



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

Attended

Agnes Chikan
Alicia Trevena
Amanda Smyth
Becky Rowe
Cameron Wearing
Georg Lippold
Jacki Schott
John Gill
Karen Wilson
Kiah Lanham
Kim Born
Lourens Geldenhuys
Madonna Morton
Mari Low
Maryan Waddell
Megan Towner
Nathan Percy
Rolf Sterzl
Roxanne Rosenberg
Sarah Campling
Trevor Dann

Carly Dann

Apologies

Andrea Ree
Beatrix Hueglin
Carla Ward
Cassandra Gow
Cathie Rodrigues
Christine Percy
Donna Crawley
Gae Larkin-Hill
Jo Miller
Joana Kelly
Jonathan Vaughan
Kelli Messer
Kym Benckendorff
Luke Ferdinands
Marie Lyster
Nicole Warner
P&C Bus Ops Manager FGSHS P&C
Sheree Rye
Suzanne Morris

Signed by:
Cameron Wearing 01/12/2025
1733D266046CBBC8

Signed by:
Amanda Smyth 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 **Second:** 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 **Second:** 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 **Second:** 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 **Second:** Jacki Schott

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

Status: Carried **Mover:** Rolf Sterzl **Second:** 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 **Second:** 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

250324-013 That the P&C endorse the 2025 Sub-Committee Office Bearers as tabled

Status: Carried **Mover:** Amanda Smyth **Second:** 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 **Second:** 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 **Second:** 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 **Second:** 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