

Turner School Parents & Citizens Association
Minutes of the Special General Meeting - Tuesday 16 March 2021,
6.30pm
Turner School Staff Room
(behind the stage of the main assembly hall)

1. Welcome, Acknowledgement of Country and opening remarks (Chair)

We wish to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of Canberra and this region. We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending this evening's meeting.

Present: Amanda Bruce, Nathan Richards, Robyn Watson, Kathy Moffatt, Di Jones, Clem Jones, Renee Zwikielberg, Aarathi Ayyar-Biddle, Allison Edmonds, Nicola Gibson, Annie O'Connor, José Robertson

1. Welcome:

1.1 The meeting was opened by the Chair at 6.47pm and they thanked everyone for attending.

1.2 **Apologies:** Ole Nielsen, Dale Todling, Jamie Todling

2. Business

2.1 Changes to the Constitution

The President explained the purpose of the meeting is to amend the constitution of the P&C ASSOCIATION TURNER SCHOOL (A01244) and to adopt new By-Laws and noted that, as is required by the *Associations Incorporation Act 1991*, 21 days' notice has been provided to the school community via newsletter (on 18 February 2021), email and social media.

The President noted that a quorum was present, and the following documents had already been provided:

- the previous constitution (2013)
- the proposed new constitution (2021)
- the proposed new By-Laws (2021), and
- a summary of the changes and specific amendments.

The President invited feedback and discussion of the proposed changes.

The Secretary explained the procedure for general meetings and noted no proxy voting is allowed; ex officio members may not vote. The proposed changes would be discussed, and further changes can be proposed.

The Secretary confirmed the version dated 17 February 2021 was the latest version, and gave an overview of the proposed changes and specific amendments, which include:

- a requirement for members to disclose conflicts of interest,
- a procedure for dispute resolution and disciplining of members,
- introduction of a limit of two one-year terms for the President,
- inclusion of requirements that any subcommittees must report to the P&C Committee, and
- enabling meetings to be held by audiovisual conference (instead of just face-to-face).

The Secretary also highlighted that some procedures have been removed from the constitution, and included in new By-Laws for the P&C association, to enable procedural and administrative matters to be amended more easily in the future, should that be required:

- procedures for annual general meeting; budget and financial planning; income and expenditure restrictions; annual accounts and audit and lodgement of annual returns.
- procedures for management of the Library fund and Building fund, and
- annual procedure for ensuring members meet their compliance responsibilities (ie Working with Vulnerable People).

There was a lengthy discussion on budget and financial planning procedures. The committee agreed to

- revised wording (at 2a): *'The new committee may prepare a draft budget as soon as practical at the beginning of each calendar year, taking into account the guidance of the prior year's committee members, students, and the Turner school community'* and
- to update the wording at 2c to include the purpose of budgeting *'to track multi-year commitments'*.

The Secretary also explained that a proposed change in the draft By-Laws enables the Library Fund and Building Fund to be audited together, rather than separately. The Treasurer confirmed that this is appropriate now that we have a single account with Bendigo Bank.

2.2 Special resolution

The Public Officer moved the resolution that the association resolves to adopt the amended constitution and new By-Laws.

The resolution was adopted unanimously by a show of hands, noting the changes in relation to the By-Laws agreed tonight.

2.3 Next steps

The Secretary will circulate the updated By-Laws to the Committee, to enable the Committee to confirm the changes within the next week.

The President and Secretary will sign form 8A (Change of rules or objects of an association). The Secretary explained there will be a small cost to lodge the form. The Public Officer will coordinate lodging the form and the required documents with Access Canberra.

The Secretary will provide a PDF copy of the new Constitution and By-Laws to Anne-Marie so that the School's website can be updated.

3. Closure

The President closed the meeting 7.08 pm

ATTACHMENTS

A. Action List