

# **Burwood Public School P&C Association**

## **Minutes of the Annual General Meeting**

Friday 15th March 2024, School Hall and Zoom

**Attendance:** Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Judy Bai, Clare Cheng, Brian Diep, Vanessa Diep, Isabel Doyle, Shadi Eshragi, Anne Ho, Yulen Huang, Jane Huynh, Mia Kim, Ken Leung (v), Ming Luo, Michelle Ly, Amanda Meng, Katharine Oxley, Sangeeta Parajuli, Yeyi Tang, Niroy Upreti, Yi (Mary) Wang, Sek-Mun Wong, Suky Xuan, James Yakoumelos and Margaret Zawada.

**Apologies:** None

The Meeting commenced at approximately 9:10am.

Wendy opened the meeting by acknowledging that we were meeting on Aboriginal land and she paid her respects to the Wangal clan as the traditional custodians.

### **Minutes of Previous Annual General Meeting:**

Minutes of the previous AGM held on 17 March 2023 were accepted as a true and accurate record.

Moved: Sek-Mun

Seconded: Katharine

*Carried*

### **President's Report:**

Wendy provided an overview of the events for 2023 which included the morning tea with MPs, Democracy Dumplings at the state election, first social club event to write teacher thank you cards, Outdoor Movie Night, supporting Book Fair, Kindy Orientation, hosting lunch for World Teachers Day and a thank you dinner for volunteers.

Wendy also detailed the P&C's achievements in the past 12 months which included:

- Secured \$8000 grant from WestConnex for the Kindergarten gardens
- Secured \$8000 grant from Burwood RSL for musical instruments
- Secured \$2500 grant from Federal Government for volunteer resources
- Purchased a defibrillator for the school
- Launched our P&C Social Club
- Created our own P&C logo
- Revamped our website
- Consolidated our emails and domains
- Launched our Instagram page, WeChat group and Whatsapp channel
- Created a Chinese translation group – and have begun to send out communication in both English and Chinese
- Cleaned up Lost Property multiple times
- Supported Marion to take over as our new bookkeeper
- Supported Anne to retire and Mia to take over as our Uniform Shop Manager
- Launched an online Uniform Shop which is live and ready to go.

Wendy thanked everyone for all their time, effort and contribution to the P&C.

**Audited Financial Statement:**

The P&C Association's Audited Financial Statement for 2023 audited by Ray Hou was tabled by Ken (copy attached).

Moved: Ken

Seconded: Brian

*Carried*

**Principal's Report:**

Kim thanked the P&C for all their work over the past year. She acknowledged the P&C's efforts in working with our elected MPs to raise the issue of a school upgrade. She also gave special thanks for the work that went into acknowledging teachers (Education Week thank you cards and the World Teachers Day lunch) and said that these things really help teachers to feel appreciated and valued.

**Election of Office Bearers and Executives:**

All positions were declared vacant. Kim acted as the Returning Officer.

The following committee members were elected:

<b>President:</b>	Wendy Tu	<u>(Proposed/Seconded)</u>
<b>Vice President 1:</b>	Michelle Ly	(Katharine / Sek-Mun)
<b>Vice President 2:</b>	Sek-Mun Wong	(Wendy / Sek-Mun)
<b>Secretary:</b>	Brian Diep	(Sek-Mun / Michelle)
<b>Treasurer:</b>	Jane Huynh	(Wendy / Katharine)
<b>Executive 1:</b>	Judy Bai	(Wendy / Vanessa)
<b>Executive 2:</b>	Katharine Oxley	
<b>Executive 3:</b>	Amanda Meng	
<b>Executive 4:</b>	Yeyi Tang	
<b>Executive 5:</b>	Margaret Zawada	
<b>Executive 6:</b>	Yi (Mary) Wang	

**General Business:**

It was resolved to retain the annual membership fee at \$2.

No other general business was discussed at this meeting. Following the AGM, the P&C Association's monthly General Meeting commenced.

**Next Annual General Meeting:**

Friday 21 March 2025.

The AGM closed at approximately 9:45am.