Report as spoken be accepted as presented

**Status:** Carried    **Mover:** Amanda Smyth    **Seconder:** Georg Lippold

#### 7. Applications for membership

All 2024 memberships cease

#### Motions

[250324-008](#) That all persons named in the membership forms for 2025 on hand at the 2025 AGM be accepted as members of the FGSHS P&C Association for 2025. They will be added to Process PA where we maintain our members register

**Status:** Carried    **Mover:** Kiah Lanham    **Seconder:** Amanda Smyth

#### 8. Election of Officers/Executive Committee

Kiah thanked the current exec for all their work in 2024 & declared all 2025 executive positions vacant.

Kiah called for nominations for President

Cameron Wearing was nominated for President, moved by Amanda Smyth seconded by Rolf Sterzl & all present were in favour.

The meeting was handed back to Cameron.

Rolf Sterzl was nominated by Cameron Wearing for Treasurer, seconded by Amanda Smyth & all were in favour.

Amanda Smyth was nominated by Cameron Wearing and seconded by Rolf Sterzl as Vice President and all were in favour.

P&C Qld's Representative - had no takers

#### Motions

[250324-009](#) That the P&C accept Cameron Wearing as P&C President in 2025

**Status:** Carried    **Mover:** Amanda Smyth    **Seconder:** Rolf Sterzl

[250324-010](#) That the P&C accept Rolf Sterzl as the P&C Treasurer for 2025

**Status:** Carried    **Mover:** Cameron Wearing    **Seconder:** Amanda Smyth

[250324-011](#) That the P&C accept Amanda Smyth as P&C Vice President in 2025

**Status:** Carried    **Mover:** Cameron Wearing    **Seconder:** Rolf Sterzl

#### 9. Motion to change bank signatories to the newly elected Officers

Not required

#### 10. Confirmation of continuing subcommittees of the Association

2025 P&C Subcommittees & Office Bearers list attached

#### Attachments

[2025 P&C Sub-Committees & Office Bearers.pdf](#)

#### Motions

[250324-012](#) That the Ferny Grove SHS P&C Association approve the continuation of the Ag Support Group, Language Parent Support Group, Music Support Group and Parent Sport Support Group as subcommittees under the P&C for 2025

**Status:** Carried    **Mover:** Amanda Smyth    **Seconder:** Sarah Campling

**Status:** Carried    **Mover:** Amanda Smyth    **Seconder:** Mari Low

## 11. Appointment of the Auditor

Total Audit services have supplied their quote for the 1 Jan - 31 Dec 2025 Audit, in the sum of \$3,960 inclusive of GST.

### Attachments

[Total Audit 2025 Audit Quote for 2026.pdf](#)

### Motions

250324-014 P&C accept Total Audit Services quote for \$ 3,960 including GST, to complete 1 Jan - 31 Dec 2025 Audit

**Status:** Carried    **Mover:** Rolf Sterzl    **Seconder:** Madonna Morton

## 12. Adoption of the Student Protection Risk Management Strategy

Adoption of the 2025 Student Protection Risk Management Strategy, attached.

### Attachments

[2025 FGSHS P&C Student Protection Risk Management Strategy.pdf](#)

### Motions

250324-015 That the P&C adopt the 2025 Student Protection Risk Management Strategy

**Status:** Carried    **Mover:** Amanda Smyth    **Seconder:** Jacki Schott

## 13. Adoption of the new model P&C Constitution

Not applicable - January 2023 is still the current version & was endorsed at the 2023 AGM

## 14. Honorary Life Membership Awards (if any)

## 15. General Business

Confirmation of the FGSHS P&C Association Policies:

### Attachments

[2024 FGSHS P&C Student Protection Risk Management Strategy.pdf](#)

[2024 Ferny Grove PC General Operating Principles.pdf](#)

[2024 Ferny Grove PC Policies and Procedures.pdf](#)

[2024 Ferny Grove PC Sub-Committee Operating Guidelines.pdf](#)

[2024 Ferny Grove PC Policies\\_code of conduct.pdf](#)

[FGSHS P&C Honorary Life Membership Policy.pdf](#)

[Parent and Community Engagement Code of Conduct.pdf](#)

### Motions

250324-016 That the P&C confirm the 7 P&C Policies as tabled

**Status:** Carried    **Mover:** Amanda Smyth    **Seconder:** Jacki Schott

## 16. Meeting Close

Meeting closed at 8:00 pm

## Motions Summary

#	Title	Mover	Seconder	Status
250324-001	The minutes of the meeting held on 23 March 2024 were a true and accurate record	Amanda Smyth	Trevor Dann	Carried
250324-002	That the annual financial statements for year ended 31 December 2024 be adopted by the P&C and incorporated in the minutes of this meeting	Rolf Sterzl	Jacki Schott	Carried
250324-003	That the canteen/cafe business units be treated as input tax entities, the uniform store remain registered for GST & the AG Support Group, Languages Parent Support Group, Music Support Group, Parent Sports Support Group and Stationery Store be treated as non-profit sub-entities (NPSE) for GST purposes. Activities will be monitored to ensure turnover does not approach \$ 150,000 in each entity.	Rolf Sterzl	Jacki Schott	Carried
250324-004	That the 2025 Business Operations & Sub-Committee floats plus the P&C Debit card bank account (up to \$3000 limit) as tabled be approved.	Rolf Sterzl	Jacki Schott	Carried
250324-005	That this report be accepted and included in the minutes	Rolf Sterzl	Jacki Schott	Carried
250324-006	Invoice from Total Audit Services as detailed in financials for \$3,795.00 (inc GST) be ratified for payment by the members present.	Rolf Sterzl	Jacki Schott	Carried
250324-007	That the President's Report as spoken be accepted as presented	Amanda Smyth	Georg Lippold	Carried
250324-008	That all persons named in the membership forms for 2025 on hand at the 2025 AGM be accepted as members of the FGSHS P&C Association for 2025. They will be added to Process PA where we maintain our members register	Kiah Lanham	Amanda Smyth	Carried
250324-009	That the P&C accept Cameron Wearing as P&C President in 2025	Amanda Smyth	Rolf Sterzl	Carried
250324-010	That the P&C accept Rolf Sterzl as the P&C Treasurer for 2025	Cameron Wearing	Amanda Smyth	Carried
250324-011	That the P&C accept Amanda Smyth as P&C Vice President in 2025	Cameron Wearing	Rolf Sterzl	Carried
250324-012	That the Ferny Grove SHS P&C Association approve the continuation of the Ag Support Group, Language Parent Support Group, Music Support Group and Parent Sport Support Group as subcommittees under the P&C for 2025	Amanda Smyth	Sarah Campling	Carried
250324-013	That the P&C endorse the 2025 Sub-Committee Office Bearers as tabled	Amanda Smyth	Mari Low	Carried
250324-014	P&C accept Total Audit Services quote for \$ 3,960 including GST, to complete 1 Jan - 31 Dec 2025 Audit	Rolf Sterzl	Madonna Morton	Carried
250324-015	That the P&C adopt the 2025 Student Protection Risk Management Strategy	Amanda Smyth	Jacki Schott	Carried
250324-016	That the P&C confirm the 7 P&C Policies as tabled	Amanda Smyth	Jacki Schott	Carried